Introduction to UCO

Accreditation

The University of Central Oklahoma is accredited by the North Central Association of Colleges and Schools and by the National Council for the Accreditation of Teacher Education for the preparation of elementary and secondary teachers and school service personnel as a bachelor’s and master’s degree granting institution.

BBA and MBA degree programs are accredited by the Association of Collegiate Business Schools and Programs (ACSBP).

The M.A. in Psychology is accredited by the North American Association of Masters in Psychology (NAMP) and hold membership in the Council of Applied Master’s Programs in Psychology (CAMP).

In addition, the University is affiliated with the American Association of Colleges for Teacher Education, the Association of Teacher Education Institution, the American Association of University Women, the American Council on Education, the North Central Conference on Summer Schools and the State Board of Education. Specialized accreditation has been granted by the National League for Nursing, and the American Chemical Society. The Speech-Language Pathology program is accredited by the Educational Standards Board of the American Speech-Language-Hearing Association. The Music Department is accredited by the National Association of Schools of Music.

Credits received in courses taken in residence at the University of Central Oklahoma may be transferable at full value to other accredited colleges or universities.

Campus and Buildings

From an original grant of 40 acres, the campus is currently 210 acres, located four blocks east of the business district of Edmond. Please see map, inside front cover of this catalog, for building locations.

Computer Facilities

The Office of Information Technology directs the departments of Computing Services, Consulting, and Telecommunications to offer students a wide range of services to enhance their education. Free computer application training is available for students to learn how to use the campus e-mail system and other popular software. The Computer Help Desk, ext. 2255, answers questions regarding software usage, including telephone support for troubleshooting when setting up a modem for dial-in access from home.

Academic Resource Labs

The University offers assistance to strengthen academic skills through various academic labs on campus. Labs include:

- Academic Support Center, located in Thatcher Hall, Room 106; (computer tutorials supporting general education classes, math, and English tutors)
- College of Business Administration Computer Lab, located in the Business Building, Rooms 109 and 111;
- College of Education Microcomputer Labs, located in the Education Building, Rooms 110 and 112;
- College of Education Microcomputer Lab, located in Evans Hall, Room 007;
- College of Liberal Arts Labs, located in the Liberal Arts Building include:
  - Art Lab and Music Lab, Room 117 Foreign Language and Mac Lab, Room 223 Liberal Arts PC Computing Lab, Room 119 Journalism Lab, Room 215;
  - College of Math and Science Computer Labs, located in the Math and Computer Science Building include: Mathematics and Science Computer Lab, Room 100 Computing Science Microcomputer Lab, Room 119; three locations in Howell Hall, in the departments of Biology, Chemistry and Physics.
  - Information Technology Department Microlab, located in the Max Chambers Library, 1st floor, SE Corner;
  - Information Technology Department Terminal Rooms, located in the Math/Computing Science Building, Rooms 121 and 126;
  - Academic Support Center, located in Thatcher Hall, Room 106; (math and writing tutors)
  - Multimedia Presentation Lab, located in the Art Building, Room 107;
  - Reading Lab, located in Old North, Room 110;
  - For more information regarding these labs please contact the Academic Support Center, located in Thatcher Hall, Room 106 or call 974-2520.

Degrees

The University of Central Oklahoma offers the following degrees:

- Master of Arts
- Master of Business Administration
- Master of Education
- Master of Fine Arts
- Master of Music
- Master of Science

Family Educational Rights and Privacy Act


The University of Central Oklahoma designates the following student information as public or directory information:

- Category I–Student’s name, local and permanent address, e-mail address, home number(s), classification, dates of attendance at UCO, enrollment status (full time, half time, or less than half time).

- Category II–Major field of study/degree program, educational institutions previously attended, degrees and awards granted, educational background degree(s) held and dates granted and institutions granting such degree(s).

- Category III–Date and place of birth, participation in officially recognized organizations, activities and sports weight and height of participants in officially recognized sports.

This information may be disclosed by the institution for any purpose, at its discretion.

Students may withhold disclosure of any or all categories of directory information under the Family Educational Rights and Privacy Act of 1974. Forms requesting the withholding of “Directory Information” are available in Enrollment Services, UC 124.
The University of Central Oklahoma assumes approval for disclosure unless a student specifically requests the withholding of "Directory Information".

In accordance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the University to release personally identifiable information from the educational records of a student, without written consent, to university officials, i.e. faculty, staff and agents of the University having responsibility for working with that student in admissions, registration, advisement, counseling, teaching, financial aid, payment of fees or any other activity directly related to the student’s academic program, or pursuant to law or governmental regulation.

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of University policy/federal law. Examples of violations include, but are not limited to: 1) illegally accessing information from student or faculty information terminals; 2) misrepresenting themselves to obtain another student’s transcript, semester grades, or class information terminals; 2) misrepresenting themselves to obtain another student’s transcript, semester grades, or class registration; 3) using a student’s I. D. number without his/her permission to gain access to other University services.

Family Educational Rights & Privacy Act of 1974: Notice

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review.

For records kept in Enrollment Services, requests for access should be directed to Enrollment Services in accordance with University regulations. (Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 are entitled to access to official educational records of that student.)

Family Educational Rights and Privacy Act of 1974 -Access Rights

The right of access shall include:
The right to be provided a list of the types of educational records maintained by the institution and directly related to students;
The right to inspect and review the content of those records;
The right to obtain copies of those records, which may be at the expense of the eligible student or parent. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 are entitled to access to official educational records of that student;
The right to a response from the institution to reasonable requests for explanations and interpretations of those records;
The right to an opportunity for a hearing to challenge the content of those records under subpart III of this part; and
The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document on more than one student.

Financial Aid for Graduate Students

Service Representatives are available for assistance with general financial aid needs. Service Counselors are available for in-depth assistance in obtaining financial aid. The UCO Office of Student Financial Aid is located in Room 141 of the University Center. A full-time staff is available to assist students needing further information.

Office of Student Financial Aid
University of Central Oklahoma
100 North University Drive
Edmond, OK 73034-5209
(405) 974-3334
FAX (405) 340-7658

Eligibility

General eligibility requirements for the federal programs include being a citizen or permanent resident of the U.S., being enrolled at least half-time seeking a degree or certificate in an eligible program at UCO, and not being in default or owing a repayment to any federal program.

