REAL FACULTY
REAL DEGREE
REAL VALUE

Earn your high school diploma,
bachelor’s and master’s degrees or Ph.D.
from the University of Oklahoma.
Effective September 2016 through August 2019

Bulletin
Your Global Connection
TABLE OF CONTENTS

GENERAL INFORMATION .................................................................................................................. 3
UNIVERSITY OUTREACH ............................................................................................................. 6
ADMISSION POLICIES AND REQUIREMENTS ............................................................................. 10
GRADUATE COLLEGE POLICIES AND REQUIREMENTS ......................................................... 14
ENROLLMENT AND TUITION ..................................................................................................... 23
GRADES ....................................................................................................................................... 30
VETERANS’ ASSISTANCE ........................................................................................................... 32
FINANCIAL AID .......................................................................................................................... 34
MASTER OF ARTS WITH A MAJOR IN COMMUNICATION .......................................................... 35
MASTER OF ARTS WITH A MAJOR IN ECONOMICS ................................................................. 43
GRADUATE STUDIES IN HUMAN RELATIONS ....................................................................... 49
GRADUATE CERTIFICATES IN HUMAN RELATIONS ............................................................... 58
GRADUATE STUDIES IN INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM ......................................................................................................................... 60
MASTER OF ARTS IN INTERNATIONAL RELATIONS ............................................................... 64
MASTER OF SOCIAL WORK ......................................................................................................... 64
P.H.D. DEGREE IN ORGANIZATIONAL LEADERSHIP .......................................................... 81
OFFICERS AND STAFF ............................................................................................................... 86
WORLDWIDE SITE INFORMATION .......................................................................................... 90

Visit our Web site at www.goOU.ou.edu

This publication, printed by University Printing Services, is issued by the University of Oklahoma and authorized by the director of Advanced Programs. It has been prepared and distributed at no cost to Oklahoma taxpayers.
GENERAL INFORMATION

The University of Oklahoma Mission Statement

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society. In 1890, 17 years before Oklahoma became a state, the University of Oklahoma was founded upon authority of an act of the first legislature of the Territory of Oklahoma. This act stated the purpose of the university was "to provide the means of acquiring a thorough knowledge of the various branches of learning connected with scientific, industrial and professional pursuits."

Students were accepted for the first time in the fall of 1892, and the first two graduates received the degree of pharmaceutical chemist in 1896. Two years later the first two Bachelor of Arts degrees were awarded. The first master’s degree was conferred in 1900, the first doctor of medicine degree in 1911 and the first doctoral degree in 1929. Today more than 210,312 degrees have been granted by the University of Oklahoma.

The University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health care needs of the state, region and nation. The Norman campus serves as home to all of the university’s academic programs except health-related fields. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. OU enrolls more than 30,000 students, has more than 2,600 full-time faculty members, and has 21 colleges offering 163 majors at the baccalaureate level, 157 majors at the master’s level, 81 majors at the doctoral level, 28 majors at the doctoral professional level, and 28 graduate certificates. The university’s annual operating budget is more than $1.5 billion.

Oklahoma State System of Higher Education

The university, as a part of the public educational system of the state, established by legislative action and supported by legislative appropriations made annually, places emphasis on sound scholarship, good citizenship and duties of the individual to the community and the commonwealth.

By constitutional enactment, the governance of the university is vested in the regents of the University of Oklahoma, a board consisting of seven members appointed by the governor with the advice and consent of the state Senate. Each member is appointed to serve for seven years, except when appointed to fill an unexpired term, and is subject to removal from office only as provided by law for the removal of officers not liable to impeachment.

The Oklahoma State Regents for Higher Education and the University Regents approve the requirements for admission, graduation, the degrees offered, the fees and expenses. The two regent boards reserve the right to change these requirements.

University Governance

Each college, except University College, has its own faculty, consisting of the dean and the members of the faculty who teach courses in the college. The faculties set the requirements for graduation for the several schools and colleges and recommend to the
The president that he or she confer degrees on those students who have completed these requirements. The dean of each college is its executive officer.

The general faculty of the University of Oklahoma, Norman campus, is composed of all faculty members with regular appointments. The Norman Campus Faculty Senate, comprised of 50 members apportioned among the general faculty and the faculties of the colleges, is the legislative group of the general faculty whose recommendations are subject to review by the faculty and approval by the president.

**Accreditation of the University**

The University of Oklahoma is regionally accredited by the Higher Learning Commission. The highest level of college work offered is the doctoral degree. The address for the Higher Learning Commission is 230 S. LaSalle Street, Suite 7-500, Chicago, Illinois 60604. Telephone: 1-800-621-7440.

1. In accordance with 8 VAC 40-31-30 of the State Council of Higher Education, Commonwealth of Virginia, the following information is provided:

2. Each course or degree, diploma or certificate program offered by the University of Oklahoma in Virginia is approved by the Oklahoma Board of Regents;
   a. The Oklahoma State Regents for Higher Education have granted approval for the University of Oklahoma to:
   b. Offer courses or degree, diploma or certificate programs at the level for which credit is being awarded for those courses or programs in Virginia;
   c. Offer courses or degree programs outside the state of Oklahoma;
   d. Offer each course or degree, diploma or certificate program being offered in Virginia by the University of Oklahoma; and
   e. Any credit earned for coursework offered by the University of Oklahoma in Virginia can be transferred to the University of Oklahoma's principal location outside Virginia as part of an existing degree, diploma or certificate program offered by the University of Oklahoma.

**What Advantages Does the University of Oklahoma Offer to Students?**

- OU offers you the opportunity to earn your degree from a quality educational institution with excellent faculty in two years or less while maintaining a full-time job.
- You will receive high-level instruction from internationally known OU faculty, distinguished adjunct scholars and dedicated staff members.
- Your degree will be recognized both nationally and internationally.
- State-of-the-art teaching approaches provide the most rewarding learning experience available for students who have attained life experience, focus and maturity.
- You will receive quality instruction through the intensive teaching format, which includes advanced class preparation, a one-week or two weekend class session and additional post-coursework. This accelerated learning method was pioneered by the University of Oklahoma’s Outreach programs.
• You can choose an OU degree program from locations worldwide.
• As an OU student, you have online access to the University’s Bizzell Memorial Library where you can request articles and books 24 hours a day.
• As a busy professional, our programs will provide you with the flexibility you need by offering selected online courses, independent directed readings and other distributed learning technologies.

Regulations in this brochure are current only at the time of publication and are subject to change. The university reserves the right to modify any statement as necessitated by university or state action. The University of Oklahoma Outreach is committed to making its activities as accessible as possible. Outreach and the university provide a range of special services for those with disabilities. If you anticipate a need for some of these services, please contact Advanced Programs. The University of Oklahoma is an equal opportunity institution.
UNIVERSITY OUTREACH

University OUTREACH Mission Statement

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups and communities transform themselves through knowledge.

The College of Continuing Education (CCE) is part of University Outreach, which extends the resources of the University of Oklahoma to locations throughout the state, across the nation and around the world.

Nationally recognized for its pioneering efforts in continuing education, CCE offers the educational resources of the university through more than 30 different program formats. On the Norman campus, adult and other learners attend programs at the Oklahoma Center for Continuing Education, one of eleven W. K. Kellogg Foundation funded, university-based residential conference centers in the world. Annually, CCE offers some 3,000 courses and activities to more than 200,000 non-traditional learners in Oklahoma and in locations all over the world.

Advanced Programs

Advanced Programs was established in May 1964 as part of the university’s continuing education and public service commitment. OU’s College of Continuing Education pioneered the intensive teaching format, which includes advanced class preparation, a one-week or two-weekend class session for each class, and post-class work. In all aspects, except in the use of time, Advanced Programs courses are identical to their counterparts taught on the Norman campus. Today thousands of men and women have completed their master’s degrees through Advanced Programs.

Advanced Programs offers graduate degrees in the following areas:

- Communication—M.A.
- Economics—M.A.
- Human Relations—M.H.R.
- Instructional Leadership and Academic Curriculum (ILAC) – M. Ed.
- International Relations —M.A.
- Organizational Leadership – Interdisciplinary Ph.D.
- Social Work—M.S.W. (first two years only)

OU’s graduate courses are fully accredited resident degree programs designed to provide up-to-date mid-career training. Courses are delivered worldwide to military personnel, civil service personnel and civilians at primary and secondary sites listed in the back of this bulletin.
Are the University of Oklahoma Outreach courses the same as the Norman campus courses?

Advanced Programs has undergone voluntary external evaluation by the Educational Testing Service (ETS) of Princeton, New Jersey. The study, which compared Norman campus classes to classes offered through Advanced Programs concluded that the Advanced Programs classes are the same or similar in the following areas:

- class reading assignments
- textbooks of equal length and difficulty
- syllabus in an expanded form to guide the student through the class reading assignments
- examinations in essay or short-answer format
- the methodology format of lecture and discussion.

The major differences are in timeframe (prior study followed by intensive class sessions) and location. Advanced Programs assures a learning experience comparable to that of students attending class on the OU campus.

Equal Opportunity Statement

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1973, Section 402 of the Readjustment Assistance Act of 1974 and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of the policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services.

University of Oklahoma Faculty

One of the most important advantages a student receives from taking degree programs through OU is our faculty. OU can use the same professors that teach the same degree program on campus because of the teaching format pioneered by OU in the early 1960s. The intensive classroom seminar sessions allow faculty to be away from campus a short period of time and teach their same courses. All faculty must be appointed by the University of Oklahoma’s Graduate College. Visiting faculty are recommended by the faculty in the academic department before approval of the Graduate College is requested. Visiting instructors must meet the same criteria and standards used on campus. Academicians and executives who are acknowledged as leaders in their respective fields serve as visiting professors for a number of class sessions. In addition, guest lecturers who are experts in the specific fields may be invited to participate in the class sessions. The resulting interaction provides students with a vital balance of theoretical and practical instruction.

Advanced Programs Credit Courses

All 4000–6000 level courses listed in this bulletin have been approved for the award of resident credit and are the same courses as listed and taught on the Norman campus to meet the requirements of degree programs. All credit is in semester hours.
Resident Credit

No distinction is made between credit awarded at the home campus in Norman and credit awarded for classes taken through programs offered at off-campus sites. Credit earned is neither extension nor continuing education credit and is not labeled as such; rather all credit is labeled and listed on the OU transcript as in-residency credit (the indication of credit as awarded on main campus at the University of Oklahoma).

Library Support

The library needs of OU students and faculty around the world are met through the extensive holdings of the University of Oklahoma Libraries, which contain more than 5 million volumes and 75,000 serial subscriptions (print and electronic), and 300 databases. Off-campus students receive the same library support as students on the Norman campus including the ability to search the entire collection and to receive research assistance.

OU is a member of the prestigious Association of Research Libraries, a limited membership association of the very largest academic and research libraries in the United States. The University of Oklahoma uses the appropriate Association of College and Research Libraries (ACRL) Division of the ALA guidelines in the development, implementation and administration of its library services.

Library collections in Norman are located in Bizzell Memorial Library and in six branch libraries. Resources include traditional printed formats, microforms, audio and visual media and electronic resources. The libraries house three special collections in the History of Science, Business History and Western History.

Off-campus students can access the library’s catalog electronically to request books, government documents, and copies of journal articles owned by OU Libraries to be sent to them free of charge. Students can access all of the library’s online databases, including FirstSearch, Academic Search Elite and Article First, by using their OU NetID number and password. They may also send interlibrary loan requests for articles or book chapters not owned by the OU Libraries, and ask for reference help through the E-mail a Librarian program. Students can access these services from the OU Libraries Web site at libraries.ou.edu/services/.

OU continues to enhance library support to students. OU faculty and college administrators continually encourage students to delve into the use of research material through the base library or the online University of Oklahoma campus library. OU supports and adheres to the policy that students who use their research skills to the fullest will enhance their overall educational experience. The University of Oklahoma has also developed a library Web site that allows students to access the University’s entire library collection. The library can be accessed through a Web site at www.goOU.ou.edu. This site contains links to the graduate departments, library system at the University of Oklahoma and many areas of information and interest.

In conjunction with the library staff and Faculty Fellow for Information Services, OU has created a robust system of people and resources connected through a seamless electronic web, which attends to the specific research needs of the University of Oklahoma off-campus student.

This bulletin is published for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. Every effort
is made to provide information that is accurate at the time the bulletin is prepared; however, information concerning regulations, policies, fees, curricula, courses and other matters contained in the bulletin are subject to change at any time during the period for which the bulletin is in effect.
ADMISSION POLICIES AND REQUIREMENTS

Admission Procedures

Admission standards are the same for students attending the home campus in Norman and students attending off-campus sites.

New student applicants must submit:

- OU Application for Admission
- A $50 ($100 for international applicants) non-refundable application/processing fee payable to the University of Oklahoma
- Official transcript from last degree-granting postsecondary regionally accredited institution attended
- Graduate Record Examination (GRE) scores required for Master of Social Work degree and for other degrees as recommended.

The online application can be found on the Advanced Programs website at GoOU.ou.edu. Students may enroll online at One.ou.edu.

NOTE: All Veterans Administration (VA) students are still required to provide “All” transcripts, as it is a VA requirement.

Applicants have 30 days to have their last degree-conferring transcript received on campus. Failure to comply with this policy will result in an admission stop being placed on the student, and no further enrollments will be accepted.

Some departments may require supporting materials before admission can be considered. Please refer to the appropriate academic department section of this bulletin for any additional materials required.

The final decision for admission to the Graduate College is made by the graduate dean. Except for those in unclassified status, students must be recommended for admission by a department or program. All admissions to the Graduate College require that students hold a baccalaureate degree or equivalent from an accredited college or university. Students must meet admission standards to enroll in courses offered by Advanced Programs.

Admission Requirements — Graduate College

Any student who has earned a baccalaureate degree or the equivalent from a regionally accredited college or university and has earned at least a 3.0 cumulative grade point average (GPA) on the conferring transcript may be admitted to the Graduate College provided the student is recommended by the appropriate department or program unit and accepted for admission by the graduate dean.

The University of Oklahoma uses the 4.0 scale and semester hours to calculate grade point averages. Transcripts in quarter hours are converted to semester hours.

Admission Categories

Provisional Admission

All University Outreach students, regardless of undergraduate or graduate GPA, are admitted on a temporary Provisional Admission status, which begins when
the Provisional Admission form is completed as part of the online application or signed at the teaching site and terminates after 30 days, during which time the official transcript must be received. (Master of Social Work students should refer to requirements listed under Social Work in this bulletin.) Visitors, unclassified and foreign students needing the TOEFL are not admitted as provisional students. Students must sign an agreement that they have been admitted to the University of Oklahoma as a provisional graduate student and, as such, are neither guaranteed nor promised admission to a graduate program at the University of Oklahoma. Further, while in this provisional status, students are permitted to take a maximum of three credit hours. Students have the responsibility to limit enrollment to three credit hours of coursework.

All graduate students with low grades or coursework deficiencies must be admitted to the Graduate College through Provisional Admission before moving into Full Admission or Conditional Admission.

Students who apply, but then answer “yes” to any of the required questions (e.g. prior felony, academically suspended, or received dishonorable discharge, etc.) do not receive automatic provisional admission. When applications are received with “yes” answers to these questions, they are sent to main campus to be evaluated by a committee. Until the student receives a decision from the committee on his/her application the student cannot take any courses. Once AP Admissions (Registration and Records) receives word that s/he is approved for admission, the student is eligible for provisional admission. The student may also be denied admission.

Admission to a graduate program at the University of Oklahoma is based on an evaluation of an applicant’s overall record, experience, and proposed area of study. The Graduate College does not set minimum GPA requirements and allows departments to evaluate applications holistically, but in general, successful graduate applicants possess a 3.0 cumulative GPA from their undergraduate and/or graduate work. Academic programs may set more stringent admission requirements. Please contact the program to which you are applying in order to determine any program specific requirements. Some departments provide criteria for alternate admissions for students with low GPAs (2.5 and below).

**Unclassified Admission**

This status generally describes applicants who wish to take graduate courses and do not intend to pursue a graduate degree; or applicants who have not yet chosen an academic field of study. Applicants interested in Unclassified admission should apply using the online application for admission. An applicant may be admitted to the Graduate College in unclassified status based on the Graduate College Admission Criteria.
Unlike Degree-Seeking Students, Unclassified Students:

- are not candidates for a degree
- are not assured future admission to a degree program
- are not eligible for conditional admission
- are not eligible for financial aid
- are limited to a maximum of 12 hours while in unclassified status

Note: Under INS regulations, international students are not typically able to apply as unclassified students. Students should contact the International Student Services office for information regarding regulations for international students.

**Visitor Status**

Graduate students in good academic standing at other accredited graduate institutions are welcome to take courses at the University of Oklahoma. As a visitor, a graduate student has all the rights and privileges of other graduate students except the student is not in a degree program and thus is not pursuing a graduate degree at the University of Oklahoma.

To be admitted into visitor status, a prospective graduate student must submit the following items of information:

- OU Application for Admission
- $50 ($100 for international applicants) non-refundable application/processing fee payable to the University of Oklahoma
- Letter of good standing signed by the dean of the Graduate College from their home institution.

**Readmission**

Students must enroll for courses at the University of Oklahoma within a year after the admission date to retain active status. A current graduate student who has a lapse of enrollment for one calendar year must reapply for admission. The student will then be subject to the regulations applicable during the term of the first enrollment after readmission. No readmission fee is required. All credit earned, including OU credit from a previous admission, must be no more than five years old in order to use that credit toward a degree program.

**Required Training – Sexual Harassment and Discrimination Awareness Training**

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The University condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and criminal penalties. This policy covers unwelcome conduct of a sexual or gender-based nature, whether committed on-campus or off-campus where the University has control over the perpetrator or the context of the harassment. Consensual romantic
relationships between members of the University community are subject to other University policies, but are investigated under this process and procedure.

All students must complete the Sexual Harassment and Discrimination Awareness Training prior to enrolling in courses. Online Training is located at: http://sexualmisconduct.ou.edu. A ‘Title IX Training’ hold may be placed upon your records until the training has been completed. Additional information may be found at http://www.ou.edu/content/eoo.html.
GRADUATE COLLEGE POLICIES AND REQUIREMENTS

Graduate College Review of Performance

The Graduate College is responsible for periodic review of the academic performance of graduate students in accordance with the guidelines described in this bulletin.

Academic Probation and Suspension Standards for Performance of Graduate Students

All graduate students are required to maintain an overall 3.0 graduate GPA, not only in all graduate courses, but also in all coursework (undergraduate and graduate) attempted since the most recent degree earned at the University of Oklahoma. Students falling below a 3.0 will be notified by letter that they have been placed on academic probation. Students placed on academic probation will be evaluated at the end of each semester in which the next 12 credit hours of graduate work is completed. Students who fail to attain a cumulative GPA of at least 3.0 will be denied further enrollment after the probationary period. Students will be denied further enrollment when they are placed on any type of probation for the third time.

Students who do not improve their grade point average may be denied further enrollment before the probationary period elapses. Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the termination of an equivalent period.

Students earning two or more credit hours of unsatisfactory (U) in one semester or summer session will be placed on academic probation for the next two enrollments. Earning two or more credit hours of U during this probationary period will be grounds for dismissal from an academic program. Students may be placed on probation a second time and recover if no additional U grades are earned during the probationary period.

Department/School Standards

Departments may have additional and more stringent criteria for evaluating students' performance and progress and may demand a higher level of performance than that required by the Graduate College. Under certain circumstances, a department or program unit may recommend dismissal of a student even though a 3.0 GPA has been maintained. In such cases, the department must describe to the Graduate College, in writing the circumstances under which the dismissal recommendation is based.

Grade Point System

Each hour of letter-graded credit carries a grade point value as follows: A=4, B=3, C=2, D=1 and F=0. Grades of S, as well as grades of I, U and W carry no grade point value and are not included in the computation of a student's semester or cumulative GPA.

Attendance, Grades and Late Arrivals for Class

Students who arrive late for class violate the University of Oklahoma policy on the total number of teacher-student contact hours required for award of graduate credit in
the intensive teaching format. Students who arrive late miss lecture material and decrease their class participation thereby affecting their learning and course grade.

**Correcting Grades Reported in Error**

The instructor initiates a grade change by filing a Faculty Request for Grade Change form with the college under which the course was taught.

**Change of Major**

A currently enrolled student who wishes to change his/her major area of interest or degree program must complete a Change of Program Request available online through the Graduate College admissions website [https://www.applyweb.com/ougrad/index.ftl](https://www.applyweb.com/ougrad/index.ftl). The Change of Program will be reviewed by the Graduate College and academic department in which the student wishes to major. The student will be notified by email of the outcome of the request.

**Generic Dual Degree Master’s Programs**

In addition to any of the university approved dual degree master's programs, a student may seek dual master's degrees in any two areas of the student’s choosing. To pursue the generic dual master’s degree, the student must be admitted to both programs before 12 credit hours of program work have been completed in either program. The requirements for the program are:

- All degree requirements, including research tools, foreign languages, comprehensive examination, thesis and deficiencies, must be met for both programs.
- Up to 20 percent of the total graduate credit hours required for both degrees taken individually may be double counted, e.g., counted as credit for both master’s programs.
- The double-counted courses must be appropriate for each degree.
- The student must graduate with both degrees in the same semester.

For Example:

- MA (Communication) 32 credit hours
- MHR 36 credit hours
- Total for both programs 66 credit hours
- Less 20 percent double counted (13) credit hours
- Total for dual degree 53 credit hours

**Transfer Credit from Other Accredited Institutions**

No more than 25 percent of the credit hours required for the master’s degree may be transferred from other institutions. No graduate credit may be earned by correspondence courses, but such work may be used to satisfy course prerequisites. (Academic departments may have additional requirements.)

Note: Graduate College policy requires that students be admissible to the University of Oklahoma at the time the prior credit was completed. Therefore, students...
in provisionally deferred status may not subsequently use credit completed prior to their admission to the University of Oklahoma.

**English Proficiency**

All new applicants to the university for whom English is a second language, including those holding permanent resident status, are required to present evidence of proficiency in the English language prior to admission. The intent of this policy is to ensure that students for whom English is not a native language have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English.

Graduate applicants may satisfy the English proficiency requirement in one of the following ways:

- The applicant can present an official Test of English as a Foreign Language (TOEFL) score of 550 on the written test or 213 or higher on the computer test, that will be no more than two years old at the time the applicant begins studies at the University of Oklahoma.
- The applicant can present a bachelor’s degree or higher from an accredited United States college or university or from an acceptable institution in a country in which English is the native language and the language of instruction.
- The applicant may present 24 semester hours of successfully completed college level coursework from an accredited United States college or university or from an acceptable institution in a country in which English is the native language and the language of instruction.

**Military Education Credit**

The university awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in The Guide to the Evaluation of Military Experiences in the Armed Services. Students who wish to establish credit for educational experiences in the military should submit the following documents to the Office of Registration and Records, 1700 Asp Ave., Suite 220, Norman, OK 73072-6400, fax number (405) 325-8492.

**Army personnel and veterans who entered active duty or reserve personnel starting on or after October 1, 1981:**

Submit an Army/American Council on Education Registry Transcript (AARTS). AARTS transcripts can be ordered by contacting the AARTS Office, Ft. Leavenworth, KS 66027-5010. You may also call (866)297-4427 or visit the Web site at aarts.Leavenworth.army.mil/.

**Army veterans who entered active duty or reserve prior to October 1, 1981**

Submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.
Navy and Marine Corps (enlisted and officer) personnel who are currently on active duty or reserve, and those who separated or retired from active duty on or after October 1, 1999:

Submit a Sailor/ Marine/Ace Registry Transcript (SMART). SMART transcripts can be ordered through your local Navy College Office or Marine Corps Education Center. For further information, contact SMART Operations Center, NETPDT C N2, 6490 Saufley Field Rd., Pensacola, FL 32504-5204. Call toll free at (877) 253-7122. You may also visit the web site at www.navycollege.navy.mil. The JST (Joint Services Transcript) is another readily accepted document and can be found at https://jst.doded.mil/smart/signIn.do.