In order to determine funding levels, aid applicants are classified as graduate or undergraduate students. For financial aid purposes, post baccalaureate is defined as any student who has a prior undergraduate degree. All other students are classified as undergraduates. Students who are concurrently enrolled in both graduate and undergraduate classes within any given semester or are enrolled in remedial courses will need to consult with a Service Counselor to confirm that all of these hours may be used to determine their funding level.

Financial Need and Determination

Need is determined by evaluating the information on the aid application. Factors such as income, assets and benefits are all considered in determining the need for aid.

Financial Aid Application Procedures and Deadlines

Students are advised to apply as soon after January 1, as possible for best consideration for all aid programs. The priority deadline for UCO is March 31. This means students must send federal applications to the federal processor at least ten days prior to the March 20 deadline to allow time for the processing and the return of the results. If the student is an Oklahoma resident, in order to be considered for the Oklahoma Tuition Aid Grant, he should apply before April 30. If the student misses the April 30 priority deadline, he may lose OTAG consideration.

NOTE: All Students must reapply for financial aid each school year.

For financial aid purposes, an academic year begins with the fall session and ends with the summer session.

Applicants will complete the Scholarship Application, available through the Prospective Student Services Office on April 1, each year, or on the website at http://www.ucok.edu/html/scholarships.html.

The following information and forms are used as part of the application process:

Students’ Rights and Responsibilities Rights - each student has the right to ask a school:

What is the cost of attending, and what is the policy on refunds to students who drop out?
Financial Aid cont’d

Disbursement of Aid

For purposes of receiving assistance at UCO, the disbursement refers to the date funds are sent to UCO. Release which is generally one week later, refers to the date funds are released to you. If an award letter includes scholarship and grant awards, these funds will be applied to your account when you enroll.

Awards restricted to cover tuition and/or fees will be applied before any unrestricted awards are accessed. Unrestricted awards may be used as credit at the bookstore beginning three weeks before classes start through the end of the add/drop period. Remaining funds will be released later in the semester, unless the award source indicates otherwise.

Federal and state funds, which include Pell, SEOG, OTAG, Stafford, FUSL, and Perkins loan funds in excess of direct cost to the University (tuition/fees and full housing), are released beginning the first day of classes. Therefore, bookstore credit cannot be provided for these programs. To be eligible to receive funds on the first day of classes, applicants must be enrolled and award notice received at least two weeks before the first day of classes.

After the initial first day release period, funds will be made available on a weekly basis, generally Mondays, if applicants were enrolled and awarded by the close of business the previous Monday. Changes in enrollment after aid has been awarded may constitute a re-evaluation of eligibility that could warrant repayment in certain programs. Direct deposit is a highly recommended option for release of funds. If interested, please contact the Bursar’s office for more details. Applicants will need to secure a valid UCO I.D.

Satisfactory Academic Progress–Financial Aid

The Office of Student Financial Aid will review academic progress at the end of each semester. Please read the following information carefully for it provides the requirements for continued eligibility.

Duration of Eligibility: Students enrolled in master’s programs are granted financial aid consideration through 48 hours of attempted study (this includes any required undergraduate prerequisites). These maximums include all hours attempted at UCO and all other postsecondary institutions whether or not financial aid was received for those hours. All grades of I, X, T or W are considered attempted and are counted in these totals. Students who reach these maximums without completing a degree program will be denied further financial aid consideration.

Completion Requirement: Students are expected to complete all classes in which they are enrolled each semester. The minimum number of credit hours students must earn each semester is shown below.

| Enrollment Type | Credit Hours
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (9 hours)</td>
<td>9 hours</td>
</tr>
<tr>
<td>Part-time (5 - 8 hours)</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

Failure to complete the required number of hours in a semester will cause the student to be placed on probation in their subsequent semester at UCO. (See Probation below.)

Grade Point Average Requirement: Graduate students must maintain a 3.0 GPA each semester. Failure to maintain the required GPA each semester will result in the student to be placed on probation in their subsequent semester at UCO. (See Probation)

Probation: Students who do not maintain the required GPA and/or completion requirements (either at UCO, or transferring to UCO) will be placed on probation in their subsequent semester at UCO. During that probationary semester, students must successfully complete the number of credit hours which correspond to the enrollment status at which they are funded for that term (see Completion Requirements above) AND must earn the required GPA. Students who fail to maintain these requirements during the probationary semester will be denied financial aid.

Appeal Process: Students who have been denied federal financial aid and believe they have substantial extenuating circumstances that prevented their success are welcome to...
request reconsideration. Appeals are made in writing (forms are available at the Financial Aid Service Center), and must be accompanied by appropriate documentation to substantiate the basis of the appeal. The deadline for appeals is the third Friday of each month. An Appeals Committee, composed of UCO faculty and staff will review the written appeal. The decision of the committee is FINAL. Students will receive written notification of the appeal results within 10 days of the submission deadline.

Re-Establishing Satisfactory Academic Progress: Any graduate student whose eligibility for federal financial aid has been terminated due to deficiencies in GPA or completion requirements may reestablish satisfactory academic progress by completing 9 hours with a 3.0 GPA. The student should notify the Financial Aid Office after reestablishing satisfactory progress by submitting a written request for review and reinstatement.

Repayment
A student who withdraws from the university may owe a pro-rated repayment for federal financial assistance received for that semester. The amount of the repayment will be contingent on the time of withdrawal and the amount of assistance received. If the student received a student loan any time, he must be prepared to do an exit interview. At the time of withdrawal, aid recipients should contact the Student Financial Aid Office.

Costs
The Cost of Attendance is used to determine the maximum amount of funding you are eligible to receive. Please note these costs may vary from school to school. The Cost of Attendance includes allowances for tuition and fees, room and board, transportation, books, and miscellaneous needs. The allowance for room and board may vary depending on where you live while enrolled. The tuition allowance will be based upon your enrollment status (full, three-quarter, or part-time).

Grants
Oklahoma Tuition Aid Grant (OTAG)
The OTAG program is available to graduate students who are Oklahoma residents attending Oklahoma schools and are enrolled in at least 5 hours. The amount of the grant is determined by a calculation involving family income, number of dependents, and cost of attendance at the college.
The maximum grant at UCO is approximately $1000. The actual award is made by the Oklahoma State Regents for Higher Education, although payment to the student occurs at the university where the student is enrolled. Students must apply each year for this grant. Applications are contained within the Free Application for Federal Student Aid. For best consideration, apply by April 30.