Navy and Marine veterans who entered active duty or reserve prior to October 1, 1999

Submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

BOOST Transcripts

Transcripts can be obtained by contacting: Broadened Opportunity for Officer Selection and Training, 197 Elliot Ave., Newport, RI 02841-1623. Commercial: (401) 841-1623, DSN: 948-7948. Air Force personnel and veterans should request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student. Community College of the Air Force transcripts may be ordered by sending a request in writing to: CCAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112- 6613. Call (334) 953-2794 (DSN 493-2794), or visit their Web site at www.au.af.mil/au/ccaf/. Air University transcripts may be obtained by writing to the Registrar's Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex, AL 36118-5643.

DANTES

Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support). Many tests taken under the auspices of DANTES carry American Council on Education credit recommendations recognized by the University. Transcripts may be ordered from DANTES, Educational Testing Service, P.O. Box 6604, Princeton, NJ 08541-6604.

DD Form 214 or DD Form 295

If you are not able to obtain one of the transcripts listed above, veterans may submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended. Active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences During Military Service.

The grade of S (satisfactory) is assigned to all credit awarded for military training or standardized testing.

The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending colleges of the
university. Students should contact their college advisement office for more specific information.

**General Regulations for Transfer Credit**

The acceptance of transfer credit toward master’s degree programs at the University of Oklahoma is determined in accordance with the following criteria:

- The coursework has not and will not be applied toward another degree at any university.
- The coursework transferred must represent valid graduate credit earned in graduate-level courses from an accredited college or university.
- The credit must carry a grade of A, B or S (satisfactory). Grades of B- do not transfer.
- The credit must not be more than five years old at the time of admission or readmission to the degree program.
- The credit must be approved by the departmental graduate liaison and the graduate dean.
- The credit must not account for more than 25 percent of the credit applied to the degree. (Eight hours maximum for a program requiring less than 36 degree credit hours.)

In special cases, credit more than five years old may be transferred if recommended and validated by the department and approved by the Graduate College. The procedures of validation by the department to determine the student’s current knowledge and competency must have the approval of the graduate dean.

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by advanced standing examinations, but credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Departments/ schools may have more stringent transfer credit regulations than those specified by the Graduate College. Credits earned at the University of Oklahoma are transferrable to other institutions at the sole discretion of the accepting institution.

**Time Limitation for Degree Completion**

Five years from the semester of initial enrollment is the maximum time for degree completion; extension beyond this limit will result in the disqualification of over-aged credit.

A student registered in a master’s degree program should complete all of the degree work within five calendar years after the semester of his/her first enrollment. No more than one-quarter of the credit hours (transfer and resident credit) applied toward the master’s degree can be more than five years old at the time of graduation. When additional time to complete the degree is necessary and proper, the student and department program director and/or academic advisor may petition the student’s department for an extension. An extension of time beyond one year will require the approval of the graduate dean. Individual departments may require graduate degrees to be completed in a shorter time period.
Admission to Candidacy Deadlines
Contact individual academic departments.

Comprehensive Examination
Successful completion of a comprehensive examination is one of the Graduate College requirements for a non-thesis program. The examination is generally taken during the student’s final semester of enrollment. The student's Admission to Candidacy form must be on file with and approved by both the Graduate College and the academic department before the student is authorized to take the comprehensive exam. Site directors have further information regarding the comprehensive examination. Individual academic departments vary regarding the administration of the exam. Students must meet the following requirements before the authority for the comprehensive can be released:

- Student must be enrolled in at least two hours of graduate-level coursework in the semester they take the examination.
- Student must have 75 percent of their coursework completed with the grades posted to their transcripts.
- Student must have all required/core courses completed with the grades posted to their transcripts (excluding non-classroom courses).

Conferring of Degrees
Candidates for graduate degrees should apply for graduation and have all fees paid in full during the term prior to graduation. If the graduation request is not received during the first week of the semester, graduation will be delayed until the following semester. All graduation forms are available from site directors.

All students, regardless of where they took their coursework, are welcome to participate in the Norman campus spring commencement exercises. The Graduate College Bulletin contains further information regarding graduation.

Degrees are formally conferred at the spring commencement and in absentia at the end of each fall and summer semester. All diplomas are mailed to students following the official graduation date. The degree and date of the diploma are entered on the student’s permanent academic record. The date of graduation for each term is the last day of examinations in the fall, the date of commencement in the spring and the last day of classes in the summer.

Should a student complete all requirements for graduation, apply for the degree and pay the graduation fee at a time other than the end of a semester or summer session, the student can submit a written request to the Graduate College for a certified Letter of Completion. This letter states that the student is eligible for the degree as of the date when the requirements for the degree were completed.

Release of Information about Students
Information about students and former students gathered by the University of Oklahoma is of two types: (1) directory and (2) confidential.

While the university fully acknowledges the student’s rights of privacy concerning this information, it also recognizes that certain information is part of the public record.
and may be released for legitimate purposes. Information that routinely appears in student directories and alumni publications may be freely released.

With these considerations in mind, the University of Oklahoma adopts the following policy concerning the release of information contained in student records:

**Confidential Information:** This is all other information contained in the student’s educational record and can be released only upon the written consent of the student with the following 10 exceptions:

- Other school officials within the educational institution who have legitimate educational interests.
- Officials of schools to which the student seeks to transfer.
- The comptroller general of the United States, the HEW secretary, the administrative head of an educational agency or state educational authorities.
- In connection with a student’s application for or receipt of financial aid.
- State and local officials or authorities to which such information is specifically required to be reported under state statute adopted prior to November 17, 1974.
- Organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- Accrediting organizations.
- Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents of international students are excluded.)
- To comply with a judicial order or lawfully issued subpoena; provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.

Confidential information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

**Academic Misconduct**

The Student Code specifies the responsibilities and conduct of all OU students. The code includes the academic misconduct procedures in force for all OU students on and off campus. The definition of academic misconduct is as follows:

Academic misconduct includes (a) cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement, (b) assisting others in any such act or (c) attempts to engage in such acts. The student code may be viewed online at www.ou.edu/studentcode.

**Academic Appeals Procedures**

A Graduate College Academic Appeals Panel will be appointed and given authority to hear all appeals involving qualifying examinations, comprehensive examinations, general examinations, thesis's and dissertations, and other appropriate
matters as determined by the graduate dean. Such an appeal must be filed in writing with the graduate dean as soon as possible.

In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intercession, and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession or summer session. In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and university holidays from classes) after the results of an evaluation are made known to the student. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the board shall deny any request for a hearing on the claim unless, in the view of the board, the student has been prevented from complying with the appropriate time limit (for example, a student being called into military service).

If the student wishes to appeal, the student will submit a written appeal to the dean. The written appeal must be filed as soon as possible, but in no event later than 10 calendar days (excluding Saturdays, Sundays and university holidays from classes) following the day when attempts at resolution are completed. The board shall deny any request for a hearing on a claim, which does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim. The written appeal must specify:

- the action being appealed;
- the names of individuals allegedly responsible, if known;
- a summary of the evidence of alleged wrongful treatment; and
- a statement of the relief desired.

**Sexual Harassment**

The University of Oklahoma explicitly condemns sexual harassment of students, staff and faculty. Since some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. To proceed with such a grievance, contact the Office of Equal Opportunity, Evans Hall, Room 102 for further information or call (405) 325-3546.

**Student Discrimination**

The university has a policy of internal adjudication of student grievances. A procedure is established to provide the opportunity for a student to have a grievance of any type heard and adjudicated by administrative settlement. The procedures are designed to hear all grievances related to alleged discrimination on the basis of race, color, sex, religion, national origin or age. For further details about the procedure to be followed, see the Student Code under the section University of Oklahoma Student Discrimination.
Grievance Procedure in the Graduate College Bulletin or contact the Affirmative Action office.

For more information, see the Graduate College Bulletin on the Graduate College website at http://www.ou.edu/gradweb.html
ENROLLMENT AND TUITION

Enrollment Procedures

Students may enroll for their courses online at One.ou.edu. Instructions for using the
online enrollment system and a link to One.ou.edu can be found on the
Advanced Programs Web site at www.goOU.ou.edu. Contact your site director to enroll
in an internship. All students must be admitted with provisional status, conditional or
full standing to the Graduate College prior to enrollment in classes. Students
utilizing military tuition assistance may have different limitations in the maximum number
of semester credit hours.

Enrollment Limitation

A student may enroll in a maximum of 16 hours per semester unless an overload
is approved in writing by the student’s academic department. Other limitations may
apply for the term in which the comprehensive exam is taken. Students should check
with their academic advisor for further clarification.

Intensive Course Format

The intensive class session consists of instruction by lecture, conference,
discussion, group problem solving and/or individual study under the guidance of an
instructor. This intensive class session is preceded by preparatory reading and study
equivalent to that normally accomplished during a traditional two-hour semester
course. Assignments and reading materials are available at least 30 days before the
class begins and are to be completed before actual participation in the class session.
The student is guided in preparatory study by reading assignments and a syllabus,
available online, stating the purposes and objectives of the course.

Each course consists of the following components:

- A minimum of 30 days of pre-seminar study and work in preparation for the on-
site seminar.
- The on-site seminar of 30 clock hours (two semester hours) is
generally conducted over a one-week time frame.
- A follow-up time period of up to 30 days following the last day of the on-
site seminar to complete such requirements as application projects, take-
home examinations and/or research papers.

With above course delivery for OU’s intensive format, students complete three semester
hours of course work. The length of a web-based course can be as long as four months
depending upon the number of credit hours and content. The exact duration and dates
will be clearly spelled out in each syllabus.

Books and Course Materials

Books and other course materials will be made available for all courses. In most cases,
books and course materials will be available for student purchase 10 weeks prior to the
class start date through the Follett Bookstore at
http://www.bkstr.com/oklahomastore/home. Students may also place their orders
through the Follett Bookstore via mail, phone, fax or e-mail. Any materials not
available through the Follett Bookstore will be available through the OU site director.
The cost of materials ordered through the Follett Bookstore are available online via their web site. The cost of materials available through the site director will be listed on each course syllabus. It is the student’s responsibility to order texts in sufficient time to allow for shipping and still complete all required pre-class assignments.

**Book Return Deadline**

Students withdrawing from a course may return their texts to Follett for a refund of the purchase price as long as the texts are postmarked before the first day of class. Returns postmarked or returned after the first day of class will not receive refunds but may be eligible for buy-back. Texts purchased as new from Follett must be returned in new condition to receive the full price. Texts returned in used condition will receive the price established by Follett’s buy-back policy, regardless if the student purchased them as new. Any highlighting or notes in the text will render the text used, and will be subject to Follett’s buy-back policy. Shipping charges are the responsibility of the student and will not be refunded unless the course is cancelled. In that case, a shipping refund request must be made in writing and submitted with receipts to the local site director.

**Book Buy-Back Program**

Students wishing to sell back their textbooks after the class should contact the Follett Bookstore via phone or e-mail at 0831mgr@fheg.follett.com. The Follett Bookstore may offer up to 50 percent of the student’s purchase price or the current market value. Students interested in this program must coordinate selling back their textbooks directly with Follett Bookstore.

**Agency Payment of Tuition and/or Book Costs**

If a student’s expenses are to be paid by an agency, please see the service and/or funding agency requirements. Students are responsible for paying any amount not paid by the service and/or funding agency. Textbook purchases through the Follett Bookstore are the joint responsibility of the student and the agency. The Follett Bookstore can accept agency payment via credit card or student payment via credit card, check or money order. Students making their own text purchases are responsible for coordinating reimbursements through their agency.

**Tuition Payment**

Students qualifying for tuition assistance that will be paid directly to the University of Oklahoma must pay only the costs not covered by the service and/or funding agency.

**Subject to Change Notice**

Enrollment fees are set by the Oklahoma State Regents for Higher Education and may be changed in accordance with state regents’ policies. Courses, dates and instructors are subject to change. Please check with the OU site director.

**Bursar Stops**

Students owing money to the University of Oklahoma can neither receive grades and/or transcripts nor take classes. Students with bursar stops at the close of their last semester will not have their degree posted until accounts are cleared.
Tuition Assistance, Vouchers and VA Benefits

Eligible students may use their military tuition assistance (TA) or Veterans Administration (VA) benefits after they have been properly certified by the University of Oklahoma. Students using VA benefits should request that their enrollments be VA-certified at the time of enrollment. The university must have on file a VA Application for Education Benefits (or VA Certificate of Eligibility) and all military transcripts before requests for certifications can be processed. Before the class begins, students using military tuition assistance (TA) must ensure proper completion for United States Armed Forces TA requirements. Students will be held accountable for the balance due or for errors in the amount authorized. Students must comply with military TA timelines for course completion.

Methods of Payment

Tuition payments can be made through the online payment system at One.ou.edu. Students may pay online using checks, VISA, MasterCard, American Express or Discover. Cash will not be accepted. The OU site director can answer questions concerning methods of payment. For current tuition rates, contact your local site director or e-mail OU at advancedprograms@ou.edu.

Withdrawal of Enrollment

The University of Oklahoma’s policy is to provide maximum flexibility in allowing students to attend class sessions that best serve the individual’s schedule of professional responsibilities. When personal circumstances require cancellation of a course enrollment, the following policies will apply with regard to tuition.

Course Withdrawal Policy

Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

For Nevada Students Only

A student has the right to a full refund of all charges if he/she cancels his/her enrollment prior to the beginning of the first class session. In addition, the student may withdraw from a course after the beginning of the first class session and receive a refunded prorata amount of the tuition minus 10% of the tuition or $100 (whichever is less) for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

Approved Notices of Drop or Withdrawal

All drops processed by the site director must be in writing. The original notification may be in the form of a mailed or faxed letter or an e-mail message. This must be followed
up with a signed drop form. The date must be clearly indicated on all drop documents. It is the student’s responsibility to ensure that the site director has received and processed the drop.

Drops that occur 30 days or less before the first class session will incur the associated penalty as outlined above. A request to waive the penalty must be accompanied by documentation of one of the following:

- Personal illness documented by a notice from a physician or a copy of the medical bill, which clearly indicates that the student would be unable to attend the class sessions. This should note the specific dates of the illness and inability to attend class.
- Military Travel Order or Permanent Change of Station Order, which clearly indicates that the student would be unable to attend the class sessions. The order must include dates of class sessions.
- Job-related absence explained with a letter on company or agency letterhead and signed by a supervisor, stating that the absence was unavoidable and that clearly indicates that the student would be unable to attend the class sessions.

All penalty waiver requests and associated letters, military travel orders, copies of physician reports, etc., must be submitted within 30 days of the first class session and will be reviewed by Advanced Programs and (1) be approved in full, (2) be approved but with some penalty or (3) not be approved. Advanced Programs reserves the right to verify the documentation. Other appeals will be reviewed on a case-by-case basis. A student wishing to withdraw from a course for reasons that do not meet the criteria for a waiver request (refer to the drop policy) is responsible for full tuition. If a student leaves class or does not attend class once the course begins for reasons that do not meet the criteria for a waiver request, the student will remain enrolled and will need to request to withdraw through the professor; students will, then, receive a grade of W or F as assigned by the professor. Penalty waiver requests for courses that have begun are reviewed on a case-by-case basis and only for extreme and extenuating circumstances.
INFORMATION AT-A-GLANCE

Your OU Site Director

The University of Oklahoma is represented at each site by a site director who establishes professional working relations with the education center, students and faculty. The site director disseminates program information to current and prospective students and works closely with the OU home office in Norman providing student support services. The site director communicates frequently with the OU home office in Norman to resolve any student issues. Faculty rely on the site director for logistical support with regard to lodging, travel, instructional aids, classroom facilities and general orientation to the immediate area.

Library Access

In order to access library services for interlibrary loan and document delivery, students are directed to the Advanced Programs website at www.goOU.ou.edu. Students have access to FirstSearch, ArticleFirst, Government Publications Office (GPO), ERIC, WorldCat, Conference PapersFirst, OLIN (OU Libraries Online Catalog), and other library resources. Students can also check out books from the library to be sent to their address with an extended loan policy to accommodate overseas students. For more information, go to the Advanced Programs website at www.goOU.ou.edu and click on “University of Oklahoma Library” on the “Current Students” page and then follow the links for “Interlibrary Loan”.

Norman Campus Contact Information:

The Norman campus area code is (405)

Advanced Programs (AP):

Administrative Office: 325-2250
24-hour Fax: 325-3335
E-mail: advancedprograms@ou.edu
Stateside: (800) 522-0772, ext. 2250

College of Continuing Education (CCE)

Admissions: 325-1005 or 325-2240
Fax: 325-8492
Registration and Records
(Transcripts): 325-1236
E-mail: cceregistration@ou.edu

Veterans Affairs Liaison:

325-1234 or 325-1316
E-mail: va@ou.edu

OU Financial Aid Services

Telephone: 325-2929
E-mail: APaid@ou.edu
http://www.ou.edu/content/outreach/ap/financial_assistance/financial_aid.html
OU Graduate College

Randall S. Hewes, Ph.D.: 325-3811
E-mail: hewes@ou.edu

AP Curriculum Advisor,
Ginger Dossey: 325-3448
E-mail: gdossey@ou.edu

Academic Programs

Communication

Shay Glover: 325-7710
E-mail: shay.glover@ou.edu

Economics

Tami Kinsey: 325-2863
E-mail: tkinsey@ou.edu

Education

Lynn Crussel: 325-1498
E-mail: lcrussel@ou.edu
Stacy Reeder: 325-1498
E-mail: reeder@ou.edu

Human Relations

Cathy Yeaman: 325-4715
E-mail: cyeaman@ou.edu
Dr. Glenda Hufnagel (LPC): 325-1756
E-mail: gahufnagel@ou.edu

International Relations

Jennifer Rowley: 325-2949
E-mail: jsifford@ou.edu

Ph.D. Program

Dr. Kirby Gilliland
E-mail: kirby@ou.edu

Social Work

Dr. Anthony Natale: 325-8570
E-mail: anatale@ou.edu

Helpful Web Sites

- Advanced Programs: www.goOU.ou.edu
- College of Continuing Education: http://outreach.ou.edu
- College of Liberal Studies: http://cls.ou.edu
- The University of Oklahoma: http://www.ou.edu
- Graduate College Bulletin: http://gradweb.ou.edu
• OU Bulletin: http://catalog.ou.edu
• Access to Student Information, Password Changes, Online Enrollment, Online Payment, and Desire to Learn through One: https://One.ou.edu
GRADES

Grades awarded in the Graduate College are A, B, C, D, F, S, U, I and W. The Graduate College Bulletin contains complete descriptive grade information. The following explanations apply only to those courses which are approved for Advanced Programs graduate credit:

- **S** - Satisfactory
  - Neutral in the computation of GPA
  - Signifies work of B quality or better
  - Only passing grade accepted for special problems, individual research and directed readings courses

- **U** - Unsatisfactory
  - Neutral in the computation of GPA
  - Indicates that no credit is given for work undertaken

- **W** - Withdrawal
  - Neutral grade assigned if student is passing at the time of withdrawal

- **F** - Failure
  - Assigned if student is failing the course
  - Awarded no credit hours or grade point
  - Calculated into the cumulative GPA

- **AW** - Administrative Withdrawal
  - Neutral grade assigned if the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance

- **D** - Indicates failure — no credit toward a graduate degree
  - Work receiving D grade cannot be used to satisfy prerequisite requirements and/or requirements for certificates

Incomplete Grades

University policy on “I” grades often differs from military policy. OU is generally more lenient. Be sure you are aware of your services policy as it applies to recoupment of tuition assistance dollars.

I is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of I will be changed to the pre-determined permanent grade. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research and graduate problem courses.

Graduate College "I." With the approval of the instructor and Graduate College Dean, a graduate student may be granted up to a one-year extension for making up incomplete work. No petitions for extensions beyond one year will be considered. After the incomplete work is made up, the instructor shall promptly report the new grade to the Office of Academic Records so that it can be posted to the student’s transcript. In any
case, the new grade must be posted to the student’s transcript within one year of the deadline for making up the incomplete work (including any extension, if granted). If the new grade has not been posted within this one-year time period, the student shall have one additional year in which to file an appeal with the Graduate Dean requesting that the proper grade be posted. If no such appeal is received by the Graduate Dean within this second year time period, the grade of "I" shall be changed to the pre-determined permanent grade. All instructional faculty are required to use the university-wide Incomplete Contract Form (PDF) when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade. If an incomplete is received, the “I” grade remains on the student's record and the final grade is next to the “I” (example I/B).

Access Student Information

Students may access their unofficial transcript, class schedule or account information from anywhere in the world through One at https://One.ou.edu

The information provided will assist students who need to access their records, use an OU e-mail account and activate a student Web page.
VETERANS' ASSISTANCE

Students taking courses in California, Florida, Hawaii, Nevada, or Virginia should contact their local site director regarding VA education benefits as VA policies may differ from state to state. Please visit the Advanced Programs website at http://goou.ou.edu for individual site contact information.

Assistance: Who Qualifies

VA benefits are payable to students admitted to a degree program in provisional, conditional and full admission status to the Graduate College. Regrettably, students admitted as unclassified graduates do not qualify for reimbursement of educational benefits. Similarly, the veteran’s liaison will only certify courses to the VA that apply to a student’s degree program.

VA students wishing to take courses in a Visitor status at the university must present a Parent School Letter from their home institution indicating the courses taken at the University of Oklahoma will transfer into their program.

How Your Enrollments are Certified

Students are considered in full-time rate of pursuit when they enroll in a three-hour letter-graded seminar. Students are certified beginning with the last day to Add/Drop (typically 30 days prior to the first day of class) and ending with the last day of class. Internet, Internship, Independent Directed Reading (IDR), Independent Study (IS) and Research projects are certified at rates lower than full-time rate of pursuit (depending on the number of hours).

To Begin

All Advanced Programs students are certified electronically (excluding Florida and Chapter 31 VA VocRehab students) to the VA Regional Processing Office (RPO) in Muskogee, OK. Students will be certified to the VA RPO when the veterans liaison has on file: VA form 22-1990 Application for Education Benefits, Certificate of Eligibility letter, or, if the student has received VA educational benefits from another institution, VA form 22-1995 Request for Change of Program or Place of Training. Students must have all transcripts, including military transcripts on file, prior to 24 weeks after the application date.

When You Enroll

Students desiring to use VA benefits should notify va@ou.edu every time they enroll in a course for which they wish to be reimbursed. They should provide the department, course number and section number, as well as the semester in which it is offered. The student is to inform va@ou.edu each time a course is dropped that has been certified to the Department of Veterans Affairs. If the student drops any coursework after the start of the course (add/drop deadline), the student is responsible for any funds owed back to the VA. The VA will contact the student should the student owe the VA for this coursework. A refund from the University is not to imply that the student does not have a debt with the VA.

To ascertain if a course has been certified to the VA, students may contact the VA liaison, va@ou.edu, or call (405) 325-1234 or 325-1316
Web Automated Verification of Enrollment

Web Automated Verification of Enrollment (W.A.V.E.) is available to verify your certifications, however, you must have a current benefit award for MGIB-Active Duty (Chapter 30) or MGIB Selected Reserve in the VA system. The Web site is https://www.gibill.va.gov/wave/index.do

Tuition Assistance “Top Up”

Students using Tuition Assistance/Top Up (TATU) for the same course do not need to send any information to the school. Students should contact their local education office for more information regarding TATU and to request tuition assistance.

Payment Questions

All payment questions should be directed to the RPO in Muskogee, OK. Florida students should contact the RPO in Atlanta, atlrpo@vba.va.gov for payment questions.

Incomplete Grades

University policy allows no more than one calendar year from the end date of the semester to complete an Incomplete grade. In accordance with public law, all non-punitive incomplete grades must be reported to the VA. The VA will diary the grade for up to one year, and if the Incomplete is not completed, the VA will create an overpayment and will send the student correspondence requesting evidence of mitigating circumstances. The student should respond promptly to this request. If an explanation of mitigating circumstances is not submitted to, or is not accepted by the VA, the student will be required to reimburse the government for the benefits received for the incomplete course.

“AW,” “F,” and “U” Grades

“AW,” “F,” and “U” grades will be reported to the VA. If the student retakes the course, the student may be certified again for the same course.

Web Address Reference

- VA Education Benefits and forms: www.gibill.va.gov and www.va.gov/vaforms/
- American Council on Education (ACE): www.acenet.edu
- Army Transcript Service (AARTS): http://aarts.army.mil/Order.htm
- Sailor/Marine American Council on Education Registry Transcript (SMART): https://smart.navy.mil/smart/welcome.do. The JST (Joint Services Transcript) is another readily accepted document and can be found at https://jst.doded.mil/smart/signIn.do.
- Coast Guard Transcript: http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp
FINANCIAL AID

Financial aid is available for eligible students enrolled through Advanced Programs at the University of Oklahoma. For information regarding the financial aid application process, visit the Advanced Programs Financial Aid Web site at http://www.ou.edu/content/outreach/ap/financial_assistance/financial_aid.html or contact your site director.

Eligibility Requirements

Eligibility for financial aid is determined by the following:

- Satisfactory grades of 3.0 or better
- Half-time enrollment (5 credit hours)
- U.S. citizenship or eligibility as a non-citizen
- Not be in default on a Title IV loan or owe a repayment of a Title IV grant
- Be pursuing a degree and be officially admitted to their degree granting program at the University of Oklahoma

Specific information about enrollment requirements, different aid programs available and application procedures and deadlines are available online at http://www.financialaid.ou.edu/ap/. Financial aid is awarded by academic year and students must reapply each year.

Financial Aid Services must have a completed financial aid application on file eight weeks prior to the start of the semester for which the student is seeking aid. Incomplete applications delay the processing of financial aid. Students should be prepared to pay for their classes upon registration if their financial aid award has not yet been disbursed.

The definition of a full-time student as determined by the OU Financial Aid office is nine hours during the fall or spring semesters and seven hours for the summer semester. Half-time enrollment is five hours per fall, spring or summer semester.

Contact the Advanced Programs Financial Aid liaison at:

The University of Oklahoma
Financial Aid Services
1000 Asp Ave.
Buchanan Hall, Room 216
Norman, OK 73019
E-mail: APaid@ou.edu
(405) 325-2929
MASTER OF ARTS WITH A MAJOR IN COMMUNICATION

The Master of Arts with a major in Communication requires 32 semester hours of graduate credit.

What You Can Do with this Degree

The Master of Arts degree with a major in Communication is one of the most versatile advanced degrees available. With two separate, but related, career tracks to choose from, you can tailor this degree program to your specialized interests. The Department of Communication is one of the finest graduate programs in the United States and is ranked 15th in the nation. All of its award-winning faculty teach in the Master of Arts program, exposing you to an excellent variety of specialties and subject matter.

Examples of Job Opportunities with this Degree

- Political Analyst
- Advertising Executive
- Government Lobbyist
- Public Information Officer
- Public Relations Director
- Anchorperson
- Politician
- Film Director
- Journalist
- Reporter
- Media Account Executive
- Script Writer
- Media Buyer
- Internet Specialist
- Mediation Specialist
- Training Specialist
- Publications Editor
- Public Relations Officer
- Human Resources Manager
- Business Manager
- Program Coordinator
- Speech Writer
- Labor Relations Consultant
- Business Consultant
- Program Objectives

Department of Communication

Offering master’s degrees starting in 1934 and the Ph.D. degree since 1952, the department of Communication views communicative behavior as basic to human activity, to individual development, to interpersonal and social relationships and to the functioning of political, economic, cultural and social institutions. Through research and theory building, we seek to understand how individuals use
symbols to interpret and act within their environment. Our students investigate communication processes as they occur within and among individuals, groups, organizations and societies. In doing so, they learn to communicate more effectively and to facilitate the communication effectiveness of others.

An M.A. degree in Communication prepares individuals for effective participation in an information-based society. Thus, our students come from and are hired into a wide variety of careers in business and industry, government, religion and social services. Our graduates, for example, are active in personnel management, public relations, consulting community leadership and other occupations where an ability to communicate effectively is vital to success.

**Degree Requirements**

The M.A. in Communication degree requires a minimum of 32 hours of graduate credit. Twenty-four of those hours must be Communication courses offered by OU. This non-thesis program also requires a written comprehensive examination to be successfully completed before the candidate is recommended for a master’s degree. In addition, each student is required to have taken an undergraduate course in statistics. If none has been taken, the student must take a course at either the undergraduate or graduate level in statistics. This course will not count toward the M.A. degree.

Students who enter the program with 12 hours of graduate work (beyond the bachelor’s degree) must have a GPA of 3.25 instead of the 3.0 required by the OU Graduate College. Students admitted as Conditional Admission (due to low grades) must earn a GPA of 3.25 on the first 12 hours of Conditional Admission, with no letter grades below a B.

**Degree Tracks**

Two different tracks are available to students seeking an M.A. with a major in Communication. The general track is recommended for those seeking a liberal arts approach to graduate study. The organizational communication track is recommended for those intending to pursue careers in profit/non-profit, entrepreneurial and government organizations.

**General Track**

**General Track Required Courses:**

- COMM 5003 Quantitative Methods or 5313 Qualitative Methods
- COMM 5013 Introduction to Graduate Study

**General Track Electives:**

- 26 credit hours approved by the advisor.

**Organizational Communication Track**

**Organizational Communication Track Required Courses:**

- COMM 5003 Quantitative Methods or 5313 Qualitative Methods
- COMM 5013 Introduction to Graduate Study
- COMM 5333 Organizational Communication
Organizational Communication Track Electives:

20 credit hours approved by the advisor.

Elective Courses

In addition to the core courses, students select coursework from the following list in order to familiarize themselves with communication processes as they operate in different contexts. Course numbers are listed for all courses.

- COMM 4233 Free Speech: Responsible Communication Under Law
- COMM 5113 Nonverbal Communication: Theory and Research
- COMM 5213 Interpersonal Communication
- COMM 5223 Historical Development of Communication Theory
- COMM 5233 Communication and Social Change
- COMM 5243 Language Perspectives of Communication
- COMM 5253 Cross-Cultural Communication: Theory and Research
- COMM 5263 Health Communication
- COMM 5333 Organizational Communication
- COMM 5343 Mass Communication Perspectives
- COMM 5353 Conflict Management
- COMM 5363 Communication and Technology
- COMM 5373 Communication and Leadership
- COMM 5383 Survey of Political Communication
- COMM 5393 Risk Assessment and Communication
- COMM 5453 Social Influence
- COMM 5553 Persuasive Communication Campaigns
- COMM 5960 Directed Readings
- COMM 5960 Directed Readings: Deception Detection
- COMM 5960 Directed Readings: Health Communication
- COMM 5960 Directed Readings: Mass Opinion and Military Conflict
- COMM 5960 Directed Readings: Terror Management Theory and Communication
- COMM 5960 Directed Readings: War, Peace and Media
- COMM 6013 Special Problems in Communication Research
- COMM 6023 Communication Research Task Groups
- COMM 6233 Small Group Processes
- COMM 6323 International Communication
- COMM 6373 Seminar in Mass Communication
- COMM 6410 Instructional Problems in Speech Communication Education
- COMM 6413 Interethnic Communication Seminar
- COMM 6423 Communication in Health Organizations
- COMM 6433 Seminar in Intercultural Communication
- COMM 6453 Seminar in Social Influence
- COMM 6970 Relational Communication
- COMM 6970 Seminar: Special Topics (May be repeated for credit with change in subject matter.)
- CAS 5960 Directed Readings
Special Grade Requirement: The Two Cs Grade Rule

All master’s degree students are required to maintain an overall 3.0 grade point average in all graduate courses attempted. One grade of C will put the student on academic probation with the Graduate College. The student will then have a 12 hour probationary period. The student must not earn a grade lower than a B or a grade of U during this time. At the end of the 12 hour probationary period, the student must have raised their overall GPA to 3.0. Failure of either of these two conditions will result in the student being unable to continue enrollment in graduate courses.

Time Limit for Degree Completion

Five years dated from the semester of initial enrollment is the maximum time for degree completion. Extensions beyond this limit will result in disqualification of the overaged credit. This time limit applies to both courses completed through the University of Oklahoma and to courses approved for transfer credit.

Comprehensive Examination

The comprehensive examination is usually scheduled in mid-October, early March and June. Students should notify the communication advisor approximately one month before planning to take the examination. Students must be enrolled in at least one course for a minimum of two graduate credit hours during the semester they take the general comprehensive exam.

Course Descriptions – Required Core Courses

COMM 5003 - Quantitative Methods

Introduction to social-behavioral science processes of inquiry about human communication phenomena. The course examines the relationship of theory and method. Looks at various research paradigms and designs, and provides an introduction to descriptive and inferential statistics.

COMM 5013 - Introduction to Graduate Study

Traces the development of research and professions in communication, providing an integrative conception of the discipline and an introduction to research and theory formulation. Students are exposed to those skills critical to success in graduate training in communication.

COMM 5313 - Qualitative Methods

Introduces students to the use of qualitative methods in social sciences research. Students will learn how to use participant observation, informal interviewing and other techniques to collect information on social sciences topics.

Course Descriptions – Electives

In addition to the core courses, students select coursework from the following list in order to familiarize themselves with communication processes as they operate in different contexts. Course numbers are listed for each course.
COMM 5043 - Organization Research Practicum

Prerequisite: graduate student major who has completed two-thirds of the communication courses required for graduation, plus permission. Applicants must have an overall grade point average of 3.25 or higher. Provides practical research experience in an organization. Student adviser and organization's sponsor must agree through a written contract about the goals, plan, and activities associated with the research project.

COMM 4233 - Free Speech: Responsible Communication Under Law

Consider the role of communication and the law. A consideration of the role of law as both deterrent and protector of the communicator’s efforts. Attempts to provide a better understanding of the pervasiveness of regulation of communication.

COMM 5113 - Nonverbal Communication: Theory and Research

Studies social-psychological and linguistic ethological approaches to nonverbal communication research and theory building. Prerequisite: graduate standing; 5003 or permission.

COMM 5213 – Interpersonal Communication

Studies the research and theories in interpersonal communication with emphasis on dyads and small groups, public address, message analysis and nonverbal communication.

COMM 5223 - Historical Development of Communication Theory

Provides a survey of the historical development of communication theory. Presents the evolution of communication theory from ancient rhetorical traditions of Aristotle and Plato to World War II.

COMM 5233 - Communication and Social Change

Studies alternative theories of social change, both historical and modern, with emphasis on the role played by communication at the interpersonal, group and social levels.

COMM 5243 - Language Perspectives of Communication

Investigates the role of language behavior research, epistemological foundation, linguistics, speech act theory, sociolinguistics, psycholinguistics and ethnomethodology.

COMM 5253 - Cross-Cultural Communication: Theory and Research

Study of theory of cross-cultural communication with special attention to language, stereotyping, perception, role, power and nonverbal communication as such variables operate in cross-cultural situations.

COMM 5263 - Health Communication

A broad overview of theoretical and applied approaches to health communication. Students are exposed to a variety of health communication topics including doctor/patient communication, health information campaigns, mass media influences on health, role of culture in health and disease, health care organizations and group influences on well-being.
COMM 5333 – Organizational Communication
Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees and the role of communication for productivity and the quality of life.

COMM 5343 - Mass Communication Perspectives
Analyzes the development of modern mass communication theory, discusses the effects of the media on individuals and society and surveys new approaches to research and theory development in the mass communication area.

COMM 5353 - Conflict Management
Examines theory and research about conflict management in various communication contexts. Takes a social scientific approach to conflict management with emphasis on cognitive processes, affective systems, interaction sequences and strategies and tactics related to how people negotiate the meaning and management/resolution of conflict.

COMM 5363 - Communication and Technology
Provides a comprehensive overview of emerging technologies (e.g., teleconferencing, electronic mail, videotext, electronic bulletin boards, telecommuting, distance education, media richness, voice messaging, invisible technologies, etc.) and analyzes some of the social and behavioral effects of these technologies on human interaction in interpersonal, organizational, small group and international contexts.

COMM 5373 - Communication and Leadership
Examines theory and research related to the philosophy and behaviors associated with leadership communication in various contexts. Emphasis placed on unique aspects of messages as individuals enact leadership roles. Scholarship from several areas of the social sciences will be considered, but communication theory will be given primary emphasis.

COMM 5383 - Survey of Political Communication
Surveys communication in the political system. Discusses theory and research on interpersonal, public and mass communication, particularly political campaigns.

COMM 5453 - Social Influence
A social scientific approach to the study of influence (persuasion), emphasizing scholarship drawn from speech communication, mass communication and social psychology.

COMM 5553 - Persuasive Communication Campaigns
Theory and research about persuasive communication campaigns which involve conscious sustained communication efforts designed to influence the thinking, feelings and/or behaviors of targeted receiver groups.

COMM 5960 - Directed Readings
1 to 3 hours. Prerequisite: 12 hours of graduate work in communication and permission of instructor. May be repeated; maximum credit, six hours for the master's degree.
Intensive survey of the literature in a selected area of communication under the direction of a graduate faculty member.

**COMM 6013 - Special Problems in Communication Research**

Explores special issues and problems in communication research which characterize areas of specialty in communication, including social and mass communication, evaluative techniques and rhetorical criticism. Students may repeat enrollments as topic changes.

**COMM 6023 - Communication Research Task Groups**

Designed to explore numerous topics in communication study, including the development and execution of research in communication. May be repeated; maximum credit 15 hours.

**COMM 6233 - Small Group Processes**

Considers current status of small group theory and research, emphasizing leadership. Includes both the development of a tentative theory of leadership and the application of small group theory to the process of decision making.

**COMM 6283 - Political Advertising**

Studies the content and effects of advertising for political policy issues, and international political advertising.

**COMM 6323 – International Communication**

Studies communication as an essential component of international organizations, nation states, diplomatic relations and other political and social units. Emphasizes the role of communication in international decision making, conflict, resolution and negotiation.

**COMM 6373 - Seminar in Mass Communication**

Variable content seminar; considers differing topics in contemporary mass communication theory and research.

**COMM 6383 - Seminar in Political Communication**

Considers current topics in political communication theory and research.

**COMM 6410 - Instructional Problems in Speech Communication Education**

May be repeated; maximum credit, four hours. Studies educational problems in teaching oral communication in secondary schools and colleges.

**COMM 6413 - Interethnic Communication Seminar**

An interdisciplinary survey of theory and research pertaining to issues of interethnic/ interracial communication. Specific verbal and nonverbal communication behaviors are examined in conjunction with salient contextual factors of the macro-societal, situational and psychological milieu surrounding the communication process.

**COMM 6423 - Communication in Health Organizations**

Examines delivery and exchange of messages within health organizations with emphasis on conflict, bargaining and negotiating, communication networks and environments, virtual systems of communication, etc.
COMM 6433 - Seminar in Intercultural Communication

Studies communication across cultural boundaries with emphasis on comparative analysis of communication systems of various cultures, factors involved in predicting intercultural communication patterns and effects and the role of communication in cultural and technological development. Special attention is given to communication problems between subcultures in American society.

COMM 6453 - Seminar in Social Influence

Seminar on specialized topics in social influence. Content focus will vary with instructor. May be repeated with a change in topic. Maximum credit is six hours. COMM 6970 - Seminar: Special Topics May be repeated with change in topic; maximum credit 15 hours. For additional course descriptions please see the University of Oklahoma General Catalog. Please note that degree program requirements are subject to change.
MASTER OF ARTS WITH A MAJOR IN ECONOMICS
(MANAGERIAL EMPHASIS)

The Master of Arts with a major in Economics requires 32 semester hours of graduate work.

What You Can Do with this Degree

Students from the University of Oklahoma who possess a Master of Arts in Economics degree are competitive in today’s interdependent global economy because of their background in both business and economics. This 32-hour graduate course of study focuses on managerial and applied economics relevant to both the private and public sectors.

Program Objectives

The MA in Economics is an intensive professional program designed to develop management skills and to deal with economic issues related to production and allocation of scarce resources on the micro and macro levels.

The Master of Arts in Economics degree is designed for students who expect to pursue a career in business, the military or government and prefer a course of study that emphasizes the applications of economics to the problems of these areas.

Examples of Opportunities with a Master's Degree

- Executive Director
- Business Analyst
- Military Officer
- Financial Specialist
- Bank Credit Analyst
- Stock Broker
- Securities Analyst
- Market Researcher
- Statistician
- Systems Analyst
- FDIC Examiner
- Cost Analyst
- Account Executive
- Economic Analyst
- Client Team Manager
- Inventory Management Specialist
- Director, Financial Reporting and Analysis
- Compensation and Benefits Manager
- Product Manager
- Regional Planning
- Human Resources
- Education
- Real Estate and Hedge Funds
Degree Requirements
A total of 32 hours of graduate credit is required for the degree.

Core Course Requirements
- ECON 5023 Statistics for Decision Making
- ECON 5033 Managerial Economics I
- ECON 5043 Managerial Economics II*
- ECON 5073 Contemporary Economic Methods and Analysis
- ECON 5940 Research in Economic Problems (2-3 credit hours)

Total Required Core Courses 14 hours
* Can be substituted with ECON 5853 (World Economic Development).

Non-Economic Elective Courses
A minimum of six hours should be chosen from courses including the following:
- P SC 5103 Organizations: Design, Structure and Process
- P SC 5243 Managing Public Programs
- P SC 5313 Urban Management
- MGT 5113 Organizational Behavior and Administration
- MGT 6973 Human Resource Management
- MGT 6973 Strategic Management
- LS 5323 Legal and Regulatory Environment of Business
- FIN 5103 Investments and Portfolio Management
- B AD 5283 Financial Management
- RCPL 5173 Urban & Regional Analysis

Economic Elective Courses
A minimum of six credit hours and a maximum of 12 credit hours of economics electives chosen from:
- ECON 4353 Public Finance
- ECON 4753 Analysis of Contemporary Issues
- ECON 5453 Advanced Urban Economics
- ECON 5613 International Economics–Trade
- ECON 5633 International Economics–Finance
- ECON 5853 World Economic Development
- ECON 5990 Government Relations to Business
- ECON 5990 Major Issues in American Economic Development
- ECON 5990 Business Cycles
- ECON 5990 Comparative Economic Systems
- ECON 5990 Labor Economics
- ECON 5990 Poverty, Income Inequality, and Public Policy

Elective Courses
Please check with the department of Economics for other options.
Option I: Core, Economics and Non-Economics Electives

- Core Courses 14 hours
- Economics Electives 12 hours
- Management Electives 6 hours
- Total 32 hours

Option II: Core, Economics and Non-Economic Electives

- Core Courses 14 hours
- Economics Electives 6 hours
- Management Electives 12 hours
- Total 32 hours

Independent Directed Readings

With permission of the program advisor in Economics, students may take up to eight hours of independent directed readings.

Research in Economic Problems

Two credit hours in Research in Economic Problems, Economics 5940, is required for degree completion. Outlines of proposed research should be sent to the academic director of the program. Appropriate faculty will be assigned to supervise the research project.

Comprehensive Examination

The Comprehensive Examination is a written test covering the core and Economics elective areas. It must be taken no later than the first semester after all coursework (except ECON 5940, Research Problems) is complete. Effective Summer 1985, a student must be enrolled in one course for a minimum of two graduate credit hours during the semester in which the general comprehensive examination is held.

Course Descriptions – Required Courses

ECON 5023 - Statistics for Decision Making

Covers basic probability density functions, the parametric estimating techniques of linear multivariate regression analysis and the elements of statistical decision making under uncertainty.

ECON 5033 - Managerial Economics I

Practical applications of economic theory and techniques to business problems. Topics include: demand theory and estimation, production and cost theory, empirical cost analysis, pricing practices, market structure, antitrust policy, corporate strategies for dealing with risk, long-term investment decisions with emphasis on plant size, technological change and investment requirements.

ECON 5043 - Managerial Economics II*

Prerequisites: 5032/5031 and 5072/5071. Economic concepts are applied to business decision making. Forecasting and modeling skills applicable to production, cost and pricing problems will be developed. *ECON 5853 (World Economic Development).
ECON 5073 - Contemporary Economic Methods and Analysis
A review of contemporary economic methodology and theory and their application to the analysis of macroeconomic questions and problems in the American economy. Techniques of economic forecasting are also covered.

ECON 5940 - Research in Economic Problems
Students must contact the program director of Economics about a research topic. Payment of fees must accompany enrollment. (2-3 semester hours)

Course Descriptions – Business and Management Electives
Students must take a minimum of six hours or a maximum of 12 hours of management electives. Business and Management Electives may be selected from the following:

B AD 5283 - Financial Management
This course is designed to give the student the basics of corporate finance. It will introduce standard techniques and recent advances in an intuitive fashion. A basic background in mathematics and a facility with calculators are necessary.

FIN 5103 - Investments and Portfolio Management
The investment characteristics of individual stocks, bonds and other financial assets; strategies and techniques of portfolio management are covered.

LS 5323 - Legal and Regulatory Environment of Business
Survey of the basic framework of the American and international legal systems with emphasis on the common law, courts, civil procedure, constitutional law, administrative regulation, topics in business and the regulatory environment. This course also examines the ethical issues confronting business managers and provides a systematic method for recognizing and resolving these issues.

MGT 5113 - Organizational Behavior and Administration
Covers the structure of organizations and the dynamics of behavior within organizations.

MGT 6973 - Human Resource Management
Familiarizes managers with HRM concepts and discusses germane topics with an application focus.

MGT 6973 - Strategic Management
Techniques of external and internal scanning establish reference points for mission development. Learn to build a planning framework that can adapt to change, to conduct simultaneous planning for crisis situations and to create goals for every staff member.

P SC 5103 - Organizations: Design, Structure and Process
Analyzes large, complex organizations, particularly governmental units and other public sector agencies. Attention will be given to the principal theoretical models for their design and structure. Also seeks to understand system-subsystem relationships in the processes of decision making, communication, influence, leadership and technology.
**P SC 5243 - Managing Public Programs**

Introduces students to the general principles of management as they are applied to the public sector. Course topics include: systems theory, systems design (PERT), organization design, techniques of supervision, public sector labor relations, public sector personnel practices, agency interface with political factors in the environment.

**P SC 5313 - Urban Management**

Concepts, processes and techniques of managing urban political systems are included and so are problems of leadership, decision making, conflict resolution, group behavior, developmental methods and strategies.

**Course Description - Economics Electives**

A minimum of six hours or a maximum of 12 hours of economics electives to be chosen preferably from:

**ECON 4353 - Public Finance**

Advanced principles of public finance. The chief topics are market failure and public goods, public choice and principles of expenditure analysis.

**ECON 4753 - Analysis of Contemporary Issues**

An application of economic and contemporary problems.

**ECON 5453 - Advanced Urban Economics**

Study of economic models of urban location, including firm location and residential location models.

**ECON 5613 - International Economics—Trade**

Causes and effects of international trade, gain from trade, theory of tariff and effective protection, economic growth and trade, intermediate products, optimal trade policies, factor market imperfections and theory of integration are topics of the course.

**ECON 5633 - International Economics—Finance**

Foreign exchange rates, balance of payments, alternative international monetary systems and international reserves are included.

**ECON 5853 - World Economic Development**

The economics of the developing nations; a review and analysis of common problems and issues.

**ECON 5990 - Government Relations to Business**

Examinations of government policies that directly affect many of the operational decisions of business, especially regarding pricing and output and antitrust policies as they influence mergers, pricing and market decisions are considered. Special emphasis is placed on the regulation of monopolies and specific business practices.

**ECON 5990* - Major Issues in American Economic Development**

Major economic themes in the United States during the last 200 years. Topics include: the European and colonial background of the U.S. economy, the early stages of development, economic development to the present day.
the U.S. economy, 1789-1865, agricultural and industrial development, money and banking, the role of labor, causes and consequences of the Civil War, the industrialization of America, growth of large scale industries, railroad transportation, labor unions, the modern era — a booming economy, the Great Depression, W.W.II, future trends, issues and challenges, labor economics, poverty, income inequality, and public policy.

*ECON 5990 is a course, which may be repeated with a change of topic (see above) and has variable credit. Students should check with their advisor before enrolling in this course. There are specific limits on the number of hours of credit allowed.

For additional course descriptions please see the University of Oklahoma General Catalog. Please note that degree program requirements are subject to change.
GRADUATE STUDIES IN HUMAN RELATIONS

A graduate degree or certificate in Human Relations can prepare you for a successful career in a variety of fields, or help you to succeed in your current career.

Master of Human Relations

This 36-credit hour non-thesis graduate program is designed to provide a quality education for adult professionals interested in creating and leading team-based organizations, advocating for social justice and change, and helping people and communities. Human relations is a multi-disciplinary field of study and professional practice that incorporates teaching and learning techniques which promote democratic values, advocacy and social justice. The program provides the skills and knowledge to work with diverse populations and to confront discrimination and oppression in a variety of workplaces.