Bureau of Indian Affairs (BIA)
BIA grants may be available to students who are one-quarter degree of Indian blood quantum or more. Specific eligibility requirements are determined by their area agency or tribal office to insure that all necessary forms and applications can be processed. The Financial Aid Office must have a completed FAFSA on file for any student processing BIA forms through UCO. It is used to determine a requested amount of funding to be made to the BIA for an individual student.

Loans
Federal Family Education Loan (FFEL)
This program offers subsidized and unsubsidized Stafford Loans and is made available to students enrolled at least halftime by private lenders such as banks, savings and loan associations or credit unions that participate in the programs. The loans are guaranteed or insured by state and/or federal agencies.

Graduate students may borrow up to $18,500 per year if eligible.
Total loans cannot exceed $138,500 as a graduate or professional student (only $65,500 of this amount may be subsidized loans), including any amount borrowed as an undergraduate. The interest rate is variable and will be adjusted in June of each year on the subsidized loan. The interest rate for a subsidized loan is paid by the federal government until the student reaches repayment status. The student is charged interest on an unsubsidized loan from the day the loan is disbursed.
The loan must be repaid. Payments begin six months after the student graduates or leaves school. A student may be allowed to take up to ten years to repay the loan. In most cases the minimum repayment will be at least $600 per year. Repayment may be deferred if the borrower returns to school at an eligible institution.
In Oklahoma the Guaranteed Student Loan Program is the primary guaranteeing agency for the FFEL Program. Appropriate forms and further information are available from the Office of Student Financial Aid. These loans must be viewed as a portion of the total financial aid package and must be coordinated with any other aid the student may receive.
A loan origination fee is charged on all these loans and will be deducted from the loan proceeds.

Federal Perkins Student Loan
Perkins Loan is an aid program available to students who show demonstrated financial need for the funds. Students must be enrolled to be eligible for the program. These funds are borrowed from the institution and repaid to the institution. If funds are available, the student may borrow up to $4000 per year for undergraduates and $6,000 per year for graduates.
Graduate students may borrow up to $40,000 including any amount borrowed under Perkins Loan for undergraduate study. Priority funding is given to previous UCO borrowers.
Repayment begins nine months after the student graduates, drops below half-time status, or leaves school. This period is called the grace period. The minimum monthly repayment is $40. All Perkins/NDSL borrowers must repay at the minimum rate of at least $40 per month even though the calculation of the loan indebtedness may indicate a lesser amount. The student may be allowed up to ten years to pay back the loan. Students are billed monthly by the school during repayment.
During the repayment period the student is charged 5% interest on the unpaid balance of the loan principal. Repay-
ment is an obligation the student assumes when signing the promissory note.

The student must notify the Student Loan Collection Office, UC, Room 136, of change in name or address and supply requested information as needed for a complete loan file. The student must complete an exit interview during the last semester of enrollment at UCO.

Deferment privileges are available to students who maintain at least halftime student enrollment status after having borrowed at UCO. A student deferment form must be filed with the Student Loan Collections Office for each semester of enrollment at another institution that certifies attendance at that new school. The filing of the deferment form is the student’s responsibility.

Cancellation privileges are available to students who subsequently enter the teaching field and teach in designated schools or programs that are eligible for teacher cancellation on the Perkins/NDSL program. Some military cancellations are available for specified circumstances. Other cancellation options are provided for Law Enforcement and Correction Officers, Nurses and Medical Technicians, and some child and family service workers.

Repayment of the Perkins/NDSL is a serious long-term obligation. The institution will exercise all due diligence in recovering loan funds that are due to the program. The amount that a student repays is subsequently "reloaned" to other students who are currently enrolled and in need of the loan program. More information can be secured from the Student Loan Collections Office.

**Scholarships**

The Scholarship application deadline is March 1. There is one General Academic Scholarship Application, which can be found in the UCO Scholarship Guide or on the website at http://www.ucok.edu/html/scholarships.html.

Scholarships are awarded on the basis of academic achievement, extracurricular activities, financial need, leadership, and citizenship.

For additional scholarship information or to obtain a UCO Scholarship Guide contact the Prospective Student Services/Scholarship Office, UC 136, at (405) 974-2727.

**Department Scholarships**

Many academic departments at UCO offer scholarships to students who display financial need, exceptional scholastic ability or talent in a particular area. Please contact the individual departments for more information.

**UCO Foundation Scholarships**

The UCO Foundation funds approximately 350 scholarships each academic year. Scholarship amounts vary from $250 - $5,000 per year. To apply for UCO Foundation Scholarships, complete the UCO’s General Scholarship Application. The Prospective Student Services/Scholarship Office and the UCO Foundation will match the student’s application to all scholarships for which the student may qualify. Application Deadline is March 1. Additional information is available in the UCO Scholarship Guide, available in the Prospective Student Services/Scholarship office at (405) 974-2727, or on the website at http://www.ucok.edu/html/scholarships.html.

**Grading System**

For the purpose of distinguishing between the ranks of scholastic attainment, the following system of grading is used at the University of Central Oklahoma.

Grades used in calculating Grade Point Average (GPA)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NOTE</th>
<th>POINTS/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades not used in calculating Grade Point Average

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>N</td>
<td>Not Reported</td>
</tr>
<tr>
<td>Audit</td>
<td>Audit</td>
</tr>
<tr>
<td>Aud-U</td>
<td>Aud-U</td>
</tr>
</tbody>
</table>

**Symbols Used to Indicate Course Status**

P—Passing: for workshops, student teaching, activity physical education courses, and extra-institutional examinations.

S—Satisfactory: for 0-level (non-collegiate and/or developmental) courses.

U—Unsatisfactory: for 0-level (non-collegiate/developmental) and activity/physical education courses. Indicates the student’s level of understanding is not sufficient to take the next level of course work.

F—Failure: when students complete the term but fail to meet minimum standards for passing. Also given when students discontinue class attendance and do not formally drop or withdraw. An "F" grade is also assigned by the instructor when a student is failing the course and is allowed to drop or withdraw after the established deadlines.

I—Incomplete: used at the instructor’s discretion to indicate that additional work is necessary to complete a course. Starting with "I"s recorded in the Spring 1984 semester, the "I" must be made up within one year of the semester for which it was recorded.