This degree program has emphases in organizational studies, counseling and social justice and change. Students may also design a program to meet their personal and professional goals. The organizational emphasis will help you succeed in the workplace. It focuses on organizational behavior, human resource development, diversity in organizations, and leadership, and addresses gender and minority issues, work/life balance, organizational ethics and social responsibility. The counseling emphasis provides the skills and knowledge to help and counsel individuals in such settings as family service centers, hospitals, and private and public mental health practices, and is appropriate for those interested in counseling or for helping professionals such as nurses and teachers. Students in the social justice and change emphasis learn to analyze social problems, apply change theory, design and evaluate solutions for change, write grants, and develop and lead non-profit organizations. The coursework and internship experiences in all emphases are designed to provide the skills to address the critical issues of our rapidly changing global society. This program was also designed for the working adult in mind. The intensive on-site course format along with online and independent study courses allow for schedule flexibility within the program.

The Master of Human Relations (M.H.R.) degree requires 36 semester hours of graduate credit.

Course work for the M.H.R degree is offered in several modalities so that we can make our program very accessible to students. But, within this structure, there are several limits that are mandated by a combination of departmental, graduate college and regent’s policies.

Human Relations offers web-based core classes and electives to meet the needs of our diverse student population. However, the department requires that at least 15 hours of your course work must be classroom based HR classes. Internship, independent study, directed reading and practicum hours are not classroom-based and therefore cannot be counted as part of the 15 hours of classroom-based work. Also, other University of Oklahoma courses and transfer hours do not count as part of these 15 hours. Therefore, please plan your course work carefully and contact your advisor if you need assistance. Using the worksheet provided in the program planner will help assure that your degree program meets all HR and graduate college requirements.
What You Can Do with a Master of Human Relations

You can use a master's degree in Human Relations to advance in or prepare for a new profession in such areas as:

- Counseling or other helping professions
- Human resource development
- Non-profit, public and private organizations
- Equal opportunity
- Organizational leadership.

The Human Relations degree can also help students develop the human relations skills needed to succeed and advance in many other such professions as:

- Nursing and other health professions
- Family or social services
- Teaching and other positions in education
- Corrections
- Civil service.

The Master of Human Relations prepares you for any profession in which a knowledge of human behavior, organizational behavior, social issues and change strategies, and diversity and gender issues is paramount. This program can also give you the knowledge and skills to enrich your life outside of the workplace. Take a class and find out what HR can do for you!

Eligibility

The Department of Human Relations offers an undergraduate, a master's degree and graduate certificates. Although admission to the program requires students to have successfully completed an undergraduate degree program, no specific undergraduate degree is required. All undergraduate degrees are acceptable. There are no prerequisite coursework requirements for admission to the program.

Internship

H R 5200, Internship in Human Relations, is designed to provide the application of relevant theories to practice. Therefore, internships should be selected with a view toward sharpening one’s skills for future work. The required Internship procedures are:

- Gain full department admission status and have completed 12 credit hours.
- Before beginning the internship, all student interns must have on file in the Department of Human Relations completed copies of an approved University of Oklahoma Practicum/ Internship Memorandum of Understanding which includes information about your internship and requires a supervisor signature
- Submit reports at the end of each project, describing the progress and results of the work.
- Enroll for one to six hours of internship until the total six hours required for graduation have been completed. Internships may be varied and may consist of more than one project.
Alternate Admissions Policy for the Human Relations Program

Applicants with a grade point average between 2.25 and 2.74 in the last 60 undergraduate hours or 2.75 and 3.0 in last 12 or more hours of graduate work and who have graduated more than three calendar years prior to their application will be considered.

Applicants with a GPA of 2.25-2.49 must meet two (2) of the following criteria and applicants with a GPA of 2.50-2.74 must meet one (1) of the following criteria for admission.

1. Professional certification in a career field related to the academic discipline of human relations.
2. Documentation of at least three continuous years of employment with increasing responsibility in a career field related to the academic discipline of human relations.
3. A 3.0 GPA in the last twenty-four (24) undergraduate major hours or a 3.5 GPA in the last thirty (30) credit hours.
4. A median score on the Graduate Record Examination (GRE) for an individual who took the GRE after being out of college for five or more years. Otherwise, a 75th percentile score is required.
5. For Advanced Programs students, six hours of graduate professional school, social sciences, education or allied health coursework with at least a 3.5 GPA (these courses will not count toward degree requirements). For main campus and University Center at Tulsa students, six hours of 4000-level courses with at least a 3.5 GPA (these courses will not count toward degree requirements) and six hours of 5000-level courses with at least a 3.5 GPA (these courses will count toward degree requirements).
6. Students with exceptional job credentials may request a personal interview in lieu of one of the criteria as listed above at the discretion of the Chair of the Department of Human Relations or her representative for further consideration by the Dean of the Graduate College.
7. Interview with department.

Alternate admission was set up for students who graduated more than three (3) years prior to the request for such admissions and who have been working in a career field with increasing responsibility.

Documentation Required

Submit the following directly to the Human Relations Department

- An autobiographical statement that describes your reason for pursuing an MHR, and explains any extenuating circumstances that contributed to your low undergraduate GPA.
- Résumé showing increasing responsibility over at least a three-year period.
- Three (3) letters of recommendations referring to academic potential and professional development. Do not send fitness reports/evaluations or copies of certificates for various schools or correspondence courses.

**STATE SPECIFICALLY UNDER WHICH CRITERIA YOU ARE APPLYING AND, WHEN NECESSARY, PROVIDE DOCUMENTATION**
Transfer Credits

The maximum transfer credits accepted is one-fourth of the number of semester hours required for the degree. For the Master of Human Relations, a maximum of nine hours may be accepted in transfer from another university. The American Council on Education recommends graduate credit for several courses completed through military professional education programs, e.g., Air Command and Staff, Air War College. Official transcripts of such coursework may be submitted for evaluation for transfer credit. However, the Graduate College will not award transfer credit for any course identified as “correspondence.”

All transfer credits are subject to the time limitation on credit offered for the degree and are only applicable for interdisciplinary (non-HR prefixed) electives. Transfer credit may not be more than five years old at the time of admission or readmission to the University. Nor will transfer credit be given for coursework completed prior to fulfillment of provisional student status. No transfer credits may be used to satisfy the 24 credit hours required in Human Relations Courses and Human Relations Electives.

Time Limitation for Degree Completion

Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extension beyond this limit will result in disqualification of the over aged credit.

Comprehensive Examination

Each student must satisfactorily complete a written comprehensive examination, which covers the field of Human Relations. The comprehensive examination is usually completed during the semester of graduation, and the student must be enrolled in one course for a minimum of two credit hours of OU coursework. The exam cannot be taken until the student has an Admission to Candidacy form on file in, and approved by the Graduate College. Advanced Programs site directors have additional information about the examination. If a student does not graduate within a two-year period after taking the comprehensive examination, it must be retaken. There are specific course requirements that must be fulfilled in order to meet eligibility requirements for the comprehensive examination. Students are advised to read the Graduate College Bulletin from the Graduate College and the Program Planner from the Human Relations Department for specifics on these and other requirements or check with their site director.

General Program Requirements - Core Courses

H R 5003 - Theoretical Foundations of Human Relations

Analyses of human relations theories and concepts from the perspectives of the social sciences, the humanities and education.

H R 5013 - Current Problems in Human Relations

In-depth studies of outstanding problems facing social practitioners, including racism, sexism, poverty and human rights. Strategies for change and ethics of intervention will also be discussed.
HR 5023 - Research in Human Relations
Special focus will be upon designing and implementing research projects related to the academic discipline of human relations.

HR 5093 - Introduction to Graduate Studies in Human Relations
This course is designed to introduce students to the breadth and depth of the field of human relations. Emphasis is on the processes of communication, problem solving, decision making, conflict and change as they occur in individual, interpersonal, group and intergroup relations.

HR 5200 - Internship in Human Relations
Six hours may be completed in 1, 2, 3, 4, 5 or 6 hour blocks for a total of six hours; payment must accompany enrollment. A total of 18 hours of core courses are required to fulfill graduation requirements.

Human Relations Elective Courses
The M.H.R. degree requires a minimum of 36 hours of graduate credit. All of those hours can be Human Relations courses; a minimum of 27 of those must be Human Relations courses. The following is a partial list of HR electives.

HR 4970 - Special Topics/Seminar
One to three credit hours. May be repeated; maximum credit nine hours. Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects.

HR 5033 - Seminar in Leadership in Organizations
The focus of this course is upon a survey of major leadership approaches and theories and their application in organizational settings. Discussions of the leadership process and administration of assessment instruments are used to increase a student’s awareness of his/her own leadership style.

HR 5043 - Seminar in Organizational Change and Development
The focus of this course will be upon the change process and a survey of major approaches used to bring about organizational change, such as confrontation meetings and survey feedback.

HR 5063 - Seminar in Strategies of Social Change
A study of techniques for bringing about individual, group or organizational changes.

HR 5073 - Creative Problem Solving
Surveys the nature of creative thinking and creative problem solving. Topics to be covered will include creative thinking obstacles, creativity, readiness, major stages of the creative problem-solving process (fact-finding, problem-finding, idea-finding, solution-finding and acceptance-finding) and use of variety of individual and group techniques for different stages in the process.

HR 5083 - Seminar in Group Dynamics
An intensive study and critical evaluation of social-psychological concepts related to sensitivity training as a human relations technique.
H R 5100* - Advanced Theories in Human Relations
Additional in-depth studies of human relations theories and their implications for human relations practitioners. The foci are on topics such as, but not limited to affirmative action and reverse discrimination, spiritual aspects of recovery in chemical dependency, conceptual models of violence and non-violence as a basis for peace curricula, human values in sexuality, and women and men in organizations. Maximum credit six hours.

H R 5110* - Advanced Seminar in Current Problems
Additional in-depth studies of current social problems and strategies for intervention and change on topics such as, but not limited to chemical dependency, ethnic and gender discrimination issues, disadvantaged children, domestic violence, sexual/physical abuse, physically and emotionally disabled populations. May be repeated with change of content; maximum credit six hours.

H R 5113* - Seminar in Local Issues in Human Relations
Variable topics and content related to human relations problems and solutions. May be repeated with change of topic; maximum credit nine hours.

H R 5153 - Human Emotions
The goal of this course is to become familiar with some of the major conceptualizations of emotions and the evidence used to validate them; to examine a number of emotions such as attachment, love, loss and grief, depression, anxiety, joy, anger and fear. The course will be both didactic and experiential. Skills in self-disclosure, active listening, empathy and confrontation will be used to increase the understanding of emotions and to increase the ability to communicate emotional content.

H R 5163 - Seminar in Non-verbal Behavior in Human Relations
Topics range from body language to neurolinguistic behaviors to descriptive classifications for practitioners who emphasize non-verbal behavior activities of children and adults.

H R 5173 - Seminar in Applied Interpersonal Dynamics
This course is a human relations learning laboratory in which students can improve their self-awareness, communication skills and conceptual frame of reference. Topics include self-disclosure, human emotion, concreteness, listening skills, genuineness, confrontation and immediacy.

H R 5183 - Seminar in Issues in Human Relations Training
This course focuses on theories and research in group dynamics, including such things as group development, conformity, power, leadership, ethics, values and professionalism in human relations.

H R 5193 - Intervention and Practice in Training
Specifically designed to enable students to explore their skills in working with others from both a theoretical and pragmatic perspective, students are helped to develop a clear picture of facilitation, leadership, and consultant skills.
H R 5403 - Psycho-Social Development

This course covers human psycho-social development, including the expanding social realm of the consistently developing individual. Theories and research in a variety of areas related to social development include attachment, aggression, sex typing, moral development and parent-child interaction.

H R 5413 - Chemical Dependency

This course explores how chemical dependency affects individuals in their physical, psychological and social functioning. The dynamics of the illness, the treatment and the recovery process are explored. Special attention is given to the physical, psychological and social aspects of chemical dependency. The course is both didactic and experiential.

H R 5423 - Family Systems and Family Reconstruction

Students learn how to impact family systems. Through didactic and experiential learning, students learn how they function in their own family systems and explore their own rules for living in them.

H R 5433 - Group Counseling in Human Relations

This course examines a variety of group counseling models, types of groups (process, solution-focused, action-oriented), the role of the group counselor, group members and techniques and strategies for facilitating group work.

H R 5443 - Adolescent Issues in Human Relations

This course is designed to acquaint human relations professionals with current issues pertaining to teens such as the pressures that confront youths, along with various adaptive and maladaptive coping behaviors.

H R 5453 - Ethical Issues in Human Relations Counseling

This course surveys ethical, legal and professional issues facing human services professionals.

H R 5463 - Counseling Skills in Human Relations

The goals of this course are to introduce students to the helping professions and to provide them with a basic mastery of important counseling skills in human relations.

H R 5473 - Women and Mental Health

The purpose of this course is to examine psychological theories and practices that pertain to women. Traditional theories and practices such as the new approaches to working with women are some of the topical issues.

H R 5613 - Human Relations in Education

The focus of this course is on intrapersonal, interpersonal and intergroup relations problems in the public schools. Specifically, it deals with persistent school/classroom problems associated with multiculturalism. Through a blend of theory and practice via lectures, discussions and problem-solving exercises, students gain self-awareness as a major aspect of the human relations approach in education.
HR 5960*** - Independent Directed Readings in Human Relations (variable credit)

One to three credit hours. May be repeated; maximum of six credit hours. Individual readings on selected problems in human relations.

HR 5970 - Introduction to philanthropy and nonprofit organizations.

Special topics or seminar course for content not currently offered in regularly scheduled courses.

HR 5970 - Work/Life Balance

With the increase in two-career couples, single working parents, and job demands, balancing work and the rest of our lives has become a serious challenge. This course will examine work/life balance from several perspectives: underlying values that promote unhealthy lifestyles, current issues for working adults, policies in the U.S. and other countries that address problems faced by families, and skills that can be used to promote healthy lifestyles.

HR 5970 - Women and Leadership

Women are assuming leadership positions in such arenas as business, politics, law, sports, and the military. However, most theory and practice do not reflect women's experiences of leadership. This course examines theory and research on women's leadership, obstacles women face to assuming and succeeding in leadership roles, and how women are transforming the concept of leadership in the modern workplace. Readings include many personal essays from women leaders of diverse backgrounds who share their successes, failures, and advice.

HR 5970 - Spirituality in Counseling

Religion and spirituality are ubiquitous among people from all cultures and societies. Over the first century in psychology, religion/spirituality was mostly neglected by mainstream scholars. Today there has been an explosion of interest and recognition for the importance of attending to a person's religion and spirituality counseling. Some argue that some form of religion or spirituality is necessary for mental health and happiness. Others argue that religion continues to be a bane on human existence, but spirituality may have something to offer. This course will explore the interface of human relations/psychology/counseling and spirituality. Students discover various approaches to identifying, assessing, and working with spiritual issues and clients in the readings. Students will also be expected to explore their own spiritual development, beliefs, and values.

HR 5970 - Motherhood

Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects.

HR 5970 - Relational cultural therapy

Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects.

HR 5970 - Crisis Intervention

This course is designed to facilitate knowledge development related to all manner of crisis from an interdisciplinary perspective based in crisis theory. The focus of the
course is on individuals, families, and groups facing mental, physical, developmental, occupational, residential, and environmental crises, as well as the methods of assessment and intervention. A secondary focus of the course is on secondary traumatic stress (STS) or compassion fatigue and the critical nature of self-care for helping professionals that have been adversely impacted by the trauma experienced by their clients and family members. The terms STS and compassion fatigue are used interchangeably in this course.

H R 5970 - Special Topics/Seminar

Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects.

H R 5990*** - Independent Study

One to three credit hours. May be repeated; maximum of six credit hours. Individual investigations and report of findings on selected problems in human relations.

* Variable topic – maximum credit six hours.

** Variable topic – maximum credit nine hours.

*** One to three hours per semester – maximum credit six hours.

For additional course descriptions please see the University of Oklahoma General Catalog.

Please note that degree program requirements are subject to change.
GRADUATE CERTIFICATES IN HUMAN RELATIONS

GRADUATE CERTIFICATE IN HELPING SKILLS IN HUMAN RELATIONS

The Graduate Certificate in Helping Skills in Human Relations provides professionals in a wide variety of helping professions with the knowledge and skills to improve relationships and to be effective and ethical helpers. Individuals who work in or desire to work in helping agencies, nonprofit and business organizations, government institutions, the military, schools and universities, religious organizations, athletics, advising, personnel services, hospitals or any other setting in which helping skills are a necessity will benefit from this program.

The Graduate Certificate in Helping Skills in Human Relations requires 12 hours of course work:

- HR 5003 Theoretical Foundations of Human Relations
- HR 5463 Counseling Skills in Human Relations
- HR 5453 Ethical Issues in Human Relations Counseling
- One counseling elective

Elective options include but are not limited to:

- Career Counseling
- Group Counseling
- Women and Mental Health
- Social Justice Counseling
- Violence Against Women
- Counseling Approaches
- Multicultural Counseling
- Counseling with Diverse Populations
- Psychosocial Development
- Chemical Dependency
- Diagnosis in HR Counseling
- Crisis Intervention
- Posttraumatic Stress
- Family Assessment and Intervention
- Recovery from Addiction

This certificate can be taken by individuals with a bachelor’s degree or by those who have or are pursuing a graduate degree. All course work taken for the certificates will apply to the Master of Human Relations (MHR) if taken as part of the degree program. If taken separately, 9 credit hours may be applied to the degree.

However, the certificate can be taken separately from the MHR. The certificate can serve as an introduction to the MHR and as recognition of work accomplished in a concentration before the completion of the MHR. It can also be used for continuing education.

GRADUATE CERTIFICATE IN HUMAN RESOURCE DIVERSITY AND DEVELOPMENT

The Graduate Certificate in Human Resource Diversity and Development will help students develop the skills and knowledge needed to be successful in the contemporary workplace. Students will learn how to develop such skills as leadership and team
building and will learn how to address social justice and diversity issues in such settings as private or public businesses and corporations, schools and universities, hospitals and health care agencies, and nonprofit and government agencies.

The Graduate Certificate in Human Resource Diversity and Development requires 12 hours of graduate course work:

- HR 5143 Human Resources for the Human Relations Professional
- HR 5323 Organizational Behavior in Human Relations
- HR 5053 Diversity and Justice in Organizations (previously Racial Diversity in Organizations)
- One organizational elective

Elective options include but are not limited to:

- Seminar in Leadership in Organizations
- Interpersonal Skills in the Workplace
- Work and Life Integration
- Special Topics in Management
- Women and Leadership
- Work/Life Balance
- Organizational Change and Development
- Creative Problem Solving
- Nonprofit Organizations
- Women Work and the Family
- Employment Mediation
- Team Building
- Supervision in the Workplace

All of the required courses for this certificate and some of the elective options are available as online classes and some of the elective options are offered as directed readings. Therefore, this certificate can be taken online. This certificate can be taken by individuals with a bachelor's degree or by those who have or are pursuing a graduate degree. All course work taken for the certificates will apply to the Master of Human Relations (MHR) if taken as part of the degree program. If taken separately, 9 credit hours may be applied to the degree. However, the certificate can be taken separately from the MHR. The certificate can serve as an introduction to the MHR and as recognition of work accomplished in a concentration before the completion of the MHR. It can also be used for continuing education.
Graduate Studies in Instructional Leadership and Academic Curriculum

The graduate programs in Instructional Leadership & Academic Curriculum have a long history of excellence in research and service. Admissions to this program are competitive.

Master of Education in Instructional Leadership and Academic Curriculum

This 36-hour non-thesis program is designed to provide a high-quality education and experience for adults who are practicing teachers or those interested in teaching at the Pre-K to 12 level. Those interested in teaching at the Community College level may also benefit from this program if they have an undergraduate degree with a major or concentration that is sufficient to support teaching in it, i.e. math, science, English, or other languages. This program promises to deepen students’ understandings of educational theory and how it relates to best practice in the classroom for student learning. Designed around themes of research-based practice, understanding teaching and learning, and understanding diversity, the coursework that comprises this program will prepare students to be more effective classroom teachers and leaders within their profession.

Course work for the Master of Education is offered in various modalities, including face-to-face interactions as well as long-distance synchronous and asynchronous interactions, so we can make our program very accessible to students. But, within this structure, there are several limits that are mandated by a combination of departmental, graduate college and regent’s policies.

What You Can Do with a Master of Education

While this degree does not lead to teacher certification it will help you to advance understanding of and ability to teach effectively in a variety of content areas and grade levels and to work as a leader in your profession both inside and outside the classroom.

A Master of Education in Instructional Leadership in Academic Curriculum prepares you to more effectively engage all students in understanding and learning the content you teach, work with a variety of learners in various settings, to use technology effectively in the classroom and to seek out and find answers that will aid you in your teaching endeavors.

Graduates of this program often continue to work as classroom teachers, work as curriculum specialists at their school sites or districts and work as resource teachers at their school sites or districts. Many also go on to pursue doctoral degrees in education.

Eligibility

The Department of Instructional Leadership and Academic Curriculum offers teacher preparation programs at the undergraduate level as well as graduate degrees as the masters and doctoral level. Admission to this graduate program requires an undergraduate degree in an appropriate field from an accredited college or university. While teaching experience is preferred, it is not required.

Admission Requirement for the Master of Education

Admission to study for the master’s degree in education requires a grade point average of 3.00 in the last degree conferred.
Apply online

In addition to the Graduate College application requirements, please provide the following items directly to the department (e-mail to Lynn Crussel at Lcrussel@ou.edu):

- An essay describing your plans for the degree and goals for your career
- A list of your teaching experiences and/or a resume

Transfer Credits

The maximum transfer credits accepted is one-fourth of the number of semester hours required for the degree. For the Master of Education, a maximum of nine hours may be accepted in transfer from another university. The American Council on Education recommends graduate credit for several courses completed through military professional education programs, e.g., Air Command and Staff, Air War College. Official transcripts of such coursework may be submitted for evaluation for transfer credit. However, the Graduate College will not award transfer credit for any course identified as "correspondence."

All transfer credits are subject to the time limitation on credit offered for the degree. Transfer credit may not be more than five years old at the time of admission or readmission to the University. Nor will transfer credit be given for coursework completed prior to fulfillment of provisional student status. No transfer credits may be used to satisfy the 24 credit hours required for the Core and the Concentration for this degree.

Time Limitation for Degree Completion

Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extension beyond this limit will result in disqualification of the over aged credit.

Comprehensive Examination

Each student must satisfactorily complete a written comprehensive examination, which covers the major ideas and themes of the program (teaching and learning, diversity and research). The non-thesis project for this program will serve as the comprehensive exam for the degree and is typically completed during the semester of graduation. The student must be enrolled in one course for a minimum of two credit hours of OU coursework. The non-thesis project cannot be completed until the student has an Admission to Candidacy form on file in, and approved by the Graduate College. Advanced Programs site director and department faculty will have additional information about the examination. There are specific course requirements that must be fulfilled in order to meet eligibility requirements for the comprehensive examination. Students are advised to read the Graduate College Bulletin from the Graduate College for specifics on these and other requirements or check with their program faculty advisor.

General Program Requirements - Core Courses

ILAC 5003 Models of Instruction

Students will study teaching models and their strategies intended to improve abilities to analyze student-teacher interactions and to increase teacher effectiveness as instructor and manager in a variety of educational situations.
ILAC 5233 Understanding Different Cultures
This course provides information on cultural styles and characteristics of various ethnic and economic groups with emphasis on how teachers can understand and honor differences and similarities and adjust their teaching in order to be effective with a variety of students and families.

ILAC 5143 Theory and Research in Education
This course provides an introduction to the processes and products of educational research such as stages in designing a study, introduction to research methods, identification of the components of a research-based article. It further develops critical consumers of educational research.

ILAC 6033 Critical Research Paradigms
Students in this course will compare research paradigms and epistemologies and examine critical and transformative research approaches.

Concentration Courses

EDUC 6930 Introduction to Teaching
The purpose of this course is to critically explore, question, and discuss issues about teachers and teaching. Questions to be explored include the following: What is teaching? How is teaching related to learning? How is a teaching identity formed? What is the teacher’s relationship to the student, the curriculum, the community, and society? Emphasis will be reflective teaching as an active, contextualized, and creative approach to considering these issues.

ILAC 6960 Learning and Technology
This class will focus on research on and methods of incorporating technology in the teaching and learning of all subjects. Of particular interest are philosophical, social, developmental, and theoretical issues associated with the development and use of technology and school reform. Readings will provide opportunity for discussion and critique of current educational practices and potential educational futures.

EDSP 5413 Theories in the Education of Exceptional Children
The learning experiences in this course introduce educators to the federally-mandated policies and procedures for educating children and youth with exceptionalities.

EDEL 5593 Issues in Elementary Education
This course focuses on critical analysis of issues related to teaching and learning in elementary schools.

EDSE 5653 Problems in Secondary Schools
This course focuses on the place of the teacher with reference to teacher-student, teacher-teacher, teacher-administrator, and teacher-community relations. Problems of teaching related to criticisms of present-day secondary education; the task of secondary schools; the adolescent learner; planning for learning; appraising learning and growth; human relations; guidance; the teacher and school organization; trends in teaching.
Elective Courses

ILAC 5043 Analysis of Teaching and Learning
An understanding of how to analyze teaching and learning using a variety of reflective techniques including journals, oral inquiries, classroom/school studies, and theoretical analysis is the focus of this course.

EDEC 6303 Parent Involvement & Education
This seminar course explores current developments in parent involvement and parent education. Research on parent education programs and parent involvement will be discussed as well as the effects of each on children and families. Interventions designed for various populations of children and families are examined.

EDSS 5343 Global Education
Students in this course will explore critical issues in global education across subject areas and teaching concepts. Implications for citizenship education are examined in depth.

EDMA 5153 Problem Centered Learning
Intended for teachers at any level, the course is designed so participants can engage in non-routine problem solving as a basis for examining and reflecting on such an approach to the teaching and learning.

EDSC 5523 The Science of Learning Theories
The mental functioning model of Piaget is developed through experience. The characteristics of persons at each stage of development are identified and compared. A teaching theory is drawn from the functioning model and a curriculum organization and planning theory are derived from the stage model. These theories are put into practice.

EDEN 5940 Literature for Young Adults
The uses and critical study of literature across the subject areas in secondary school, with particular emphasis on literature written for young people, current examples and related pedagogies are the focus of this course.

ILAC 5970 Seminar (topics vary)
This is a special topics or seminar course that focuses on content not currently offered in regularly scheduled courses.
The Master of Arts in International Relations is a non-thesis 33 semester hour degree program. This program draws on courses in multiple disciplines, including international and area studies, political science, history, geography, economics, sociology, communication and human relations.

**Degree Objectives**

Our goal is to equip students with the tools to develop a broad base of knowledge in international relations, the ability to conduct research and analyze information from a variety of sources, and the skills necessary to express their thoughts effectively.

**Alternate Admissions Policy for the International Relations Program**

Each application to the MAIR program receives individual review. The IR program admits applicants when there is substantial evidence of a high likelihood of success in the program, and may deny admission to any applicant when such evidence is lacking. Applicants with less than a 3.0 GPA on their last conferring degree but above 2.00 may be admitted conditionally provided they submit evidence of a high likelihood of success in the program. Such evidence may be derived from the rigor of the undergraduate or previous graduate coursework (based on evaluation of the transcript), from a convincing and substantial statement of purpose, and/or from a substantive letter of recommendation from a supervisor or prior course instructor.

Please submit criteria to the College of International Studies, 729 Elm Ave., Farzaneh Hall, Room 107, Norman, OK 73019.

**Transfer Credit**

According to Graduate College policy, no more than 25% of the minimum number of credit hours required for the master’s degree may be transferred. Accordingly, students may request up to eight hours of transfer credit toward the International Relations degree. To have coursework from another institution reviewed for transfer credit, a student must submit the Early Evaluation of Transfer Credit form along with a course syllabus for each course to the IR Program Representative in the College of International Studies. The coursework must not be more than five years old at the time of admission to the program, must carry graduate credit and be graded A, B or S. The Graduate College will not award transfer credit for any course identified as “correspondence.” Additionally, the Graduate College will not award transfer credit for coursework that a student has taken as part of a degree they have already earned.

The American Council on Education recommends graduate credit for several courses completed through military professional education programs, e.g., Air Command and Staff, Air War College. Official transcripts of such coursework may be submitted for evaluation for transfer credit.
Comprehensive Examination

A comprehensive examination is required for the Interdisciplinary Master of Arts degree with an emphasis in International Relations. The exam is a 30-day take home exam and is normally completed during the semester of graduation. During the semester of the examination, a student must:

- Have an Admission to Candidacy form turned in and approved by the Graduate College the previous semester
- Be enrolled in at least two credit hours
- Have completed all required courses (grades of “I” do not count as completed)
- Have completed 75 percent of the course-work listed on the Admission to Candidacy form (24 credit hours).
- All core grades must be posted at time the candidacy for is submitted. (Grades of “I” do not count as completed).

The examination will be sent to the student via e-mail and the results are valid for two consecutive years from the date of completion.

Once the exam is sent to a student, this counts as one of the two opportunities available to the student to pass the comprehensive exam. If a student does not complete and return the exam after receiving exam questions, this nonetheless counts as one of the two opportunities to pass the exam.

Independent Directed Reading Course

Students may request to complete an Independent Directed Reading (IDR) course as an elective. The IDR proposal form must be filled out and sent to the IR Program Representative. The IDR proposal form can be found in the Program Planner on the MAIR web site.

Degree Requirements

- Non-thesis 33-semester hour interdisciplinary degree program.
- Courses are offered in Communication, Political Science, History, Human Relations, Geography, Sociology, International and Area Studies, and Economics.

Required Course (3 credit hours)

IAS 5790 Graduate Studies in International Relations

Research Methods (3 credit hours, choose 1 course from this area)*

- COMM 5003 Quantitative Methods
- COMM 5023 Introduction to Quantitative Methods to Research Methods
- ECON 5023 Statistics for Decision Making
- ECON 5073 Contemporary Economic Methods and Analysis
- GEOG 5113 Quantitative Methods
- HR 5023 Research Methods
- LSTD 5043 Research Methods
- PSC 5913 Introduction to Analysis of Political and Administrative Data
Politics, Government and Security (9 credit hours, choose 3 courses from this area)*

- CAS 5970  Biosecurity and Emerging Pathogens
- COMM 5960  Mass Opinion and Military Conflict*
- GEOG 6220  Critical Geopolitics*
- HIST 6400  American Experience in Vietnam*
- HIST 6400  American Foreign Policy Between the Wars*
- HIST 6400  Roots of American Foreign Policy
- IAS 5013  International Law
- IAS 5940  International Law
- IAS 5043  Global (International) Security
- CAS 5970  Global (International) Security
- IAS 5213  Politics of the European Union*
- IAS 5453  Politics and Policy of the Middle East*
- IAS 5940  Eastern European Politics*
- IAS 5940  EU, NATO and European Security
- IAS 5940  Global Climate Change Policy*
- IAS 5940  International Activism*
- IAS 5940  International Law
- IAS 5940  International Systems and the United Nations
- IAS 5940  National Security Leadership
- IAS 5940  U.S. Diplomatic History*
- IAS 5940  Western Hemispheric Security
- IAS 5940  International Terrorism
- IAS 5970  Domestic Politics and American Foreign Policy 3
- LSAL 5463  US Military Leadership from the Revolution to the Gulf War  3
- PSC 5123  The Making of American Foreign Policy
- PSC 5193  Comparative Administration
- PSC 5513  International Relations Theory
- PSC 5523  Morality in U.S. Foreign Policy
- PSC 5550  Decisions for War
- PSC 5550  Inter-American Politics*
- PSC 5550  Politics of the Global Financial Crisis*
- PSC 5600  Comparative Governments - Vietnam, Iraq, Afghanistan
- PSC 5600  Political Change of Africa, Asia & Latin America
- PSC 5643  Western European Politics*
- PSC 5653  Democracies and Democratization
- PSC 5683  Politics of Latin America*
- SOC 5970  Overview of Environ. Issues from a Global and Strategic Perspective*

Choose two courses each from two of the following three areas: Identity, Culture and Communication, Economics, Environment and Geography and Regions, Nations and History. (12 credit hours)*

Identity, Culture and Communication

- CAS 5970  Africa Post-Colonial Contexts*
- CAS 5970  Chinese Culture and Communication*
- COMM 5253  Cross-Cultural Communication
- COMM 5960  Mass Opinion and Military Conflict*
- COMM 6323  International Communication
- COMM 6383  War, Peace & the Media
- COMM 6433  Intercultural Communication
- HIST 6300  Culture and Identity in Latin America*
- HR 5110  International Conflict Resolution
- HR 5110  International/Intercultural Awareness
- HR 5703  International Human Relations
- HR 5970  Role of Gender and Warfare
- IAS 5940  International Activism*
- RELS 5970  Comparative Religions
- RELS 5970  Islamic Culture
- SOC 5970  Religion and Society

**Economics, Environment and Geography**
- ECON 5613  International Economics - Trade
- ECON 5633  International Economics - Finance
- ECON 5853  World Economic Development
- ECON 5990  Chinese Economic Development*
- ECON 5990  Comparative Economic Systems
- ECON 5990  International Energy Markets
- GEOG 6220  Critical Geopolitics*
- GEOG 6220  From Montreal to Kyoto: The Economics of Environmental Policy
- GEOG 6220  Indigenous Development in Latin America*
- GEOG 6220  Political Geography
- GEOG 6230  Africa and the Global Economic System*
- GEOG 6230  An Overview of the Oil & Gas Industry
- GEOG 6230  Geography and the World Economy
- GEOG 6230  Globalization of Plant Foods and Fiber
- GEOG 6230  Sustainability, Economics and Natural Resources
- GEOG 6230  The Economics of Natural Resources
- GEOG 6240  A Global Overview of the Oil and Gas Industry
- GEOG 6240  Biodiversity Conservation
- GEOG 6240  Climate Change and Society
- GEOG 6240  Climate Impact
- GEOG 6240  Global Climate Change Policy*
- GEOG 6240  International Dimensions of Biodiversity Conservation
- GEOG 6240  Large Scale Ecosystem Restoration
- GEOG 6240  Natural Resource Management in a Globalizing World
- GEOG 6240  Resource and Environmental Geography
- GEOG 6240  Resource Conflict in the Developing World
- GIS 5013  Introduction to Spatial Thinking and Computer Mapping
- IAS 5940  Global Climate Change Policy
- LS 5970  The Legal and Ethical Environment of Business
- PSC 5550  Politics of the Global Financial Crisis*
• SOC 5943  Inequality in Global Perspective
• SOC 5970  Environment and Society
• SOC 5970  Overview of Environ. Issues from a Global and Strategic Perspective

Regions, Nations and History

• CAS 5970  Africa Post-Colonial Contexts*
• CAS 5970  Chinese Culture and Communication*
• CAS 5970  Contemporary China
• ECON 5990  Chinese Economic Development*
• GEOG 6220  Indigenous Development in Latin America*
• GEOG 6230  Africa and the Global Economic System*
• HIST 5970  Building Modern Nationals: Bismarck and Ben Gurion
• HIST 6200  British Empire
• HIST 6200  Seminar in European History: The Great War, 1914-1918
• HIST 6200  Europe: Home Fronts
• HIST 6200  Roots of the Balkan Crisis
• HIST 6200  Seminar in History: Russia’s World War II
• HIST 6300  Culture and Identity in Latin America*
• HIST 6300  U.S. Relations with Cuba
• HIST 6400  American Experience in Vietnam*
• HIST 6400  American Foreign Policy Between the Wars*
• HIST 6600  Seminar in Middle Eastern History: Stateless People
• HIST 6600  The Modern Middle East
• HIST 6800  Wartime Japan
• HIST 6970  U.S. Foreign Policy in Latin America
• IAS 5213  Politics of the European Union*
• IAS 5453  Politics and Policy of the Middle East*
• IAS 5940  Afghanistan in Conflict
• IAS 5940  Eastern European Politics*
• IAS 5940  U.S. Diplomatic History*
• PSC 5550  Inter-American Politics*
• PSC 5643  Western European Politics*
• PSC 5683  Politics of Latin America*
• SOC 5970  Cultures and Development in Africa

Course Descriptions

CAS 5970 - Special Topics/Seminar (1 to 3 hours)

May be repeated; maximum credit nine hours. Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects. Includes subtitles: Global (International) Security; Biosecurity and Emerging Pathogens; Africa Post-Colonial Contexts*; Chinese Culture and Communication*; Africa Post-Colonial Contexts*; Global (International) Security; Chinese Culture and Communication*; Contemporary China
COMM 5003 - Comparative Research Methods (Quantitative Methods)
Overview of contemporary approaches and controversial issues in the conduct of communication research. Topics include qualitative, quantitative, historical/critical and other non-observational methods.

COMM 5023 - Introduction to Quantitative Methods to Research Methods
Introduction to social-behavioral science processes of inquiry about human communication phenomena for graduate students not pursuing a Ph.D. Examines the relationship of theory and method, between research paradigms and designs, and provides an introduction to descriptive and inferential statistics.

COMM 5253 - Cross-Cultural Communication
Study of theory of cross-cultural communication with special attention to language, stereotyping, perception, role, power and nonverbal communication as such variables operate in cross-cultural situations.

COMM 5960 – Directed Readings
Intensive survey of the literature in a selected area of communication under the direction of a graduate faculty member. Subtitles: Mass Opinion and Military Conflict*3

COMM 6323 - International Communication
An interdisciplinary survey of theory and research pertaining to issues of mass media and information and communication technologies and their interaction with culture, identity, politics, and ethics.

COMM 6383 - War, Peace & the Media
Conflicts and mediated representations of those conflicts have changed since the Cold War. Government propaganda, news coverage, and social media have altered the media landscape in which we view and consume information about war and peace. Students will be exposed to various types of armed conflict from around the world. This course will feature important academic texts as well as real-world examples of ethnic, religious, regional and other conflicts.

COMM 6433 - Intercultural Communication
Studies communication across cultural boundaries with emphasis on comparative analysis of communication systems of various cultures, factors involved in predicting intercultural communication patterns and effects, and the role of communication in cultural and technological development. Special attention is given to communication problems between subcultures in American society.

ECON 5023 – Statistics for Decision Making
Covers basic probability density functions, the parametric estimating techniques of linear multivariate regression analysis and the elements of statistical decision making under uncertainty.

ECON 5073 - Contemporary Economic Methods and Analysis
A review of contemporary economic methodology and theory and their application to the analysis of macroeconomic questions and problems in the American economy. Techniques of economic forecasting will also be covered.
ECON 5613 - International Economics – Trade
Causes and effects of international trade; gain from trade; theory of tariff and effective protection; economic growth and trade; intermediate products; optimal trade policies; factor market imperfections; theory of integration.

ECON 5633 - International Economics – Finance
Foreign exchange rates; balance of payments; alternative international monetary systems; international reserves.

ECON 5853 - World Economic Development
The economics of the developing nations; a review and analysis of common problems and issues.

ECON 5990 - Special Studies
Advanced studies in various areas of economics. Subtitles include: Chinese Economic Development*; Comparative Economic Systems; International Energy Markets; and Chinese Economic Development*

GEOG 5113 - Quantitative Methods
An introduction for graduate majors in geography and those in allied fields to research design and problem-solving research techniques.

GEOG 6220 - Seminar in Human Geography
Various seminars including Political Geography, Urban Geography, Cultural Ecology, Indigenous Peoples, the Islamic World, Europe, Latin America and The West Bank.

GEOG 6220 - Seminar in Human Geography
Directed studies in one of the major divisions of human geography. Subtitles include: Critical Geopolitics*; From Montreal to Kyoto: The Economics of Environmental Policy; Indigenous Development in Latin America*; and Political Geography

GEOG 6230 - Seminar in Economic Geography
Directed studies in one of the major divisions of economic geography. Subtitles include: Africa and the Global Economic System*; An Overview of the Oil & Gas Industry; Geography and the World Economy; Globalization of Plant Foods and Fiber; Sustainability, Economics and Natural Resources; and The Economics of Natural Resources.

GEOG 6240 - Seminar in Resource and Environmental Geography
Directed individual research studies in one of the major aspects of resource or environmental geography. Provides training in collection and analysis of data in oral, written and cartographic presentation. Subtitles include: A Global Overview of the Oil and Gas Industry; Biodiversity Conservation; Climate Change and Society; Climate Impact; Global Climate Change Policy*; International Dimensions of Biodiversity Conservation; Large Scale Ecosystem Restoration; Natural Resource Management in a Globalizing World; Resource and Environmental Geography; and Resource Conflict in the Developing World.
GIS 5013 - Introduction to Spatial Thinking and Computer Mapping
Provides an understanding of the principles of geographic information systems and develops problem solving skills to apply to technical and spatial problems.

HIST 5970 - Special Topics
Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or research and field projects. Subtitle includes: Building Modern Nationals: Bismarck and Ben Gurion.

HIST 6200 - Seminar in European History
Training in historical research, bibliography and historiography, featuring reports and criticism. Subtitles include: British Empire; The Great War, 1914-1918; Europe: Home Fronts; Roots of the Balkan Crisis; Seminar in History: Russia’s World War II.

HIST 6300 – Seminar in Latin American History
Training in historical research, bibliography and historiography. Features reports and criticism. Subtitles include: Culture and Identity in Latin America* and U.S. Relations with Cuba.

HIST 6400 – Seminar in American History
Training in historical research, bibliography and historiography. Features reports and criticism. Subtitles include: American Experience in Vietnam* and American Foreign Policy between the Wars*

HIST 6600 - Seminar in Middle Eastern History
Training in historical research, bibliography and historiography. Subtitles include Middle Eastern History: Stateless People and The Modern Middle East.

HIST 6800 - Seminar in Modern Japanese History: Wartime Japan
Training in historical research, bibliography and historiography.

HIST 6970 – Special Topics: U.S. Foreign Policy in Latin America
Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or research and field projects.

HR 5023 - Research Methods
Special focus will be upon designing and implementing a research project related to the student's area of concentration in human relations.

HR 5110 - Advanced Seminar in Current Problems
Additional in-depth studies of current social problems and strategies for intervention and change. Subtitles include: International Conflict Resolution and International/Intercultural Awareness.
HR 5703 - International Human Relations

This course will examine ways to understand people of different cultures. It uses a multidisciplinary approach to look at the roots and explanations of differences between cultures and what these differences mean for working with people of different backgrounds. This course utilizes the tools of history, geography, economics, sociology, and other social and physical sciences to understand why people are different in order to identify strategies for building effective human relations.

HR 5970 - Special Topics/Seminar

Designed to provide students with a foundation for success in coursework for the MA degree in International Relations. The course begins with a focus on effective analytical writing in the field of international relations. The remaining sections of the course concentrate on essential building blocks in the field of international relations, with a particular emphasis on the relationship between domestic and international levels of explanation of international phenomena, from treaties/international agreements to economic sanctions to war. Subtitles include: Role of Gender and Warfare and Graduate Studies in International Relations.

IAS 5013 - International Law

Provides a historical and theoretical overview of the idea of human rights and also examines how human rights operate in both international law and international relations. Topics under examination include the historical and philosophical foundations of human rights, their codification in contemporary international law, and the interaction between human rights considerations and state (primarily U.S.) foreign policy in the post-Cold War era.

IAS 5043 - Global (International) Security

Examines some of the major theoretical and practical approaches to the study of global security, and focuses on the causes of war, the impact of various actors, technologies, resources and other transnational problems on violent conflict, and the different approaches to and dimensions of security solutions

IAS 5213 – Politics of the European Union

Examines the historical process of European integration. Topics include the structure of EU institution, law making in the EU, international role of the EU and the trans-Atlantic relationship

IAS 5453 - Politics and Policy of the Middle East*

Focuses on the historical issues of state formation and emergence of the modern Middle East; the contemporary question or persistent authoritarianism from social, economic, and political perspectives; and aspects of the U.S. involvement in the Middle East.
IAS 5940 - Topics in International Studies (1 to 4 hours)
May be repeated with change of content; maximum credit nine hours. Analysis of one or several selected topics in international studies, international development, and/or international management. Includes subtitles: Eastern European Politics*; EU, NATO and European Security; Global Climate Change Policy*; International Activism*; International Law; International Systems and the United Nations; National Security Leadership; U.S. Diplomatic History*; Western Hemispheric Security; Afghanistan in Conflict ; and International Terrorism.

IAS 5970 - Special Topics/Seminar, Domestic Politics and American Foreign Policy
Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects.

LSTD 5043 - Research Methods (online only)
Theories and techniques of research designed to prepare MLS students to carry out individual research on a topic within an interdisciplinary program of study.

LS 5970 - The Legal and Ethical Environment of Business
This course introduces the student to the legal and ethical environment of business. Topics include the law of civil procedure, criminal law, tort law, and contract law. The course also examines the relationship between law and ethics, using case studies to illustrate both legal and ethical dimensions of business decisions. Discussions of political economy and legal philosophy add depth to the course.

LSAL5463 - US Military Leadership: Insights and Applications
Studies leadership, both uniformed and civilian, in the United States military from 1775 to present within the context of the evolution of American military from a small 18th-century army and wooden ship-and-sail navy to the globe-dominating colossus of the late 20th-century. Includes the impact of technology, maturing military theory, and the changing position of the United States in the world that produced diverse leadership styles which are illustrated in the careers of military leaders such as George Washington, U.S. Grant, Robert E. Lee, David Farragut, John Pershing, Hap Arnold, George C. Marshall, and many others.

P SC 5123 - The Making of American Foreign Policy
A study of American policy formulation with its problems and limitations. Current American foreign policies and alternate courses of action are examined critically.

P SC 5193 - Comparative Administration
Using foreign government bureaucracies as examples, this course will compare analytically the political, legal, economic and cultural influences. Similarities and contrasts in the bureaucratic functions and structures will be examined and attention given to organization around the chief executive, both centrally and in departments and ministries.
P SC 5513 - International Relations Theory
Overview and appraisal of the state of the field of international relations. Primary emphasis will be placed on scope and method issues and on a review of theoretical attempts to explain general and specific aspects of international relations.

P SC 5523 - Morality and Foreign Policy
Review of general debate regarding morality and foreign policy. Identification and analysis of moral issues regarding various foreign policy areas: use of force, nuclear deterrence and war, non-violence, revolution, rich nation-poor nation issues and global interdependence issues.

P SC 5550 - Problems in International Relations
Analysis of current international conflicts and problems with study of possible solutions. May include study of the role and current problems of the United Nations. Subtitles include: Morality in U.S. Foreign Policy; Decisions for War; Inter-American Politics*; and Politics of the Global Financial Crisis*.

P SC 5600 - Problems in Comparative Politics
Content varies, but involves systematic comparative treatment of such central themes as the transitional society, change and revolution, modernization, political groups, constitutionalism and bureaucracy. Subtitles include: Comparative Governments - Vietnam, Iraq, Afghanistan and Political Change of Africa, Asia & Latin America.

PSC 5643 - Western European Politics*
Analyzes western European politics in a comparative perspective. Attention will be given to both processes and structures of governments in western European countries with particular emphasis on interest articulation and policy outcomes.

P SC 5653 – Democracies & Democratization
Examines the historical sources of modern democracy, the causal factors underlying the genesis and survival of democracy, the dynamics of democratic breakdowns and transitions from authoritarian rule, and the problems of democratic regime consolidation and quality.

PSC 5683 - Politics of Latin America*
Covers recent approaches to understanding politics in Latin America, with an emphasis on questions of transitions to democracy and regime stability, the nature of democratic rule, and the role of political institutions, the economy, and the military.

P SC 5913 - Introduction to Analysis of Political and Administrative Data
Presents an introduction to the foundations and use of quantitative methods in political science/public administration. Topics covered include: conducting systematic research in political science/public administration, measurement theory, bivariate analysis, hypothesis testing and statistical inference.

RELS 5970 – Special Topics/Seminar
Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects. Subtitles include: Comparative Religions and Islamic Culture
**SOC 5943 - Inequality in Global Perspective**

Provides an in-depth review and analysis of the sociological concepts and theories used to study how wealth (and its correlates, power and prestige) are created and distributed. Special emphasis is placed upon how these processes occur within a global system.