W—Withdrawal: a grade of "W" is recorded when a student initiates a withdrawal by the established deadline. This grade may be assigned for a student who is allowed to drop or withdraw beyond the established deadline and who is considered to be passing the course.

N—Not Reported: Instructor failed to submit grades by the established deadline.

AUDIT—when students formally audit classes.

AUD-U—when a student enrolled for audit but did not meet the instructor’s attendance and/or participation requirements for auditors. All courses require permission from the class instructor to audit.

The student receives no credit for audit of classes. Fees
are the same for audit as for credit. Students may not drop courses for audit and pick them up for credit at the end of enrollment. The only admission material needed for audit is a completed admission form.

**Living Accommodations**

University owned housing is maintained for the convenience of both married and single students. Full-time students who are married and/or graduate students may apply for apartment housing. Murdaugh Hall is an upper class and graduate student study-intensive dormitory.

For our students with families, the Broncho apartment complexes consist of 134, two bedroom apartments. Each complex has a playground, laundry room and common area. The Family/Graduate Apartments are located close to campus for convenience and are reserved for full-time married and graduate students currently pursuing a degree.

The University Commons offer two-bed and four-bed fully furnished apartment units. A clubhouse is located on-site for the convenience and comfort of the residents. Each resident has a private bedroom equipped with local phone service, high-speed Internet access and cable TV jacks.

All residence halls are smoke-free. All residence hall rooms are cable television ready and students may contract with the local cable company for services. Each student room is provided with local phone service; however, the resident will need to furnish a touch-tone phone. After check-in, mailboxes will be assigned at the United States Postal Contract Station in the University Center.

The University has several meal plans and dining facilities from which to choose. Central Cafeteria, is connected to East and West Halls with a covered walkway. The Food Court, Convenience Store, and Oklahoma Room restaurant are located on the second floor of the University Center.

**I.D. Cards**

All entering students must have an identification (I.D.) card issued the first semester of enrollment and used while the student is enrolled in classes at UCO. Students must show the I.D. card when conducting business on campus. The card also entitles the bearer to discounts at area movie theaters and other community businesses. Students are charged the $6.00 I.D. fee at first enrollment, to be paid at the Bursar’s counter.

**Liability and Responsibility Notice**

Whether enrolled in an on-campus class or in a UCO internship, practicum, course or activity involving domestic or foreign travel, you are responsible for your own medical treatment and are liable for your own actions. In the event of your injury or illness while participating in a UCO sponsored activity, UCO cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Office of the Vice President for Student Services. Also, a number of reasonably priced insurance policies are available from the private business sector. We strongly encourage you to invest in the appropriate coverage.

**Location**

The University of Central Oklahoma is located in Edmond, Oklahoma, on the northern edge of the greater Oklahoma City metropolitan area, near the state capital, making it immediately convenient to all the social, cultural, and entertainment advantages of Edmond and Oklahoma City.

The University of Central Oklahoma offers live theater, opera, classical concerts, modern dance recitals, Broadway revues and world-renowned guests to the UCO campus. Students may take advantage of these cultural opportunities for a modest price by showing their student ID.

Edmond offers shopping centers, theaters, bowling alleys, several public golf courses, public swimming pools, recreational areas, YMCA, Lake Arcadia, and many excellent restaurants, as well as collaborative cultural programs with UCO.

Edmond is five miles north of the Oklahoma City end of the Turner Turnpike, on Interstate 35. I-235, commonly called the Broadway Extension, connects the University to Oklahoma City, only minutes away.

**Parking**

All students who plan to park their vehicles on campus must have a parking permit. You must have your current License Plate number to purchase your parking permit. Students may purchase permits annually or on a semester basis. Students may purchase the parking permit from the Parking Services Office, located in the University Center, Room 309.

**Senior Citizens**

A waiver of tuition and fees is available for senior citizens age 65 and older who want to audit college courses. For more information, contact the Office of Prospective Student Services/Scholarships at 405) 974-2727.

**Student Services**

The goal of the Division of Student Services is to help each student effectively deal with all of the options available and to find their own place within the academic community. Students at the University of Central Oklahoma are considered as unique human beings with specific goals, needs, concerns, and desires. Student services are designed to supplement the classroom experience and enrich the quality of campus life.

Students are invited and encouraged to consult with personnel in any of the Student Services’ units. By doing so, students will make an easier adjustment to college life and gain maximum benefit from their college experience.

The component units of the Division of Student Services reporting to the Vice President for Student Services are: Career Services, Counseling Services, International Student Services, Multicultural Student Services, Prospective Student Services/Scholarships Residence Life, Student Activities, Student Health Center, Testing Services, Y-Chapel of Song. Some of these services are explained below.

**The Writing Center**

The Writing Center offers free writing tutoring to all undergraduate and graduate students.

To schedule an appointment, students should call 974-2520 or visit Thatcher Hall, Room 106. Appointments are 30 minutes in length and a student may schedule up to two appointments a week.

In the Writing Center, students will receive help during any
Counseling Center

The University of Central Oklahoma’s Counseling Services, Room 402, University Center, is designed to aid students in coping more effectively with academic, career, and personal concerns. Services available include: personal counseling, support groups, academic support, and substance abuse issues. A staff of counselors provides a full range of short-term developmental counseling services.

The Center is open weekdays, 8 a.m.-5 p.m. Appointments are scheduled in advance. Emergencies will be seen as soon as possible. Schedule by telephone (405) 974-2215.

Multicultural Student Services

The University of Central Oklahoma has a commitment to meet the special needs of its students of color (African American, American Indian, Asian American, Hispanic American). Services and programs are coordinated through the Office of Multicultural Student Services.

The primary goals of Multicultural Student Services are to be active in the recruitment, retention, and graduation of UCO students and to remain in compliance with the University’s Social Justice Plan.

The program design includes peer counseling, professional counseling, study skills workshops, cultural awareness programs, scholarship opportunities, career development and leadership programs.

Every effort is made by Multicultural Student Services to meet the needs of all students of color, promote their cultures, and act as a liaison between university administration and the ethnic minority student populations.

A professional and student staff are available for consultation and assistance. Multicultural Student Services, a division of Student Services, is located in the University Center, Room 424.

Students with Disabilities

Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to make reasonable accommodations in providing students with disabilities access to equal educational opportunity. In compliance with this law, programs have been established to assist students with special needs.