**SOC 5970 – Special Topics/Seminar**

Special topics or seminar course for content not currently offered in regularly scheduled courses. May include library and/or laboratory research and field projects. Overview of Environ. Issues from a Global and Strategic Perspective*; Religion and Society; Transnational Feminism; Environment and Society; and Cultures and Development in Africa.
MASTER OF SOCIAL WORK

General Information

The profession of Social Work is devoted to the enhancement of human well-being and to the alleviation of poverty and oppression. These goals are accomplished through the promotion, restoration, maintenance and enhancement of the social functioning of individuals, families, groups, organizations and communities. The expansion of human service programs and areas of practice that utilize social work knowledge and skills creates a demand for professionally educated social workers. Social Work offers a challenging and exciting career for the individual who is motivated to help others and has a personal commitment to the advancement of social justice.

Mission and Goals

The School of Social Work, through its programs of professional education, research and public service is dedicated to the enhancement of human well-being and to the alleviation of poverty and oppression through developing and improving systems of social services, especially public social services. The school’s primary means of achieving its mission is by preparing skilled social work practitioners who are committed to practice that includes services to the poor and oppressed, by improving and developing social service programs, and by promoting professionalism in social work in Oklahoma. To this end the school offers two degree programs: an undergraduate major in social work leading to a Bachelor of Arts and a graduate program leading to a Master of Social Work. The mission and goals of the school are consistent with those of professional social work education and of the University of Oklahoma. The school’s goals are:

1. To educate skilled social workers who can effectively serve individuals, families, groups, organizations and communities;
2. To increase the availability of skilled social work professionals, particularly from minority groups; and
3. To develop and strengthen social services through:
   a. scholarly activities which elaborate and explicate issues relevant to the enhancement of human well-being and the alleviation of poverty and oppression;
   b. research and evaluation activities aimed at facilitating effective practice and the generation of knowledge;
   c. consultation and leadership to emerging and existing social service programs; and
   d. continuing education and training.

The school prepares practitioners who will use an integrated combination of knowledge, values and skills in service to diverse client and community systems. The undergraduate program and the foundation requirements of the graduate program are based on a generalist model that emphasizes skills, knowledge and values basic to all social work practice. In their candidacy year (final year) of graduate study, students take one of two concentrations: 1) Direct Practice (DP) or 2) Administration and Community Practice (ACP).
General Information and Admission Categories

For all graduate programs offered at the school, admission is for the fall semester. (Admission can sometimes be moved forward to the preceding summer, where students want to take a course offered at that time.) Students are admitted to one of three general categories:

- Advanced Programs format, part-time to the three-year, 60 credit hour program (Two years are required to complete foundation courses as a part-time student. Candidacy year (final year) requirements are completed in full-time status);
- Full-time to the two-year, 60 credit hour program; and
- Full-time to the Advanced Standing, 30 credit hour program (Available only to applicants who have completed a Bachelor in Social Work degree within the past five years from a Bachelor of Social Work (BSW) program accredited by the CSWE, Council on Social Work Education).

Admission Criteria

Students admitted to the graduate program in social work must meet the following requirements:

- Possess a bachelor’s degree from an accredited college or university. The applicant’s course of study must include liberal arts content, which is broadly defined as coursework in the natural and social sciences and in the arts and humanities. Though not a formal admission requirement, an introductory (undergraduate or graduate) course in statistics is a prerequisite course requirement for Social Work Research I (SWK 5083). Students in the full-time (60-hour) program take research and, thus, must complete statistics prior to beginning their graduate program. The precise scheduling of research varies for students in the part-time (60-hour) programs in Norman and Tulsa, but it is typically offered in the first year. Students in these programs are strongly advised to complete statistics prior to beginning their program. (Students in the Advanced Standing (30-hour) program do not take SWK 5083, so the statistics requirement does not apply to them.)
- Meet all admission requirements of the Graduate College. The Graduate College requires that all students admitted on a non-conditional basis have a grade point average (GPA) of 3.0 or above. For applicants with no post-baccalaureate coursework, the Graduate College calculates the GPA based on the last 60 semester credit hours of letter-graded coursework. Where the 60 credit hours fall within a semester’s work, that whole semester is included in the GPA calculation. Applicants who complete with a satisfactory GPA 12 or more hours of graduate work or 12 or more hours of upper division post-baccalaureate work (graduate and post-baccalaureate undergraduate work may be combined) with a satisfactory GPA will have their GPA based on this work. Students with GPA’s between 2.75 and 2.99 may be considered for conditional admission by the Graduate College and the school. Students admitted conditionally must meet specific requirements specified by the Graduate College and the school.
- One exception is made to the 2.75 minimum GPA requirement for consideration for conditional admission. The exception applies to applicants who have, subsequent to their bachelor’s degree, completed three years of paid, full-time work (or the equivalent thereof) in social work or a closely related human
services field. Such applicants may be considered for conditional admission if their GPA, as calculated by the Graduate College, is 2.5 or higher.

- No students with GPA’s under 3.0 will be admitted to Advanced Standing. Further, for Advanced Standing admission only, post-baccalaureate work may not be used to raise the GPA. For more information on Graduate College policy, see the Graduate College Bulletin or visit the Web site at gradweb.ou.edu/.

- The successful applicant is expected to meet the requirements for Ethics and Physical and Emotional Well-being as presented in the Personal Conduct and Comportment guidelines for the School of Social Work.

**Diversity and Admissions Decisions**

As it makes admission decisions, the Graduate Committee seeks to build a student body composed of students from varied backgrounds with the potential and desire to work effectively with the varied client groups that social work serves. It encourages applications from persons from all walks of life; in particular from persons who are members of oppressed populations within society. Consistent with its affirmative action stance on diversity, the Admission Committee will give particular consideration for admission to those students who are members of special population or oppressed groups.

**Transfer Credit**

The school will accept up to six hours of credit from another college or university or a full first year from a school of social work accredited by the Council on Social Work Education (for coursework consistent with the school’s first-year curriculum). These actions are contingent on the approval of the director of the School and the dean of the Graduate College. The following criteria apply to potential transfer credit:

- The coursework transferred must represent valid graduate credit from an institution accredited to offer work at the master’s degree level and willing to accept such credit toward its own master’s degree.
- Credit hours presented and counted toward a completed master’s degree in another field may be not applied toward the M.S.W. degree.
- The credit must carry a grade of A, B or S (Satisfactory).
- The credit must not be more than five years old at the time that the student’s graduate program begins.
- Credit for coursework transferred must be applicable to and congruent with the educational mission and objectives of the school.
- Credit hours earned by correspondence courses, workshops, seminars and other similar continuing education offerings do not count as transfer credit toward the M.S.W. degree.
- Practicum course credits earned from other programs or departments outside the OU School of Social Work will not apply to the M.S.W. degree (except from transfer students from other CSWE accredited M.S.W. programs).
- Academic credit is not given for life experience or previous work experience. The credit must meet all university and Graduate College requirements. Key College policies as presented in the Graduate College Bulletin are on the Web at gradweb.ou.edu/docs/masters/.
Foundation Course and General Enrollment Requirements (Effective Fall 2004)

The first 27 credit hours of coursework comprise the foundation curriculum. The same courses are offered in the full-time and part-time programs. The following format applies to the full-time program. Applicants should recognize that the graduate curriculum undergoes constant scrutiny and that the precise nature of that curriculum could change some by the time that they enter the program.

I. Fall Semester: Foundation (1st Year)
   a. SWK5233 Human Behavior: Individuals and Families
   b. SWK5333 Human Diversity and Societal Oppression

II. Spring Semester: (1st Year)
   a. SWK5103 Generalist Practice/Individuals, Families and Groups
   b. SWK5243 Human Behavior: Groups, Organizations, and Communities

III. Summer Semester: (1st Year)
   a. Elective (Optional)

IV. Fall Semester: (2nd Year)
   a. SWK5083 Social Work Research Methods I
   b. SWK5113 Generalist Practice/Groups, Organizations and Communities
   c. SWK5093 Social Work Research Methods II
   d. SWK5313 Social Welfare in A Changing World Summer Semester: Foundation (2nd Year)
   e. SWK5410 Social Work Practicum I
   f. SWK5420 Social Work Practicum II

All elective courses, whether taken as part of the foundation or in the candidacy year (final year), require approval of the student’s advisor. All directed readings, directed research and independent study courses require the approval of the advisor and graduate coordinator.

Comprehensive Examination

Passing of the comprehensive examination is one of the Graduate College requirements for a non-thesis program, such as the Master of Social Work. This written examination tests for integration of learning often through an applied, analytical/research paper covering both the foundation and candidacy years of the program. The exact form of the exam may vary in different years. Students take this exam in their final semester of enrollment. Where a student fails the exam (a score of less than 80), the exam may be retaken at the discretion of the examining committee. Students may take this exam a maximum of two times and only once during any given semester. If a student fails twice, they are required to terminate their MSW program.
More Information

Greater detail on the Master of Social Work program at the University of Oklahoma School of Social Work may be found in the School’s Graduate Program Bulletin. Complete application materials may be obtained from:

Office of Admissions  
School of Social Work  
University of Oklahoma  
Norman, OK 73019  
www.ou.edu/socialwork

Or contact:

Dr. Anthony Natale,  
Graduate Program Coordinator  
anatale@ou.edu

Or:

Mary L. Sandefer,  
Admissions Secretary  
(405) 325-8570  
marylsand@ou.edu

For additional course descriptions please see the University of Oklahoma General Catalog. Please note that degree program requirements are subject to change.
Ph.D. DEGREE IN ORGANIZATIONAL LEADERSHIP

The Ph.D. degree in Organizational Leadership provides an interdisciplinary approach to the study of topics, theories and research critical to the professional success of leaders in a multitude of different organizational settings. This is a research based degree program that prepares students to contribute, through their scholarly work, to the body of knowledge and theoretical foundations of their chosen disciplines and apply this knowledge in the workplace. The design of the program allows students to explore a variety of relevant fields and then to apply each field to their areas of interest.

The Ph.D. degree program is currently offered only at Kaiserslautern Germany

The Ph.D. program is delivered in a cohort format. A cohort of 23-30 students is admitted at the same time as a result of a rigorous application and screening process. Members of the cohort must take all but one elective course as each of the program courses is offered. Individuals interested in the formation of the next cohort should contact their closest OU site director.

What You Can Do with this Degree

The Organizational Leadership Ph.D. integrates theoretical and practical applications in developing leaders for roles in the dynamic organizational environment of the 21st century. A challenging, interdisciplinary curriculum is offered, which includes study in strategic planning, research methods, public policy, educational leadership, economics, organizational behavior, communications and training and development. This is a research based degree program that prepares you to contribute, through your scholarly work, to the body of knowledge and theoretical foundations of your chosen discipline and to apply this knowledge to the workplace. The interdisciplinary approach allows you to pursue a program of study and research interests in areas that are relevant to your own professional pursuits.

This degree seeks to immediately enhance your leadership abilities. Your curriculum emphasizes an understanding of people, groups and the global community within an organizational framework, which prepares you for executive positions in government, education and military and private sector organizations.

Students in the program accomplish a core set of goals and objectives and additionally pursue individually tailored outcomes. Students will be able to apply learning related to the following:

- Leadership and influence strategies applied to public administration, education, corporate and community service sectors.
- The process of human interaction in persuasion, free speech, organizations and social change.
- Listening, public speaking, group discussion and interviewing skills.
- The effects of communication environments and organizational designs on small groups and organizational communication.
- Contemporary economic theory and methodology as applied to national and international problems and issues.
- The roles and responsibilities of administrators and supervisors in solving organization, educational and training problems.
• The contributions of training, organizational development, career development and continuing education to the solution of organizational problems.
• The applications of quantitative and qualitative research methods in a variety of research designs to organizational issues.
• Contemporary human relations problems facing leaders in diverse organizations, racism, sexism, poverty, human rights, etc.
• Management of diversity in the workplace.
• Multiculturalism and its impact on all types of organizations.
• The use of print and online sources to include the Internet to locate resources.
• Organizational structure, processes and behaviors in a wide variety of organizational and administrative contexts.
• Tools and techniques for managing information in a variety of organizations through the use of automated data processing systems.
• The role of values and ethics in contemporary organizations.

Organizational Leadership Program of Study Overview

A minimum of 90 semester hours of credit are required for any doctoral degree offered by the University of Oklahoma. Students who enter the program must have earned a master’s degree from a U.S. regionally accredited university. The degree must consist of at least 30 graduate semester hours with a graduate grade point average of at least 3.4 on a 4.0 grading system. All students will complete an additional 60 hours of credit with the University of Oklahoma in order to fulfill the requirements for this interdisciplinary Ph.D. program. Students whose master’s degrees include more than 30 hours must still complete the required 60 hour curriculum. Transfer credit beyond the 30 credit hours from the master’s degree cannot be used to satisfy degree requirements. The curriculum uses a model that has the following components and characteristics:

• Students develop competencies to understand, design, conduct and evaluate research by taking a series of five three-credit hour courses in research tools, methods and prospectus development.
• An interdisciplinary core is presented as the major component of the three credit hour courses from the following academic disciplines: communication, economics, educational leadership and policy studies, educational psychology, human relations, political science, organizational management, organizational dynamics, research methodologies and statistical analysis.
• Through electives and research, students focus their studies on a specific area of interest in the degree program.
• Students begin formulating ideas for their dissertations early in the program and continue to refine them throughout the degree process.
• Students will progress throughout the degree requirements as a cohort group (all students proceeding through the classes together as one group) with the exception that completion of the dissertation is performed individually.

Dissertation

The doctoral dissertation is the final and most important component of the series of academic experiences, which culminate with the awarding of the doctoral degree. Three major functions are fulfilled by the dissertation experiences: (1) it is a work of original
research which makes a contribution to existing knowledge, (2) it demonstrates the candidate’s mastery of research methods and tools of the special field, and (3) it demonstrates the student’s ability to address significant intellectual problems and arrive at a successful conclusion.

The initial enrollment in 6980 (Research for Doctor’s Dissertation) must be for at least two semester hours. Following the initial enrollment in 6980, each graduate student must maintain continuous enrollment through the University of Oklahoma in at least two semester hours of 6980 during each semester while working on and completing their research.

Students have up to five years to complete their doctoral dissertation after successfully completing the general examination and presenting their defense. In addition to the two semester hours of enrollment per term, students must also return to campus annually to meet the annual in-residence requirement as dictated by the Graduate College of the University of Oklahoma.

**Oral Defense**

The oral defense of the dissertation is open to the public. At the time it is scheduled, a reading copy of the dissertation with a letter of approval from the dissertation director and receipts showing all fees have been paid must be presented to the Graduate College. If all is in order, authority to hold the dissertation defense will be granted by the Graduate College. The defense must be conducted in the semester it is authorized to be given. Additional general guidelines are available in the Graduate College Bulletin published by the Graduate College.

**Representative Course Offerings**

The courses listed and described on the following pages are representatives of the type and range of interdisciplinary topics to be delivered in the doctoral degree program. As with all graduate degree programs at the University of Oklahoma, academic oversight for this program will be placed under the authority of the graduate dean and the graduate council.

**COMM 5333 – Organizational Communication**

Focuses on the communication environment of organizations, both internal and external, emphasizing implications of organizational designs for communication, communication principles to motivate employees and the role of communication for productivity and the quality of life.

**COMM 5353 - Conflict Management**

This is an advanced survey course to examine the kinds of conflict that occur between individuals, groups, organizations and nations. It will address the roles of communication in conflict and the roles of conflict in communication. Ultimately it will discuss communication strategies for reducing or managing conflict in social situations.

**COMM 6233 - Small Group Processes**

Considers the status of small group theory and research, emphasizing leadership. Includes both the development of a tentative theory of leadership and the application of small group theory to the process of decision making.
**ECON 5853 - World Economic Development**

The economics of the developing nations; a review and analysis of common problems and issues.

**H R 5113 - Cultural Diversity**

In-depth studies of outstanding problems facing social practitioners, including racism, sexism, poverty and human rights. Strategies for change and ethics of intervention also will be discussed.

**P SC 6173 - Leading Public Organizations**

Directed research in selected areas of public administration. Commentary and discussion by instructor over general area or areas selected for research. Paper prepared by students and based upon individual research presented to the seminar for analysis and discussion.

**P SC 6223 - Public Policy Value Choices**

An exploration of the role of ethics in American Government, especially public administration. Topics to be studied include codes of professional ethics and the ethical implications of differing approaches to administrative work and democracy.

**PSY 5003 - Psychological Statistics I**

Applied statistics with emphasis upon statistical problems in behavioral sciences research. Includes probability, descriptive statistics, estimations and test of hypotheses. Techniques covered in depth include t-test, one and two factor ANOVA methods, multiple comparison methods (e.g., Scheff, Tukey, Ryan, etc.) and the robustness of these techniques to violation of their assumptions.

**PSY 5013 - Psychological Statistics II**

The general linear model is covered as it applies to the analysis of variance including fixed, mixed and random models, individual comparisons, analysis of covariance and multiple regressions. Also, some nonparametric techniques are discussed including chi-square and distribution free procedures.

**SOC 5953 - Advanced Methods in Social Research**

Advanced research methodology; heavy focus of attention will be on concept and index formation and data analysis. Each student will conduct his or her own research study.

**MGMT 5113 - Organizational Behavior and Administration**

Explores the factors that affect human behavior in organizational settings by examining the impact of alternative administrative practices on organizational effectiveness and member satisfaction. Topics include: perception, motivation, communication, decision making, groups, leadership and organizational development.
EDUC 6990 - Leadership Perspectives

The seminar will examine the most current thinking about leadership in institutions. Topics to be covered include transformational, inspirational and charismatic leadership, why leaders fail to lead, leadership in chaotic and difficult times, principles for effective leadership, leadership as stewardship, leadership as service and research on effective leadership. For additional course descriptions please see the University of Oklahoma General Catalog. Please note that degree program requirements are subject to change.
OFFICERS AND STAFF

Oklahoma State Regents for Higher Education

- Glen D. Johnson, Chancellor
- Michael C. Turpen, Chairman - Oklahoma City
- John Massey, Vice Chair - Durant
- Gen. Toney Stricklin, Secretary – Lawton
- Ronald H. White, M.D., Assistant Secretary- Oklahoma City
- Joseph L. “Jody” Parker, Jr. - Tulsa
- Jay Helm - Tulsa
- Marlin “Ike” Glass, Jr. - Newkirk
- Ann Holloway - Ardmore
- James D. “Jimmy” Harrel - Leedey

Board of Regents

- Tom Clark, Chairman
- Jon R. Stuart, Vice Chairman
- Larry R. Wade, Chairman
- Max Weitzenhoffer
- Leslie J. Rainbolt-Forbes, M.D.
- Clayton I. Bennett
- Bill W. Burgess, Jr.
- Kirk Humphreys

Administrative Officers of the University of Oklahoma

- David L. Boren, President
- Kyle Harper, Senior Vice President and Provost, Norman Campus
- M. Dewayne Andrews, M.D., Senior Vice President and Provost, Health Sciences Center
- Gerard P. Clancy, M.D., President, OU-Tulsa, and Dean, OU College of Medicine, Tulsa
- Anil Gollahalli, Vice President of the University of Oklahoma and General Counsel to the Board of Regents governing the University of Oklahoma, Cameron University and Rogers State University
- Chris A. Purcell, Ph.D., Vice President for University Governance and Executive Secretary of the Board of Regents governing the University of Oklahoma, Cameron University and Rogers State University
- Nicholas S. Hathaway, Executive Vice President and Vice President of Administration and Finance, and Vice President for Strategic Planning
- Loretta Early, Chief Information Officer and University Vice President for Information Technology
- Dewayne Andrews, M.D., Vice President for Health Affairs and Executive Dean, College of Medicine
- Catherine F. Bishop, Vice President for Public Affairs
- Joseph R. Castiglione Sr., Vice President for Intercollegiate Athletics Programs and Director of Athletics
- Joseph Harroz, Jr., University Vice President and Dean, College of Law
Kelvin K. Droegemeier, Vice President for Research
Tripp Hall, Vice President for University Development
Matthew Hamilton, Vice President for Enrollment and Student Financial Services and Registrar
Danny Hilliard, University Vice President for External Relations and Planning
Bobby J. Mason, University Equal Opportunity Officer
Clive Mander, Director of Internal Audit and Chief Audit Executive
James P. Pappas, Vice President for University Outreach and Dean, College of Liberal Studies
Guy Patton, President, OU Foundation
Kenneth D. Rowe, Vice President for Administration and Finance, Health Sciences Center
Clarke Stroud, University Vice President for Student Affairs and Dean of Students
James J. Tomasek, Vice President for Research, Health Sciences Center

Continuing Education Council

Comprised of University of Oklahoma faculty, CCE staff and public members, the Continuing Education Council advises the President and the Vice President for University Outreach and Dean of the College of Liberal Studies on matters related to continuing education and public service.

Kyle Harper, Interim Senior Vice President & Provost
Kevin Droegemeier, Vice President for Research
James Pappas, Vice President for University Outreach
T.H. Lee Williams, Graduate College Dean
Jenny Barnhouse, College of Nursing
Juanita Vargas, Education Leadership and Policy Studies
Cheryl McCain, University Libraries
Randa Shehab, Industrial and Systems Engineering
Marjorie Callahan, Architecture
Kenny Inman, CCE Staff
Frank Rodriguez, CCE Staff
Juna Stovall, CCE Staff
R. William Jacobs II, CCE Staff
Susan Sharp, Sociology
Eric Snyder, Education Leadership and Policy Studies

Advanced Programs Executive Advisory Committee

Shannon Bert, Ph.D., Associate Professor of Human Relations, and Chair, Advanced Programs Executive Committee
Mitchell Smith, Ph.D., Director, Department of International and Area Studies
Shad Satterthwaite, Ph.D., Assistant Vice President for University Outreach, Continuing Education Academic Programs and Advanced Programs Director
Wesley Long, Ph.D., Chair, Graduate Programs in Human Relations
James P. Pappas, Ph.D., Vice President for University Outreach, Dean of the College of Liberal Studies
Aparna Mitra, Ph.D., Director, Graduate Programs in Economics
• Michael Kramer, Ph.D., Chair, Department of Communication
• Randall S. Hewes, Ph.D., Dean, Graduate College
• Anthony Natale, Ph.D., Assistant Director, School of Social Work
• Stacy Reeder, Ph.D., Chair, Instructional Leadership and Academic Curriculum Department
• Kirby Gilliland, Ph.D., Academic Director, Ph.D. in Organizational Leadership
• Rod Clark, Associate Director, Advanced Programs

**Doctoral Program Overseas**

• James P. Pappas, Ph.D., Vice President for University Outreach, Dean of the College of Liberal Studies and Co-Chairman, Ph.D. Steering Committee
• T. H. Lee Williams, Ph.D., Dean Graduate College and Co-Chairman, Ph.D. Steering Committee
• Committee Members:
  o Gary Copeland, Ph.D.
  o George Henderson, Ph.D.
  o Shad Satterthwaite, Ph.D.
  o Kirby Gilliland, Ph.D.
  o Aimee Franklin, Ph.D.

**College of Continuing Education Administrative Officers**

• James P. Pappas, Ph.D., Vice President for University Outreach, Dean of the College of Liberal Studies
• Shad Satterthwaite, Ph.D., Assistant Vice President for University Outreach, Continuing Education Academic Programs and Advanced Programs Director
• Belinda Biscoe, Ph.D., Assistant Vice President for University Outreach, Public and Community Services
• Misty Rhodes, Executive Director of Operations, University Outreach

**Advanced Programs Staff-Norman Campus**

• Rodney Clark, Associate Director & North America Director
• Danielle McKenzie, Assistant Director
• Joanne Braunbeck, Staff Assistant, Administration and Personnel
• Amanda Redus, Lead Site Coordinator and Class Scheduling
• Krissi Turley, Site Coordinator
• Chad Manos, Site Coordinator
• Abbey Nixon, Site Coordinator
• Lana Kelly, Mail/Reception
• Milo Stinson, Assistant to the Financial Manager
• Jeremy Clark, Agency Receivables/Collections
• Debbie Bergman, Faculty Services Coordinator
• Tina McLerran, Program Specialist/Travel Coordinator
• Kelsey Peters, Travel Assistant
Advanced Programs Contract Support Offices

Europe

- Peggy Lerner, Ph.D., Director, OU Europe
- Taylor Austin, OU Europe Program Coordinator
- Teri Bonilla, OU Europe Assistant to the Director and PhD Site Director

North America

- Rodney Clark, Director, OU North America
- Lauren Mullica, Assistant to the Director, OU North America
- Carmen Weeks, OU- Norman Site Director
- McHatton “Macci” Clement, Operations Assistant- OU North America

Academic Departments and Advisors

Communication
Michael Kramer, Ph.D., Chair, Department of Communication, 610 Elm Ave., Room 101, Norman, OK 73019. Phone: (405) 325-3111 Fax: (405) 325-7625

Economics
Aparna Mitra, Ph.D., Program Director, Department of Economics, 308 Cate Center Dr., Room 158, Norman, OK 73072. Phone: (405) 325-2863 Fax: (405) 325-5842

Education
Stacy Reeder, Ph.D. Department of Education, Chair, Instructional Leadership and Academic Curriculum, 820 Van Vleet Oval, Rm 114, Norman, OK 73019, Phone: (405) 325-1498

Graduate College
Randall Hewes, Ph.D., Dean, Graduate College, 731 Elm Avenue, RM 213, Norman, OK 73019. Phone: (405) 325-3811

Human Relations
Wesley Long, Ph.D., Chair, Department of Human Relations, 601 Elm Ave., Room 728, Norman, OK 73019. Phone: (405) 325-1756 Fax: (405) 325-4402

Interdisciplinary International Relations
Mitchell Smith, Ph.D., Max and Heidi Berry Chair in International Studies and Professor and Chair of the Department of International and Area Studies, 338 Cate Center Drive, Rm. 334 Norman, Oklahoma 73019. Phone: (405) 325-6681

Social Work
Anthony Natale, Ph.D., Director and Graduate Program Coordinator, Anne and Henry Zarrow School of Social Work, 700 Elm Avenue, Norman OK 73019. Phone: (405) 325-2821
WORLDWIDE SITE INFORMATION

Home Office
The University of Oklahoma, 300 Kellogg Dr., Room 132, Norman, OK 73072-6507.
Phone: (405) 325-2250 24 hr. Fax: (405) 325-3335. Email: advancedprograms@ou.edu

OU Europe
The University of Oklahoma, Contract Support Office, CMR 469, General Delivery, APO, AE 09227. Phone: 011-49-(0)631-75007415, Fax: 011-49-631-75007416, Email: apeudirector@ou.edu

OU North America
The University of Oklahoma, 300 Kellogg Dr., Room 132, Norman, OK 73072-6507.
Phone: (405) 325-2250 24 hr. Fax: (405) 325-3335. Email: apnap@ou.edu

Ansbach, Germany
Katterbach Education Center, Unit 28614, Unit 28614, APO AE09177-8614. DSN: 467-3325 CIV: 011-49-(0)9802-83-3325, Fax: 49-9802-95-3470, Email: apansbach@ou.edu, Degree available: Human Relations

Aviano, Italy
Aviano Education Center, 31 FSS/DPE, Unit 6122, APO AE 09604-6122. DSN: 6325977, CIV Phone: 011-39-0434-305977, Fax: 39-0434-366-0521, Email: apaviano@ou.edu Degree available: International Relations

Fort Benning, Georgia
ACES Building 9230, 8150 Marne Road, #1331, Ft. Benning, GA 31905. Phone: (706) 780-1183. Email: apftbenning@ou.edu Degree available: Human Relations

Fort Sill, Oklahoma
Army Continuing Education System, Attn: The University of Oklahoma, 4700 Mow-Way Road, Suite 502, Fort Sill, Oklahoma 73503-4494. Phone: (580) 355-1974, Fax: (580) 442-2741, Email: apftsill@ou.edu, Degrees available: Economics; Human Relations; International Relations; Communication

Geilenkirchen, Germany
Geilenkirchen Education Center, Building 104, Room 4, 470th ABS/DPE, Unit 3485, The University of Oklahoma, APO AE 09104-3485. CIV Phone: 011-49-(0)2451-63-2208, Fax: 49-2451-64-274, DSN: 458-6098, E-mail: apgeilenkirchen@ou.edu, Degrees available: Human Relations; International Relations
Hickam AFB, Hawaii
The University of Oklahoma, 647 FSS/FSDE, 900 Hangar Ave., Joint Base Pearl Harbor-Hickam, HI 96853-5256. Phone: (808) 442-5510 Fax: (808) 422-5509, Email: aphickam@ou.edu Degrees available: Economics; International Relations; Human Relations

Hurlburt Field, Florida
The University of Oklahoma, 150 FSS/FSDE, 221 Lukasik Avenue, Hurlburt Field, FL 32544-5416. Phone: (850) 581-3000, Fax: (850) 581-3004 Email: aphurlburt@ou.edu Degrees available: Human Relations; International Relations

Lakenheath, UK
The University of Oklahoma, 48 FSS/FSDE, Unit 5186, APO AE 09461-5186. Phone: 011-44-1638-52-6186, Fax: 011-44-1638-53-2827, DSN: 226-6186, Email: aplakenheath@ou.edu, Degrees available: Human Relations; International Relations; Instructional Leadership and Academic Curriculum

Mildenhall, UK
The University of Oklahoma, 100 MSS/DPE, Unit 4924, Box 275, APO AE 09459. Phone: 011-44-1638-54-4172, Fax: 011-44-1638-51-5643, DSN: 238-4172, DSN Fax: 238-4172 Email: apmildenhall@ou.edu, Degrees available: Human Relations; International Relations; Instructional Leadership and Academic Curriculum

Naples, Italy
Navy College Office, The University of Oklahoma, PSC 817, Box 102, FPO, AE 09622-0001. Phone: 011-39-081-568-6672, Fax: 011-39-081-568-6671, DSN: 626-6672, DSN Fax: 626-6671, Email: apnaples@ou.edu, Degree available: Human Relations

Nellis AFB, Nevada
99 MSS/FSDE, 4475 England Ave. Ste. 317, Nellis AFB, Nevada 89191-6525. Phone: (702) 643-5354, Fax: (702) 652-9413, Email: apnellis@ou.edu, Degree available: Human Relations

Norman, Oklahoma
Advanced Programs, The University of Oklahoma, 300 Kellogg Dr., Room 132, Norman, OK 73072-6507. Phone: (405) 325-333 24 hr. Fax: (405) 325-9148, Email: apnorman@ou.edu, Degrees available: Economics; Human Relations; Social Work

Oklahoma City, Oklahoma
The University of Oklahoma, 755 Research Parkway, Suite 429A, Oklahoma City, OK 73104. Phone: (405) 271-4522. Email: apokc@ou.edu, Degrees available: Communication; International Relations

Ramstein, Germany
The University of Oklahoma, Education Center, 86 FSS/FSDE, Unit 3221, APO, AE 09094-3221. Phone: 011-49-6371-47-6807, DSN Fax: 480-6807, Email:
apramstein@ou.edu, Degrees available: Human Relations; International Relations; Instructional Leadership and Academic Curriculum

**Rota, Spain**

The University of Oklahoma, c/o Navy College, PSC 819 Box 54, FPO AE 09645-0001. Phone: 011-34-956-822799, Fax: 011-34-956-82-2994, DSN: 727-2799, DSN Fax: 727-2994, Email: aprota@ou.edu Degree available: Human Relations

**SHAPE, Belgium**

USAG Benelux Education Center, University of Oklahoma, Unit 21420, Box 6629, APO, AE 09705. Phone: 011-32-65-44-3654, Fax: 011-32-65-32-6230, DSN: 423-3654, DSN Fax: 366-6230, Email: apshape@ou.edu, Degrees available: Human Relations; International Relations

**Spangdahlem, Germany**

The University of Oklahoma, 52 FSS/FSDE, Unit 3655, Box 150, APO AE 09126-3655. Phone: 011-49-6565-61-7555 Fax: 011-49-6565-94-2117 DSN: 452-7555 Email: apspangdahlem@ou.edu Degree available: Human Relations

**Stuttgart, Germany**


**Tinker AFB, Oklahoma**

The University of Oklahoma, 72 FSS/FSDE, 7751 1st St., Suite 105, Tinker AFB, OK 73145-9128. Phone: (405) 732-1614, Fax: (405) 739-7365, Email: aptinker@ou.edu, Degree available: Human Relations

**Vilseck, Germany**

The University of Oklahoma, Rose Barracks Education Center, Unit 28038, APO AE 09112. Phone: 011-49-(0)9662-83-2069, Fax: 011-49-9662-83-2069, DSN: 476-2069, Email: apvilseck@ou.edu, Degree available: International Relations

**Washington, DC**

The University of Oklahoma, 2189 Crystal Plaza Arcade, Arlington, VA 22202-4602. Phone: (703) 418-4800, Fax: (703) 418-2730, Email: apwashington@ou.edu, Degrees available: Human Relations; Communication; International Relations, Economics

**Wiesbaden, Germany**

Wiesbaden Education Center, Attn: The University of Oklahoma, Unit 29623, Box 46, APO AE 09005. Phone: 011-49-(0)611-143-5481309, DSN: 548-1309, Email: apwiesbaden@ou.edu, Degrees available: Human Relations; International Relations
Tuition Rates

- The Advanced Programs tuition rate is as follows:
  - Oklahoma Sites: $310/credit hour
  - North America Sites: $350/credit hour
- Besides tuition, no fees are applied to Advanced Programs courses.
- Each admission application to Advanced Programs requires a $50 application and processing fee.
- Textbook costs vary with each individual course. Students are provided with a link to purchase textbooks through OU's contractor, Follett, but may purchase texts through another source at their discretion.

Academic Calendar

- Fall 2017 semester dates: September 1 – December 31, 2017
- Spring 2018 semester dates: January 3 – April 30, 2018
- Summer 2018 semester dates: May 1 – August 31, 2018
- Fall 2018 semester dates: September 1 – December 31, 2018
- Spring 2019 semester dates: January 2 – April 30, 2019
- Summer 2019 semester dates: May 1 – August 31, 2019
- Fall 2019 semester dates: September 1 – December 31, 2019

2017-2018 Holiday Schedule

- Labor Day 2017 – September 4, 2017
- Thanksgiving 2017 – November 23, 24, 2017
- Winter Break 2017 – December 22, 25, 26, 27, 28, 29, 2017 and January 1, 2018
- Martin Luther King, Jr. Day 2018 – January 15, 2018
- Memorial Day 2018 – May 28, 2018

Registration Start Dates:

- Fall term: July 1
- Spring term: November 1
- Summer term: March 1

Admission to Candidacy Form (Due Dates to Department):

- Fall term: February 15
- Spring term: August 15
- Summer term: January 15
Graduation application Due Dates:
- Fall term: October 1
- Spring term: March 1
- Summer term: July 1

HR Deadlines for Internship and IDR Packets:
- Fall term: July 1
- Spring term: November 1
- Summer term: March 1

HR Comprehensive Exam Dates:
- Fall term: September 15- October 15
- Spring term: February 1 – March 1
- Summer term: First full week of June

Add/drop deadline:
- 30 days prior to each course
SUPPLEMENTAL INSERT
THE UNIVERSITY OF OKLAHOMA
COLLEGE OF CONTINUING EDUCATION
ADVANCED PROGRAMS BULLETIN
September 2017 - 2019

Following is the disenrollment policy as outlined on page 38 of the OU College Graduate Bulletin:

Options for Disenrolled Students

- A student who has been disenrolled from a graduate program may apply to a graduate program in another major field. Admission will be contingent on the recommendation of the academic unit and the approval of the Dean of the Graduate College.
  - A doctoral student disenrolled after accumulating nine credit hours of grades C, D, and/or F in any combination is ineligible for admission to another doctoral program, but may be considered for admission to a master’s program in which the student does not already hold a master’s degree.
- At the time of the new admission, the student must satisfy all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges, and its academic units.
- A student admitted to a master’s program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree or Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree (page 45 of the Graduate College Bulletin).
- A student admitted to a doctoral program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Graduate Degree Program to Another Graduate Degree Program.
Disenrollment Policy

Following is the disenrollment policy as outlined on page 38 of the OU College Graduate Bulletin:

Options for Disenrolled Students

- A student who has been disenrolled from a graduate program may apply to a graduate program in another major field. Admission will be contingent on the recommendation of the academic unit and the approval of the Dean of the Graduate College.
  - A doctoral student disenrolled after accumulating nine credit hours of grades C, D, and/or F in any combination is ineligible for admission to another doctoral program, but may be considered for admission to a master’s program in which the student does not already hold a master’s degree.
- At the time of the new admission, the student must satisfy all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges, and its academic units.
- A student admitted to a master’s program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree or Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree (page 45 of the Graduate College Bulletin).
- A student admitted to a doctoral program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Graduate Degree Program to Another Graduate Degree Program.
Addendum to the University of Oklahoma (OU) Advanced Programs Bulletin

In response to the State of Nevada Commission on Postsecondary Education SAA visit on November 22, 2010. In accordance with NAC 394.605(1) revisions have been made to the University of Oklahoma Advanced Programs Bulletin resulting in a new effective date of September 2017-2019.

University of Oklahoma Faculty teaching at Nellis AFB

In accordance with NAC 394.605(2), the Site Director, Tracey Hatter, is the University of Oklahoma’s Nellis Campus official. The University of Oklahoma fulfills its mission by assigning main-campus faculty to teach OU courses in order to provide consistency and excellence in each degree program. The vast majority of the faculty travel from Norman to teach the seminar portion of each class. In addition to the rigorous screening and selection process outlined in the OU Faculty Handbook, all faculty must submit an employment application for and be appointed to Graduate Faculty status. Guest professors from other institutions who teach selected courses undergo an equally exacting selection process and must also be approved for Graduate Faculty appointment.

Graduate Faculty appointment requires that all faculty members be approved by the sponsoring department and the Graduate College. Any faculty member holding a tenure track or tenured appointment in any College awarding an undergraduate degree is eligible for membership on the Graduate Faculty. Special Member status will be assigned to persons whose participation in the graduate programs is recommended by their department(s) for a limited period or for a limited objective and whose appointment is approved by the Dean of the Graduate College. The President of the University, the Provost, all college deans, graduate department chairs/directors, and the University Libraries Dean will be *Ex Officio* Members of the Graduate Faculty.

There are no full-time faculty members based at any teaching site away from main campus. The respective academic departments determine which faculty members are assigned at each site.

Following is a list of the current Graduate Faculty for the Master of Human Relations degree.

- Dr. Alberto Mata
- Dr. Marc Charney
- Dr. Allen Cannon
- Dr. Maria Davidson
- Dr. Anthony Natale
- Dr. Marilyn Byrd
- Dr. Belinda Biscoe
- Dr. Marilynn Jones-Parker
- Dr. Brenda Lloyd-Jones
- Dr. Mekada Graham
- Dr. Chad Johnson
- Dr. Melinda M. Howard
- Dr. Chan Hellman
- Dr. Richard Cober
- Dr. Charles Butler
- Dr. Richard Little
- Dr. Charles Meyer
- Dr. Robbie Wahnee
- Dr. Chris Purcell
- Dr. Rodger Randle
- Dr. Clarence Walker
- Dr. Shannon Bert
- Dr. David Tan
- Dr. Susan Kimmel
- Dr. David Wright
- Dr. Susan Nash
- Dr. Deborah Goodman
- Dr. Susan Sharp
- Dr. Dorscine Littles
- Dr. Susan T. Marcus-Mendoza
- Dr. Eddie Smith
- Dr. Tamara Roberson
- Dr. George Henderson
- Dr. Timothy Davidson
- Dr. Glenda Hufnagel
- Dr. Trent Gabert
- Dr. Irene Karpia
- Dr. Vicki Tallchief
- Dr. James Pappas
- Dr. Wesley Long
- Dr. Janette Habashi
- Dr. Willie Bryan
• Dr. Jeanette Davidson
• Dr. Zermarie Deacon
• Dr. Jerome Weber
• Prof. Anita Fream
• Dr. Joan Phillips
• Prof. Ellen Donaldson
• Dr. Jody Worley
• Prof. Eva Ring
• Dr. Jorge Mendoza
• Prof. Jennifer Aragon
• Dr. Judith K. Adams
• Prof. Kathryn Marlow
• Dr. Katherine Barwick-Snell
• Prof. Kathryn Marlow
• Dr. Katie Allen
• Prof. Lawrence Marshall
• Dr. Kirby Gilliland
• Prof. Marilyn Durbin
• Dr. Lawrence Hynson
• Prof. Peter Vail
• Dr. Luz-Eugenia Cox-Fuenzalida
• Prof. Sandra Ham
Academic Calendar and Nellis AFB Office Hours

In accordance with NAC 394.605(3), following is the academic calendar for OU's Nellis campus and business hours of the Nellis office.

- Fall semester dates: September 1 – December 31
- Spring semester dates: January 3 – April 30
- Summer semester dates: May 1 – August 31

2017-2018 Holiday Schedule

- Labor Day 2017 – September 4, 2017
- Thanksgiving 2017 – November 23, 24, 2017
- Winter Break 2017 – December 22, 25, 26, 27, 28*, 29*, 2017 and January 1, 2018
- Martin Luther King, Jr. Day 2018 – January 15, 2018
- Memorial Day 2018 – May 28, 2018

Registration Start Dates:

- Fall term: July 1
- Spring term: November 1
- Summer term: March 1

Admission to Candidacy Form (Due Dates to Department):

- Fall term: February 15
- Spring term: August 15
- Summer term: January 15

Graduation application Due Dates:

- Fall term: October 1
- Spring term: March 1
- Summer term: July 1

HR Deadlines for Internship and IDR Packets:

- Fall term: July 1
- Spring term: November 1
- Summer term: March 1

HR Comprehensive Exam Dates:

- Fall term: September 15- October 15
- Spring term: February 1 – March 1
- Summer term: First full week of June

Add/drop deadline:

30 days prior to each course

Business Hours of the Nellis campus office:

Monday - Thursday 8 a.m. - 4:30 p.m. Friday 8 a.m. - 2 p.m.

Space, Facilities and Equipment:

In accordance to NAC 394.605(9), following is information regarding the University of Oklahoma Nellis campus’ available space, facilities and equipment. The OU Nellis classroom is #309 on
The third floor of Building 20 (“Force Support Squadron” building) on Nellis Air Force Base. The building has both stairway and an elevator access. Fire exits are clearly marked. It has central air and heat. Men’s and women’s restrooms are on each floor. A vending machine is located on the third floor. The classroom has comfortable seating for 24-28 students. The classroom has many windows, and four can be opened for ventilation. Wireless internet for student use is available in the classroom. Faculty has access to a podium, computer, projector, DVD/VCR player, speakers, Internet, and white board. The classroom space and equipment is provided by the Air Force and is not the property of OU. The site director has a separate office from the classroom; it is #317 and is in the same building and on the same floor as the classroom. The office is equipped with computer, scanner, Internet, and telephone with answering machine. A second computer is also available for student use. All file cabinets containing student/sensitive files are locked according to FERPA standards. Office space is provided by the Air Force, but most office equipment is the property of OU. Internet service in both the classroom and office belongs to OU.

Licensure with the State of Nevada:
The University of Oklahoma at Nellis AFB under the College of Continuing Education holds a current license as a Private Postsecondary Educational Institution through the Commission of Postsecondary Education, State of Nevada. The current license was issued March 26, 2016, for the term of March 1, 2016 – February 28, 2018. The license covers the following authorized programs: Master of Human Relations. Graduate Certificate in Human Relations: Human Resource Diversity and Development; Helping Skills in Human Relations.

Accreditation:
The University of Oklahoma is regionally accredited by the Higher Learning Commission. The highest level of college work offered is the doctoral degree. The address for the Higher Learning Commission is 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone: 1-800-621-7440. The University of Oklahoma was first accredited by the NCA in 1913 and has been accredited since that date. The University is accredited through 2022.

1. In accordance with NAC 394.615 Agreement upon acceptance of enrollment in a degree-granting institution. (NRS 394.411, 394.421, 394.441) Students, upon acceptance of enrollment in the University of Oklahoma, Nellis campus, will receive a copy of an agreement signed by him/her or his/her guardian and by a representative of the University of Oklahoma. The agreement contains the following information:
   a. The name of the institution, its address and telephone number.
   b. The name of the student, his address and telephone number.
   c. The degree for which he is enrolled, if enrolled for a degree.
   d. The date the catalog under which the student enrolled is effective.
   e. A statement printed in bold type that the person signing the agreement has received, read and understood the document and has received the catalog of the institution and understands that the catalog is part of the contract.

2. The tuition rate for the University of Oklahoma at Nellis AFB will be $350.00 per credit hour, effective September 1, 2015.

The bulletin and this addendum, as required by the Nevada Commission on Postsecondary Education NAC 394.615(5), is a part of the contract between the University of Oklahoma, Nellis campus and the enrolling student.
Student Bulletin Receipt

The Nevada Commission on Postsecondary Education requires that the Catalog and/or Veterans Information Bulletin be issued to each student, upon acceptance of enrollment in the University of Oklahoma, Nellis campus. This form serves as “proof of issue” to document receipt by students and will be maintained in the student file.

The University of Oklahoma
4475 England Av
99 FSS/FSDE
Building #20, Ste 317
Nellis AFB, NV 89191-6525
Phone: (702) 643-5354 E-mail: apnellis@ou.edu

Print Name: ________________________________________________________
Address: ___________________________________________________________
Telephone: _________________________________________________________
Enrolled in (degree program): ________________________________________
Under Catalog Effective Date: _________________________________________

The undersigned, has received, read and understood this document and has received the catalog of the University of Oklahoma which contains the rules, regulations, and course completion requirements for the specific program in which I have been enrolled and understands that the catalog is part of the contract.

Signature: _______________________________ Date: ____________________
Site Director: _____________________________ Date: ____________________
## Fall 2017 Graduate Course Information

<table>
<thead>
<tr>
<th>Prog</th>
<th>Site</th>
<th>Course Dates</th>
<th>Add/Drop</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>NL</td>
<td>9/18-24, 2017</td>
<td>8/20, 2017</td>
<td>HR 5323-102</td>
<td>Organizational Behavior in Human Relations</td>
<td>Byrd, Marilyn, Ph.D.</td>
</tr>
<tr>
<td>HR</td>
<td>NL</td>
<td>10/30-11/5, 2017</td>
<td>10/2, 2017</td>
<td>HR 5013-104</td>
<td>Current Problems in Human Relations</td>
<td>Williams, Thomas, Ph.D.</td>
</tr>
</tbody>
</table>

## Spring 2018 Graduate Course Information

<table>
<thead>
<tr>
<th>Prog</th>
<th>Site</th>
<th>Course Dates</th>
<th>Add/Drop</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>NL</td>
<td>1/22-28, 2018</td>
<td>12/24, 2017</td>
<td>HR 5003-110</td>
<td>Theoretical Foundations of Human Relations</td>
<td>Pappas, James, Ph.D.</td>
</tr>
<tr>
<td>HR</td>
<td>NL</td>
<td>3/5-11, 2018</td>
<td>2/4, 2018</td>
<td>HR 5133-102</td>
<td>Change, Challenge &amp; Creativity in the Workplace</td>
<td>Mendoza, Jorge, Ph.D.</td>
</tr>
</tbody>
</table>

## Summer 2018 Graduate Course Information

<table>
<thead>
<tr>
<th>Prog</th>
<th>Site</th>
<th>Seminar Dates</th>
<th>Add/Drop</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>NL</td>
<td>7/16-22, 2018</td>
<td>6/18, 2018</td>
<td>HR 5023-*105</td>
<td>Research Methods in Human Relations</td>
<td>Wright, David, Ph.D.</td>
</tr>
<tr>
<td>HR</td>
<td>NL</td>
<td>8/13-19, 2018</td>
<td>7/15, 2018</td>
<td>HR 5110-101</td>
<td>Multicultural Issues in Human Relations</td>
<td>Davidson, Jeanette, Ph.D.</td>
</tr>
</tbody>
</table>
Location
The University of Oklahoma is located within the Hurlburt Field Education Center:

1SOFSS/FSDE
University of Oklahoma
221 Lukasik Avenue, Suite #1
Hurlburt Field, FL 32544-5416
(850) 581-3000
aphurlburt@ou.edu
Site Director: Javier Ruiz

The Commission for Independent Education can be reached at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Phone: 888-224-6684

Disclosure

- All applications and enrollments may be cancelled within three working days without a penalty being assessed to the student.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Tallahassee, Florida 32399; toll-free telephone number 888-224-6684.