Students with disabilities who require accommodations may contact the campus Equity/Affirmative Action Office (Administration Building, Room 210, Ext. 2573) to request assistance. Students must provide documentation regarding their disabilities and request for accommodation to the Equity/Affirmative Action Office prior to receiving services. Reasonable accommodations are based on the individual needs of the student.

The Equity/Affirmative Action Office can assist the student in removing architectural or attitudinal barriers on campus. A student who believes he/she has been treated inappropriately because of his/her disability is encouraged to report the incident to the Equity/Affirmative Action Office.

For further information, contact the office in the Administration Building, Room 210, or at (405) 974-2573.

Official Transcripts Free of Charge

Kiosk technology is provided via OneNet in higher education institutions throughout the state. At the kiosks, students may print official transcripts free of charge, obtain information about transferability of courses, determine availability of course offerings, and access other student services.

Veteran Assistance

UCO maintains a full-time Veterans Affairs Office in Room 121B of the University Center. The phone number is 405-974-2578. The staff can assist students in completing requirements to receive VA entitlements.

Vocational Rehabilitation

A Vocational Rehabilitation office is located at 1701 E. 2nd Street, Suite C, Edmond, OK, (405) 341-1400. All students seeking vocational rehabilitation assistance must be processed and cleared through that office each term. Please contact this office directly about eligibility requirements.

Guide to the College of Graduate Studies and Research

Graduate Faculty

Full membership to the Graduate Faculty shall be granted to full-time faculty possessing an earned doctorate who are active in scholarship, creative endeavors, pure and applied research and who are dedicated to the professional enhancement of their students, their disciplines, their college, the University and the community. Faculty in the Performing Arts will be considered an exception to the earned doctorate requirement and will be eligible for Full Graduate Faculty membership if they possess an MFA degree and 60 graduate hours in the teaching field. A similar exception is granted for Music, with the requirement of 75 total graduate hours with 60 graduate hours in the teaching field. Deans and chairpersons will determine equivalence to the terminal degree and submit to the Graduate Council Membership Committee for consideration. In addition, the following qualifications are required:

Superior teaching ability supported by student evaluations (when available), chairperson evaluation and teaching innovation.

Active participation in research leading to publications and/or other appropriate scholarly/artistic activities

Activities, performances, or exhibits commended by professionals in the candidate’s field of study.

Willingness and ability to supervise theses or mentor students.
Application for Full Membership must be made on the Application for Full Membership on the Graduate Faculty form, available in the CGS&R.

Associate Members of the Graduate Faculty
Members of the University Faculty who have not been granted full membership on the Graduate Faculty may be requested to teach graduate classes and may serve on advisory committees and thesis committees upon recommendation of the department concerned, and approval of the Graduate Council Membership Committee and the Dean of the CGS&R. These assignments shall be subject to periodic review.

These faculty members are designated as Associate Members of the Graduate Faculty. Under no circumstance will faculty who are not members or associate members of the Graduate Faculty teach graduate courses.

Associate Graduate Faculty Membership Categories are defined as follows:
- Full-time faculty employed for more than one academic semester, or
- Part-time faculty employed for more than one academic semester, or
- Part-time faculty employed just before beginning their first academic semester.

The application for three-year associate membership on the Graduate Faculty is initiated by the department, chairperson or director of the graduate program. The Graduate Faculty Three-year Associate Membership Application form, available in the CGS&R, will be sent to the Graduate Dean, and will include a current curriculum vitae, a letter of application, transcripts, and other appropriate information if requested.

The Graduate Dean will review the application and forward it to the Membership Committee of the Graduate Council for review and recommendation to the Graduate Dean. A list of approved applications for Graduate Faculty Membership will be forwarded to the Graduate Council for discussion and vote, which will be reported to the Vice President for Academic Affairs, deans, and department chairpersons.

Applications for membership or associate membership in the Graduate Faculty must be received and acted upon before the final printing of the semester schedule in which the faculty member may teach. Emergency associate memberships of one-semester duration may be granted by the Dean of the CGS&R.

Duties of the Graduate Faculty
Specific duties of the Graduate Faculty, in addition to other responsibilities as University Faculty members, include the following:
- Teach courses open to graduate students only.
- Seek out undergraduate students of outstanding ability and encourage them to pursue graduate study.
- Conduct graduate classes and seminars that stimulate creativity and contribute to the growth and development of independent scholarly attitudes and performance.
- Participate in research which has intrinsic scholarly or artistic value and which will motivate the students to similar endeavor.
- Supervise research/artistic projects of graduate students when requested.
- Encourage informal activities among students leading to scholarly or artistic production.
- Maintain standards of student performance to prepare graduates for the professional and scholarly responsibilities of an educated person in a free society.
- Review the reports of the Graduate Council and the various committees of the CGS&R and determine the general direction of the CGS&R.

The Graduate Faculty shall meet at least once each year during the month of April. A quorum for transacting business shall be the number present at the meeting. Special meetings may be called by the Dean of the CGS&R, whenever the action of the Graduate Faculty is needed. A special meeting must be called if ten percent of the Graduate Faculty so petition.

The Graduate Council
The Graduate Council is an elected group of Full Members of the Graduate Faculty and administrators concerned with policy recommendations as they relate to all graduate programs at the University of Central Oklahoma. The Council is composed of 19 members: 15 are elected from faculty-3 from each of the 5 academic colleges; 3 are appointed by the Dean of Graduate Studies and Research, who is also the 19th member.

This Council consists of four standing committees: The Membership Committee, the Executive Committee, the Curriculum Committee, and the Admissions and Retentions Committee. Appointees from the Office of Academic Affairs, the Library, and Faculty Senate serve as liaisons to the Graduate Council.

Duties of the Graduate Council include:
- Hear reports and take action on recommendations of the standing committees.
- Advise the committees in carrying out their duties.
- Appoint ad hoc committees when necessary.
- Make recommendations concerning Graduate Faculty policies and procedures.
- Receive communications on any and all matters relating to the CGS&R.
- Advise and make recommendations to the Graduate Dean.
- Review matters which are to be taken to the Graduate Faculty.
- Cooperate with the Undergraduate Faculty or its representatives and to appoint joint committees when needed.
- Meet a minimum of once each semester.
- The Graduate Executive Committee
- The Graduate Executive Committee will:
  - Work with the Graduate Dean prepare agendas for the council and faculty meetings.
  - Consult with the Graduate Dean whenever consultation seems necessary.
- Take specific actions as directed by the Graduate Council or the faculty.
An election will be conducted by ballots mailed from the college dean’s office. Each Full member of the Graduate Faculty from the college will vote for only one person for each committee position open. Ballots will be tabulated in the office of the college dean.

At the end of the election process, the dean of each college will provide the Graduate Dean with the name(s) of the newly elected Graduate Council member(s) from his/her college. Committee members appointed by the Graduate Dean shall be announced following the annual election. In this way it will be possible for the Graduate Dean to improve the diversity of the Council, and attain the widest representation possible. Appointments are for a three-year term. The elected member will serve from the Fall semester to the end of the appropriate Summer semester.

**Graduate Assistantships for Students**

Graduate assistants (GA’s) are selected for their scholastic achievement and promise in their field of study. In choosing these students, the University reposes great confidence in their ability to maintain high standards of educational excellence, to conduct research with professionalism, and to develop their skills as academic investigators, teachers and leaders. GA’s have the opportunity to work under the direct supervision and tutelage of one or more faculty members.

Graduate assistants are required to meet certain criteria, listed below:

- Carry at least six credit hours of graduate coursework each regular semester to retain the appointment.
- Contractual obligation to work 20 hours a week at duties suitable for a full-time graduate assistant, prescribed by your department or college.
- May not register for more than 9 credit hours in the fall or spring semesters. For less than full-time appointments, the workload, stipend and tuition waiver are adjusted.
- Although the University sets formal policies governing GA’s, the primary responsibility for administering these policies lies with the College of Graduate Studies and Research. GA’s are appointed by recommendation of the faculty, chairperson and the dean, and coordinated through the CGS&R. The supervisors are ultimately responsible for the supervision and evaluation of all GA’s in the department.

**Student Research Assistants**

Research Assistant (RA) positions must be requested by faculty members at the time Regular Grant Proposals are submitted. Forms are available on-line and in the CGS&R. Faculty members are responsible for screening RAs, who must fulfill these requirements:

- Be a full-time graduate student, in good standing in the Graduate College.
- Have a Social Security Number. (TMP numbers are not accepted by the payroll department). Contracts will be prorated from the day the social security number is received.
- Full-time RAs will work a maximum of 20 hours per week (from the first day of the fall semester through the last day of the spring semester, except in pre-approved cases) on a project which may result in a publication or thesis. For RAs...
who are appointed for less than full time, the workload, stipend and tuition waiver are adjusted.

Undergraduate Research Assistantships are available through the CGS&R on a limited basis. Faculty members request an undergraduate for a particular research project. Consult with the CGS&R for further information.

RAs are required to provide the CGS&R with a progress report at the end of each semester, and will present abstracts and posters at Research Day. Duties will not include regular teaching or lab monitoring.

**Tuition Waivers for Graduate Students**

When funding is available, academically gifted graduate students will be allowed to apply for tuition waivers up to three credit hours through the College of Graduate Studies and Research. Information on deadlines and eligibility will be publicized in the student newspaper, The Vista, as well as on the website, www.ucok.edu/graduate/index.htm and posters in all campus buildings.

**Research Programs**

Research is broadly defined at UCO to make it possible for all disciplines, in all colleges, to participate. Research on campus is divided into three broad categories: (1) Basic/Applied Research, (2) Curriculum Development and (3) Creative/Scholarly Activity.

Basic Research is the study of the fundamental properties, principles and data within a discipline. Applied Research engages in projects offering benefit to society using the results of basic research.

Curriculum Development revitalizes the content, conduct and quality of education through new and innovative approaches to all aspects of the learning experience.

Creative or Scholarly Activity results in a novel idea or expression. Creative experiences and activities require flexibility and openness to interpretations. Projects in creative writing, visual arts, museum enhancement, music and dance are examples of eligible activities.

**Research Advisory Council**

The Research Advisory Council is composed of two members from each college, the Graduate Dean, the Grant Writer, one member each from the Controller’s Office, the Faculty Senate, and the AAUP. The Council is chaired by the Assistant Dean of CGS&R, and members are recommended by the Assistant Dean of CGS&R, for appointment by the Vice President of Academic Affairs to a five-year term. Duties of the Research Advisory Council include:

- Recommendation of on-campus research allocations, research assistantships and release time to faculty;
- Addressing research concerns brought by any faculty member at UCO;
- Recommending changes in research policy and procedures, in consultation with constituencies;
- Acting as a liaison between faculty and the CGS&R;
- Selecting Hauptman Fellows;
- Being outspoken champions of research at UCO.

**Institutional Review Board and Institutional Animal Care and Use Committee**

Any research with human subjects must be pre-approved by the Institutional Review Board (IRB), through the CGS&R. Surveys for statistical purposes are included in the IRB requirements. Any use of animals in research must be pre-approved by the Institutional Animal Care and Use Committee (IACUC). Guidelines and applications are available through the CGS&R website at http://www.ucok.edu/facres. Submit applications to the Assistant Dean of Research, Room 404, University Center.

**On-Campus Research Grants**

Mini-Grants—maximum funding of $2,000. No release time or graduate research assistants for these grants. Mini-grants are defined as research, scholarly/creative activity, or curriculum development projects. Mini-grant recipients will be expected to apply for regular grants after three years of mini-grant funding. Proposal deadline is the last business day in January.

Regular Grants-Funding from $2,001 to $10,000. Release time is available for these grants and will be subtracted from the award budget. Research Assistants may be requested by the principal investigator. RA stipends will not be deducted from the on-campus grant budget. Regular grants are substantial research, scholarly/creative activity or curriculum development projects with significant potential for funding from external agencies. Regular grant recipients will be expected to apply for external funding after three years of regular grant funding. Deadline for proposals is the last business day in January.

Travel Grant—Funding is for a maximum of $400. Faculty currently funded by mini, regular, or external grants are not eligible for this award. This program supports full-time (not temporary) faculty travel to present the results of research, creative, or scholarly activities completed at UCO. The research, creative, or scholarly activity on which the faculty member is reporting must have been supported by on-campus grants or by external grants routed through the College of Graduate Studies and Research in the previous fiscal year. Deadline for proposals is June 15. This award does not fund travel to attend workshops, seminars, or support professional affiliations. Proof of presentation will be required when submitting the out-of-state travel request form. Proof may be a letter of acceptance from the host organization or a listing of the author’s name and presentation title in the program. Awards from this program may be used to supplement Faculty Development Awards obtained by application to the Office of Academic Affairs.