Tuition Rates

- The Advanced Programs tuition rate for courses offered at the Hurlburt Field, FL site is $350/credit hour. No other fees apply. Book costs vary for each course.
- Each admission application to Advanced Programs requires a $50 nonrefundable application fee.

Anti-Hazing Policy

Hazing, which is an activity participated in or encouraged by student groups, or any members, or associates of a group, in which prospective members or pledges are subjected to or imposed upon to do onerous, denigrating, or hazardous tasks. Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups. This policy can be found on page 14 of the University of Oklahoma Student Code (http://www.ou.edu/studentcode/OUStudentCode.pdf).
Course Withdrawal Policy/Refund Schedule
Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

Cancellation and Refund Policy for Florida Students
Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).
4. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 60% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student

Cancellation Policy
The University of Oklahoma Advanced Programs courses are subject to change or cancellation at any time. Students do not pay tuition until the first day of each course, so students are not liable for tuition for cancelled courses.

Grievance Procedures
Students may appeal the outcome of a grievance to the Commission for Independent Education at 325 W. Gaines Street, Tallahassee, Florida, 32399, toll-free 888-224-6684.

Transfer Credits to Other Institutions
The transferability of any credits earned at the University of Oklahoma is at the discretion of the accepting institution.

Placement
The University of Oklahoma offers placement assistance but makes no claims of guaranteed placement.
Programs offered at the Hurlburt Field, Florida Campus

- Master of Human Relations, 36 Semester Credit Hours
- Master of Arts in International Relations, 32 Semester Credit Hours
- Graduate Certificate In Helping Skills In Human Relations, 12 Semester Credit Hours
- Graduate Certificate In Human Resource Diversity And Development, 12 Semester Credit Hours

Each credit hour must include 800 minutes of instructional time. The University requires 50 minutes of instructional time per clock hour. 10 minutes of break time must also be included.

In accordance to 6E-2.004(9), the following is information regarding the University of Oklahoma Hurlburt Field campus’ available space, facilities and equipment. The OU Hurlburt classroom is Classroom E of Building 90220, base education building on Hurlburt Field, Florida. The building belongs to the 1st Force Support Squadron. This is a single story building with fire exits that are clearly marked. It has central air and heat. Men’s and women’s restrooms are available as well as a student area with vending machines. The classroom, which is also designated as the Headquarters executive classroom has comfortable seating for 30 students. Wireless internet for student use is available in the classroom and student areas. Faculty has access to a podium, computer, projector, DVD/VCR player, speakers, Internet, and white board. The classroom space and equipment is provided by the Air Force and is not the property of OU. The site director has a separate office from the classroom; it is room N and is in the same building as the classroom. The office is equipped with computer, scanner, Internet, and telephone with answering machine. A second computer is also available for student use. All file cabinets containing student/sensitive files are locked according to FERPA standards. Office space is provided by the Air Force, but most office equipment is the property of OU. Internet service in the office belongs to OU.

Academic Calendar

- Summer 2017 semester dates: May 1 – August 31, 2017
- Fall 2017 semester dates: September 1 – December 31, 2017
- Spring 2018 semester dates: January 3 – April 30, 2018
- Summer 2018 semester dates: May 1 – August 31, 2018

2017-2018 Holiday Schedule

- Labor Day 2017 – September 4, 2017
- Thanksgiving 2017 – November 23, 24, 2017
- Winter Break 2017 – December 22, 25, 26, 27, 28*, 29*, 2017 and January 1, 2018
- Martin Luther King, Jr. Day 2018 – January 15, 2018
- Memorial Day 2018 – May 28, 2018

Registration Start Dates:

- Fall term: July 1, 2017
- Spring term: November 1, 2018
- Summer term: March 1, 2018

Admission to Candidacy Form (Due Dates to Department):

- Spring term: August 15
- Summer term: January 15
- Fall term: February 15
Graduation application Due Dates:

- Spring term: March 1
- Summer term: July 1
- Fall term: October 1

HR Deadlines for Internship and IDR Packets:

- Spring term: November 1
- Summer term: March 1
- Fall term: July 1

HR Comprehensive Exam Dates:

- Spring term: February 1 – March 1
- Summer term: First full week of June
- Fall term: September 15- October 15

Course Numbers

All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as “lower-division,” those numbered 3000-4999 are “upper-division,” and those numbered 5000 and above are “graduate-level.”

The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification:

Courses numbered 0000 to 0999 are developmental remedial courses offering no college credit. Courses numbered 1000 to 1999 are primarily freshman level.

Courses numbered 2000 to 2999 are primarily sophomore level. Courses numbered 3000 to 3999 are primarily junior level.

Courses numbered 4000 to 4999 are primarily senior level.

Courses numbered 5000 to 5999 are primarily for post-baccalaureate students, except by permission of the department and the graduate dean.

Courses numbered 6000 to 6999 are restricted to post-baccalaureate students, except by permission of the department and the graduate dean.

The second and third digits identify the course within the field.

The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours. No change may be made in the number of credit hours specified for the various courses as indicated in the catalog.

The only exception is University course 4000 which carries graduate credit when completed through the Scholar-Leadership Enrichment Program.
## Representative List of OU Faculty

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Degree</th>
<th>Degree Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary</td>
<td>Anderson</td>
<td>Ph.D.</td>
<td>University of Toledo</td>
</tr>
<tr>
<td>Bruce</td>
<td>Barnes</td>
<td>M.A.</td>
<td>Royal Military College of Canada,</td>
</tr>
<tr>
<td>Paul</td>
<td>Bell</td>
<td>Ph.D.</td>
<td>Yale University</td>
</tr>
<tr>
<td>David W.</td>
<td>Levy</td>
<td>Ph.D.</td>
<td>University of Wisconsin</td>
</tr>
<tr>
<td>Roy</td>
<td>Metcalf</td>
<td>Ph.D.</td>
<td>Arizona State University</td>
</tr>
<tr>
<td>Darren</td>
<td>Purcell</td>
<td>Ph.D.</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Giovanna</td>
<td>Gismondi</td>
<td>LL.M.</td>
<td>Georgetown University</td>
</tr>
<tr>
<td>Jill</td>
<td>Irvine</td>
<td>Ph.D.</td>
<td>Harvard University</td>
</tr>
<tr>
<td>Jose</td>
<td>Canoy</td>
<td>Ph.D.</td>
<td>Indiana University</td>
</tr>
<tr>
<td>Robert H.</td>
<td>Cox</td>
<td>Ph.D.</td>
<td>Indiana University</td>
</tr>
<tr>
<td>Alexander</td>
<td>K kondonassis</td>
<td>Ph.D.</td>
<td>Indiana University</td>
</tr>
<tr>
<td>Daniel</td>
<td>Ostas</td>
<td>Ph.D., J.D</td>
<td>Indiana University</td>
</tr>
<tr>
<td>Ronald</td>
<td>Peters</td>
<td>Ph.D.</td>
<td>Indiana University</td>
</tr>
<tr>
<td>Aondover</td>
<td>Tarhule</td>
<td>Ph.D.</td>
<td>McMaster University, Ontario,</td>
</tr>
<tr>
<td>Jerome</td>
<td>Weber</td>
<td>Ph.D.</td>
<td>Michigan State University</td>
</tr>
<tr>
<td>Kirby</td>
<td>Gilliland</td>
<td>Ph.D.</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Young</td>
<td>Kim</td>
<td>Ph.D.</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Eric</td>
<td>Kramer</td>
<td>Ph.D.</td>
<td>Ohio University</td>
</tr>
<tr>
<td>Chan</td>
<td>Hellman</td>
<td>Ph.D.</td>
<td>Oklahoma State University</td>
</tr>
<tr>
<td>Glenda</td>
<td>Hufnagel</td>
<td>Ph.D.</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Dorscine</td>
<td>Littles</td>
<td>Ph.D.</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Wesley</td>
<td>Long</td>
<td>Ph.D.</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Kathryn</td>
<td>Marlow</td>
<td>MSW</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>Marc</td>
<td>Charney</td>
<td>Ph.D.</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>James</td>
<td>Goode</td>
<td>Ph.D.</td>
<td>Oxford University</td>
</tr>
<tr>
<td>Chad</td>
<td>Johnson</td>
<td>Ph.D.</td>
<td>Pennsylvania State Univ.</td>
</tr>
<tr>
<td>Mitchell</td>
<td>Smith</td>
<td>Ph.D.</td>
<td>Princeton University</td>
</tr>
<tr>
<td>James</td>
<td>Pappas</td>
<td>Ph.D.</td>
<td>Purdue University</td>
</tr>
<tr>
<td>Clarence</td>
<td>Walker</td>
<td>Ph.D.</td>
<td>Purdue University</td>
</tr>
<tr>
<td>David</td>
<td>Ray</td>
<td>Ph.D.</td>
<td>Stanford University</td>
</tr>
<tr>
<td>Alexander</td>
<td>Holmes</td>
<td>Ph.D.</td>
<td>State University of New York at</td>
</tr>
<tr>
<td>Bob Mitchell</td>
<td>Peck</td>
<td>Ph.D.</td>
<td>Texas A &amp; M</td>
</tr>
<tr>
<td>Glen</td>
<td>Krutz</td>
<td>Ph.D.</td>
<td>Texas A &amp; M University</td>
</tr>
<tr>
<td>Kelly</td>
<td>Damphousse</td>
<td>Ph.D.</td>
<td>Texas A&amp;M University</td>
</tr>
<tr>
<td>Elyssa</td>
<td>Faison</td>
<td>Ph.D.</td>
<td>University of California, Los Angeles</td>
</tr>
<tr>
<td>David</td>
<td>Tan</td>
<td>Ph.D.</td>
<td>University of Arizona</td>
</tr>
<tr>
<td>Fred</td>
<td>Shelley</td>
<td>Ph.D.</td>
<td>University of Iowa</td>
</tr>
<tr>
<td>Laurel</td>
<td>Smith</td>
<td>Ph.D.</td>
<td>University of Kentucky</td>
</tr>
<tr>
<td>Zhen</td>
<td>Zhu</td>
<td>Ph.D.</td>
<td>University of Michigan</td>
</tr>
<tr>
<td>Eric</td>
<td>Heinze</td>
<td>Ph.D.</td>
<td>University of Nebraska</td>
</tr>
<tr>
<td>Alberto</td>
<td>Mata</td>
<td>Ph.D.</td>
<td>University of Notre Dame</td>
</tr>
<tr>
<td>Todd</td>
<td>Fagin</td>
<td>Ph.D.</td>
<td>University of Oklahoma</td>
</tr>
<tr>
<td>First name</td>
<td>Last name</td>
<td>Degree</td>
<td>Degree Source</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>--------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Lawrence</td>
<td>Hynson</td>
<td>Ph.D.</td>
<td>University of Tennessee</td>
</tr>
<tr>
<td>Jeanette</td>
<td>Davidson</td>
<td>Ph.D.</td>
<td>University of Texas at Arlington</td>
</tr>
<tr>
<td>Rodger</td>
<td>Randle</td>
<td>J.D.</td>
<td>University of Tulsa</td>
</tr>
<tr>
<td>Trent</td>
<td>Gabert</td>
<td>Ph.D.</td>
<td>University of Wisconsin</td>
</tr>
<tr>
<td>Steven</td>
<td>Cobb</td>
<td>Ph.D.</td>
<td>Univ. N. Carolina</td>
</tr>
<tr>
<td>Timothy</td>
<td>Davidson</td>
<td>Ph.D.</td>
<td>Univ. of Edinburgh</td>
</tr>
<tr>
<td>Sterling</td>
<td>Evans</td>
<td>Ph.D.</td>
<td>Univ. of Kansas</td>
</tr>
<tr>
<td>Krutz</td>
<td>Glen</td>
<td>Ph.D.</td>
<td>Texas A&amp;M</td>
</tr>
</tbody>
</table>

**Publications and Advertising**

All advertising and promotional literature provided by the University of Oklahoma shall be accurate and not misleading to the public.

**Student Services**

**One**

OU’s web-based information portal One serves as a gateway for student, faculty and staff, providing services to include obtaining grades, counseling, registration and information, library resources, computer support and equipment appropriate to the master’s and doctoral degrees offered by OU. One requires only a single sign-on and is available 24/7.

Faculty and administrative staff have additional access privileges in One. Faculty may access the class roster for each course they teach as well as post grades for each course. Support staff, such as the OU-North America staff and the OU-Norman campus office staff are able to review student registration, transcripts and account information such as registration holds and other information necessary to ensure students are afforded a high level of customer service around the world.

**Counseling and Advisement**

Each student is assigned a designated advisor to provide **degree completion counseling and advisement**. Additionally, faculty advisors are periodically scheduled to teach courses in Florida. Students may be advised before or after class, during posted office hours or at appointment times when the advisor is on site. The OU Site Director will notify students of advising opportunities and assist students in establishing these appointments.

Professors are available to students for consultation outside class time. Each professor designates hours for consultation on the course syllabus. The professor can be available at least one half hour before each class session, for four hours on a specified day for walk-in consultation and/or by appointment. Syllabi also contain information on how the professor can be reached before and after class sessions by mail, phone and e-mail.

**Online Application**

Students may apply to the University of Oklahoma through the OU’s Online Application system. Links to the online application are available through the OU website. The OU-Site Director is available to provide assistance to students for completion of the online application as needed. OU will enroll those academically qualified individuals who meet OU’s admission requirements.

Students may enroll online through the OU student information system. Additional information located in One includes enrollment tools to locate courses, enroll, add or drop, view course descriptions and also provides online instruction for these various functions.
Library

The library needs of OU students and faculty around the world are met through the extensive holdings of the University of Oklahoma Libraries, which contain more than 5 million volumes, 75,000 serials subscriptions (print and electronic) and 300 databases. The University of Oklahoma Libraries rank 26th out of 114 academic research libraries in North America for volumes held and has been a depository library for federal government documents since 1893. OU-AP students are eligible for some additional library services beyond those available to students on the OU-Norman campus which includes the ability to search the entire collection and to receive research assistance. Librarians in Norman send books, articles, government publications, periodicals and interlibrary loans directly to the students worldwide, whereas local students must obtain their own materials. As well, a link for distance learning students has been made available to OU student off campus. Through this web link, OU-Hurlburt students get individualized and immediate assistance in obtaining books, articles and other materials from recent scholarly sources not yet available in full-text. All books except those not normally circulated on campus are available to OU students worldwide. OU-Hurlburt students can access these services from the OU-Advanced Programs website, One, or through the OU Libraries website.

Computer Support

The University of Oklahoma has incorporated the increasing use of technology to enhance its communication and academic capabilities in support of off campus students. Students at Hurlburt and other off campus locations have been found to utilize technology to a greater degree and skill. Due to the increased computer usage in education, homes, and business, most military installations have increased the type and number of facilities with computer and Internet services. Among these are base libraries, Army learning resource centers, MWR Internet cafes and unit facilities which are available to military servicemembers. OU supports students by providing access to information technology support and access to software and hardware at educational discounts.

Course Textbooks

Students obtain their texts and materials through the Follett Student Direct Ordering system via any of five methods; 1) online website, 2) phone, 3) fax, 4) e-mail, or 5) mail-in order. It is the University’s policy to order paperback/soft cover books whenever they are available in order to provide course materials at the lowest cost to students. Additionally, if available, Follett provides used textbooks (upon student request) at an even lower cost, textbook rentals and eBooks.

Course Syllabi

OU’s registration period is ongoing throughout the semester. OU ensures that course syllabi, faculty vita and required textbooks are available to students in and downloadable from the OU-AP website in a timely manner – at least 10 weeks before the first class session. The syllabus guides the students through preparatory reading and assignments and provides focus for the entire course.

OU-AP Website

OU maintains a website at GoOU.ou.edu. Students can access a wide variety of resources from this page. In addition to the data found on the home page, many links direct students to other valuable websites across the campus. Among the items found on the website are:

- OU-Advanced Programs Bulletin (catalog)
- Link to the web-based student portal, One for course registration
• Syllabi for courses are accessible by clicking on the course number in the course schedule. Syllabi are downloaded in Adobe Acrobat (.pdf) format.
• The annual course schedules by location, specifically for each term, prior terms and upcoming terms with course titles, instructor, site and time.
• Links and information to the various military service education portals.
• Links to the OU General Catalog and the Graduate College Bulletin.
• On-line registration/drop/withdrawal capabilities.
• The online application to the University of Oklahoma.
• General information about OU-AP, where sites are located, how to contact OU personnel throughout North America and on campus in Norman, degree program summaries.
• Special time-sensitive information (e.g., graduate recognition ceremony information and forms).
• Links to the home pages of all departments offering degrees in Europe, including the Graduate College and OU-Norman campus home page that provides links to the entire network of web-based resources; each site in Europe that contains site-specific information for students; Financial Aid at OU; Veteran Assistance.

**Graduation Recognition Ceremony**

OU-Hurlburt conducts a Graduation Recognition Ceremony each year in conjunction with the other schools located at Hurlburt Field. The ceremony is followed by a reception for the graduates and all guests. Site Directors from nearby sites, professors from the academic programs or other campus representatives may participate in the ceremony to honor the graduates.

Graduates are also invited to participate in the formal graduation ceremony in the spring held in Norman, Oklahoma. OU-AP provides a pre-ceremony reception for AP graduates around the world. Each year 20 to 50 graduates from Europe and off campus locations in North America attend to tour the campus and meet the staff and faculty in celebration of earning their degree.

**Online courses:**

Students wishing to participate in online courses must provide the following:

Windows 7 system requirements:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

OS X Lion 10.7 system requirements:

- Intel Core 2 Duo, Core i3, Core i5, Core i7, or Xeon processor
- Mac OS X v10.6.6 or later to install via the Mac App Store (v10.6.8 recommended)
- 7 GB of available disk space
- 2 GB of RAM

Students are provided access to online classes via the OU course management system, Desire to Learn (D2L).

Following is a list of system requirements to use D2L or other online systems provided by the University of Oklahoma – Information Technology (OU-IT):

- Required Operating system: Windows 7 or Mac OS X
• Your system must have Java Runtime Environment 7 or greater and Adobe Flash Player 10.1 to ensure the drag & drop feature, audio/video recording feature, and equation editor works properly. Java script and cookies must be enabled.

• Internet Explorer 10, Internet Explorer 9, Firefox (newest) (recommended), Firefox 17, Chrome (newest) are all Windows supported browsers.

• Firefox (newest) (recommended), Safari 6.0, Safari 5.1, Chrome (newest) are all Mac supported browsers.

• iOS (newest), iOS 5 (Safari 5.1), Android (newest), Android 4.0, and Blackberry 7 are all mobile supported browsers.

Office 365 is the software program utilized for online assignments. It is supported through several recent versions of Office on both Mac and Windows. The latest supported clients will be listed at http://askit.ou.edu/customer/en/portal/articles/2058720-office-365-latest-software-list. OU IT offers free Microsoft software to students.

Note: Students will be notified of changes to the information provided in this supplement.
The University of Oklahoma
ISOFSS/FSDE
University of Oklahoma
221 Lukasik Avenue, Suite #1
Hurlburt Field, FL 32544-5416
(850) 581-3000
aphurlburt@ou.edu
Site Director: Javier Ruiz

Student Enrollment Agreement

This agreement, together with the school catalog, constitutes a binding contract between the student and the school upon acceptance by the school.

Read application thoroughly before answering questions

Student Information

Name: _______________________________________________________________________
Address: _____________________________________________________________________
Telephone: _______________________
Date of Birth: ____________________ Circle one:  Male Female

Program Information

Program Title: _________________________ Semester Hours: _______
Class Schedule: Monday - Friday 6:00 p.m.-9:30 p.m.; Saturday 8:00 a.m.-4:30 p.m.; Sunday 8:00 a.m.-12:00 p.m.

Each course consists of the following components:

- A minimum of 30 days of pre-seminar study and work in preparation for the onsite seminar.
- The on-site seminar of 30 clock hours is conducted over a one-week time frame (see course schedule above).
- A follow-up time period of up to 30 days following the last day of the onsite seminar to complete such requirements as application projects, take-home examinations and/or research papers.

With the above course delivery for OU’s intensive format, students complete three semester hours of course work. The length of a web-based course can be as long as four months depending upon the number of credit hours and content. The exact duration and dates will be clearly spelled out in each syllabus.

Students may enroll for their courses online at One.ou.edu. Instructions for using the online enrollment system and a link to One.ou.edu can be found on the Advanced Programs Web site at www.goOU.ou.edu. Students may enroll for courses by semester or by course prior to 30 days before the course begins.

Tuition $ 350 per credit hour, $1,050 per course
Application Fee $ 50 non-refundable
Books & Materials $ Varies by course

This agreement constitutes a binding Contract between the Student and the University of Oklahoma.

Updated 6/1/2017
Methods of Payment
Statements are calculated on the last working day of each month and online statements are available at One.ou.edu within 24 hours. Tuition payments are accepted through One’s Bill Pay system. No payments are accepted at the teaching site.

Course Withdrawal Policy
Students who drop from a course must pay enrollment fees at the following rates:

- 30 or more days prior to the course start date – none
- 16 to 29 days prior to the course start date - 25 percent
- Start date to 15 days prior to the course start date - 50 percent
- After the start of the first class session - 100 percent

Students not attending the first night of class (No Shows) will be responsible for 100 percent of enrollment fees.

Approved Notices of Drop or Withdrawal
All drops processed by the site director must be in writing. The original notification may be in the form of a mailed or faxed letter or an e-mail message. This must be followed up with a signed drop form. The date must be clearly indicated on all drop documents. It is the student’s responsibility to ensure that the site director has received and processed the drop.

Drops that occur 30 days or less before the first class session will incur the associated penalty as outlined above. A request to waive the penalty must be accompanied by documentation of one of the following:

- Personal illness documented by a notice from a physician or a copy of the medical bill, which clearly indicates that the student would be unable to attend the class sessions. This should note the specific dates of the illness and inability to attend class.
- Military Travel Order or Permanent Change of Station Order, which clearly indicates that the student would be unable to attend the class sessions. The order must include dates of class sessions.
- Job-related absence explained with a letter on company or agency letterhead and signed by a supervisor, stating that the absence was unavoidable and that clearly indicates that the student would be unable to attend the class sessions.

All penalty waiver requests and associated letters, military travel orders, copies of physician reports, etc., must be submitted within 30 days of the first class session and will be reviewed by Advanced Programs and (1) be approved in full, (2) be approved but with some penalty or (3) not be approved. Advanced Programs reserves the right to verify the documentation. Other appeals will be reviewed on a case-by-case basis. A student wishing to withdraw from a course for reasons that do not meet the criteria for a waiver request (refer to the drop policy) is responsible for full tuition. If a student leaves class or does not attend class once the course begins for reasons that do not meet the criteria for a waiver request, the student will remain enrolled and will need to request to withdraw through the professor; students will, then, receive a grade of W or F as assigned by the professor. Penalty waiver requests for courses that have begun are reviewed on a case-by-case basis and only for extreme and extenuating circumstances.

Cancellation and Refund Policy for Florida Students
Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

5. Cancellation after completing 60% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student

Leave of Absence
OU-AP graduate students are not required to report a leave of absence in the progression of courses toward their degree. A master’s student must complete all of the degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied to the master’s degree. If a course has exceeded the five-year rule, it must be retaken or replaced with a current course.

Grounds for Termination
I agree to comply with the rules and policies and understand that the University of Oklahoma shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University of Oklahoma reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

Graduation Requirements
I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the School.

Employment Assistance
I understand that the University of Oklahoma has not made and will not make any guarantees of employment or salary upon my graduation. The University of Oklahoma does not provide placement assistance, consisting of identifying employment opportunities or advising me on appropriate means of attempting to realize these opportunities.

Acknowledgement
This contract contains the entire agreement between the School and myself, and no further modification or representation except as herein expressed in writing will be recognized.

Notice to prospective students: do not sign this contract before you have read it or if it contains any blank spaces. All signers have received and read a copy of the binding document and catalog.

Signature of Applicant: _________________________________ Date: __________________________

Signature of School Official: _____________________________ Date: __________________________

Updated 6/1/2017

12