New Faculty Grants—$500 for New Full-Time Faculty (not temporary) for research. New faculty members will submit an abstract and budget of their proposed research project for funding.

Grant Proposal Evaluation Procedure—All on-campus grant proposals will be reviewed and evaluated by the Association of College and University Offices, Inc. and given a numerical rating. Reviewers will be external professionals in the disciplines.
being reviewed, and will provide written critiques to proposal writers. The Research Advisory Council reviews and recommends funding, release time and Research Assistants based on ratings and funds available each year. Faculty members are notified of the award allocations each year, after recommendation by the Research Advisory Council and approval by the Vice President of Academic Affairs, subject to funding by the Board of Regents of Oklahoma Colleges.

Notification of Funding-Faculty will be notified of funds allocated for the following fiscal year. All spending documents (requisitions, IDPOs, travel requests, etc.), which will encumber research funds, must be routed through and approved by the CGS&R.

**Grant Funding Allocation Policies**

The following policies regulate all grant funding:

All expenditures must be originated by requisition to the comptroller, petty cash expenditures, or inter-departmental purchase orders.

All spending requests must be pre-approved by the CGS&R. Reimbursements for out-of-pocket spending will not be approved.

Funds must be encumbered by the deadline dates set by the Purchasing Department.

Computer hardware, office furniture and office supplies such as paper, pens, pencils, file folders, etc. are not regarded as research items and will not be funded with on-campus grant monies.

Computer software and equipment purchased expressly for research must be justified, and become the property of the department after the funding period.

Travel is permitted for presentation of results, and is limited to $600 per faculty member, per fiscal year ($400 for students). All travel requests must be routed through the chair of the department and the dean of the college before submission to the CGS&R. Proof of presentation must be provided with the travel request.

Grant recipients are responsible for managing grant funds in accordance with these policies.

On-campus mini, regular, travel and start-up grant recipients must present at Research Day, sponsored by the CGS&R, as a condition of future funding.

On-campus funding is seed money. All recipients are required to apply for external funding by the end of the third year of on-campus funding.

**External Grants**

Faculty members wishing to explore possible funding from an external agency may write a one-page description of the research idea and bring, mail or e-mail it to the CGS&R. The CGS&R assists faculty to find external funding sources for specific projects. Faculty may apply at the CGS&R for SPIN+ searches and use the CGS&R web page to search "News, Notes and Deadlines" for grant opportunities.

Route external grant applications through the chair of the department and the dean of the college, securing signatures, before forwarding it to the CGS&R, Room 404, University Center, Campus Box 175. Routing slips are available in the

CGS&R and the deans’ offices. Route external grants through the system at least a week before deadline.

External grant proposals which are not routed through the CGS&R before submission to the external agency will not be eligible for matching funds or incentive awards, subject to funding by the Oklahoma State Regents for Higher Education (OSRHE).

Administrative and Budget Review and Approval: The CGS&R will review the grant application with regard to commitment requested of the University, matching funds and release time requested or mandated by the grant, and proposed use of animals or humans as subjects. The Controller will review budget, indirect costs and salaries.

The Dean of the CGS&R will approve the application before returning it to the faculty member for submission. When the President’s signature and/or a letter of support from UCO is required, the CGS&R will obtain these items. A copy of all proposals is kept in the CGS&R.

**Incentive awards**

Faculty members who publish research results in refereed journals, apply for and/or receive external funding will be eligible for Incentive Credit Awards, under the following conditions:

A copy of the publication is sent to the CGS&R and is the result of a funded mini, regular or external grant submission routed through the CGS&R.

The external grant proposal must be routed through the CGS&R before submission to the agency.

The application for incentive award is submitted prior to published deadlines on the CGS&R website.

**USCARE—Student Research Incentives**

Undergraduate and Graduate students are eligible to apply for Student Research Grants under the auspices of the Undergraduate Student Center for the Advancement of Research & Education (USCARE). Applicants are required to make an oral presentation of their research/scholarly/creative project to a panel of faculty judges. Research Awards will be given in the form of credits for purchases related to the research project. Each student applicant must have a faculty mentor to oversee and assist with the project.

Awards vary based on fiscal year funding. No student grant funds will be reimbursed for funds expended without approval. All purchases must be pre-approved by the faculty member and the CGS&R.

Students who are traveling to present research/scholarly/creative results, will be supported for travel expenses up to a maximum of $400 per school year. Travel requests must be routed through the faculty mentor, the chair of the department, and the dean of the college, then submitted to the CGS&R. Students should allow one month to route the travel request before the presentation is scheduled. Proof of presentation is required with the travel request. When a group of students are traveling for presentations, the faculty mentor is responsible for securing the travel requests from the students and routing them together, with appropriate signatures.
Research Day

Research Day is a fall event, each year. Presentations, in the form of posters, are submitted by student and faculty researchers. All faculty and students from regional universities are invited to participate. Faculty and students benefiting from on-campus research or travel funds in the past fiscal year and Research Assistants are expected to present their research results at the event. Participation satisfies one of the criteria for on-campus research funding in future years.

Hauptman Fellowship Awards

Hauptman Fellowship Awards are presented to one faculty member and one undergraduate student researcher from each college, each year at the colloquium. The CGS&R will also select two graduate students at large for the award. Criteria for faculty nomination includes publications in refereed journals, attempts at securing external funds and involvement in active research at UCO, whether on-campus, externally or in collaboration with another institution. Faculty members may nominate any full time faculty member (not temporary or adjunct) to receive the award, including themselves.

Students may be nominated for the Hauptman Fellowship Student Award by any faculty member, but written approval from the chair of the department and dean of the college must accompany the student nomination. Nominees must submit credentials for review by the Research Advisory Council (excluding nominated members). Award winners are recognized at the Fall, CGS&R Awards Reception.

Publications

The CGS&R publishes two books each year. In the fall, the Research Day Proceedings will feature abstracts of faculty and student research from all regional universities participating in Research Day. Research at UCO, will be published yearly, and feature publications and papers presented by the faculty for the previous calendar year. Faculty and students are responsible for furnishing abstracts and lists of publications before the deadline. Newsletters may be published periodically.

For more information, visit the website at www.ucok.edu/facres or www.ucok.edu/graduate/index.htm.

FINANCIAL DISCLOSURE / ENROLLMENT COSTS

Students are charged fees and tuition based upon the number of credit hours awarded for each course, the course level, and residence status. Other special instruction fees may be assessed for some courses.

<table>
<thead>
<tr>
<th>Mandatory Fees</th>
<th>1000/2000 Level Courses</th>
<th>3000/4000 Level Courses</th>
<th>5000 Level Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fee</td>
<td>$49.00</td>
<td>$50.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$2.50</td>
<td>$2.50</td>
<td>$2.50</td>
</tr>
<tr>
<td>Facility Fee (Gen'l facility fee=$2.00 &amp; Wellness Cntr fee=$2.30)</td>
<td>$4.30</td>
<td>$4.30</td>
<td>$4.30</td>
</tr>
<tr>
<td>Evaluation Fee</td>
<td>$1.00</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Enrollment Svcs Fee</td>
<td>$0.70</td>
<td>$0.70</td>
<td>$0.70</td>
</tr>
<tr>
<td>Total Resident Fee (per credit hour)</td>
<td>$65.50</td>
<td>$66.50</td>
<td>$82.50</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>$84.00</td>
<td>$93.00</td>
<td>$109.00</td>
</tr>
<tr>
<td>Total Non-Resident Fee plus tuition</td>
<td>$149.50</td>
<td>$159.50</td>
<td>$191.50</td>
</tr>
<tr>
<td>Sample costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OK res - 3 credit hrs</td>
<td>$196.50</td>
<td>$199.50</td>
<td>$247.50</td>
</tr>
<tr>
<td>OK res - 12 credit hrs</td>
<td>$786.00</td>
<td>$798.00</td>
<td>$990.00</td>
</tr>
<tr>
<td>Non Res - 3 credit hrs</td>
<td>$448.50</td>
<td>$478.50</td>
<td>$574.50</td>
</tr>
<tr>
<td>Non Res - 12 credit hrs</td>
<td>$1,794.00</td>
<td>$1,914.00</td>
<td>$2,298.00</td>
</tr>
</tbody>
</table>

WHAT OTHER SPECIAL INSTRUCTIONAL FEES MIGHT BE CHARGED?

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phys-Ed Activity Fee</td>
<td>$3.00 per course</td>
</tr>
<tr>
<td>Bowling Facility Fee</td>
<td>$30.00 per course</td>
</tr>
<tr>
<td>Lab Supplies Fee</td>
<td>$5.00 per course</td>
</tr>
<tr>
<td>Science Lab Fee</td>
<td>$25.00 per course</td>
</tr>
<tr>
<td>Funeral Svc Lab Fee</td>
<td>$90.00 (FUN-RL 1114)</td>
</tr>
<tr>
<td>Private Applied Music lesson</td>
<td>$40.00 per credit hour</td>
</tr>
<tr>
<td>Semi-private music lesson</td>
<td>$18.00 per credit hour</td>
</tr>
<tr>
<td>Art Supplies Fee</td>
<td>varies by course</td>
</tr>
</tbody>
</table>

WHAT SERVICE CHARGES MIGHT I EXPECT TO INCUR?

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student ID Fee</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

Charged at point of application for admission to university (non-refundable)

for more info about ID card, refer to Enrollment information section.
Enrollment & Degree Policies

Graduate Advisors are not always on campus during semester breaks. If advisement is required during these times, students should make appointments to ensure that the advisor is available.

Responsibility
Accuracy of the student’s enrollment, class changes, and withdrawals are the student’s responsibility.

Prerequisites
A student with limited preparation in the field of study chosen at the graduate level may be required to complete prerequisites before being admitted to the program. These courses, when taken for graduate credit, may count as electives in some programs but not in others. Prerequisites are determined by the Graduate Advisor at the time of the initial advisement, and will be listed as such on the plan of study.

Enrollment
Enrollment at the University of Central Oklahoma begins in April for the Summer and Fall Semesters, and November for the Spring Semester. Graduate students in good standing may begin their enrollment on the date described in the published Class Schedule for the respective semester. Enrollment is conducted on the first floor of the University Center.

Students should refer to the Class Schedule to determine dates and times of enrollment, payment and late fee dates, thesis deadline dates, application for graduation dates, and other enrollment information.

Graduate Telephone Enrollment
Currently enrolled graduate students are eligible for telephone enrollment. Students with outstanding financial obligations to the university, or an “enrollment hold” on their records placed by one of the following offices: Admissions, Student Services, Housing, Library, Parking or Student Financial Aid are not eligible to enroll by telephone.

Telephone enrollment is from 8:30 a.m. to 4:30 p.m., Monday through Friday, on regular enrollment days as listed in the Class Schedule. Call 405-974-3341 to enroll. Telephone enrollment ends two weeks before the beginning of classes to allow sufficient time to communicate by mail.

Class schedules and fee statements will be mailed to the student. Fees may be paid at the Bursar’s counter, first floor, University Center or by mail to the Business Office, University of Central Oklahoma, Edmond, OK 73034.

All fees must be received in the Business Office before 5:00 p.m. on the due date indicated on the class schedule, or the enrollment will be canceled. Students requesting Veteran’s benefits, Vocational Rehabilitation assistance, or assistance through a financial aid program should meet with those offices to confirm the assistance while on campus.

Advanced Standing Examinations
Advanced standing examinations may not be taken for graduate credit.

Correspondence Courses
No credit earned by correspondence will apply toward a graduate degree.

Time to Degree

<table>
<thead>
<tr>
<th>Fee Code</th>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA</td>
<td>International Student Maintenance Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>IA</td>
<td>Spring/Summer 2001 International Student Insurance Fee</td>
<td>$169.00</td>
</tr>
<tr>
<td>IA</td>
<td>Parking Fees **</td>
<td>varies</td>
</tr>
<tr>
<td>IA</td>
<td>Late Enrollment Charge ***</td>
<td>$40.00</td>
</tr>
<tr>
<td>IA</td>
<td>Late Payment Penalties ^</td>
<td>varies</td>
</tr>
<tr>
<td>IA</td>
<td>Graduation Fee ^^</td>
<td>$25.00</td>
</tr>
<tr>
<td>IA</td>
<td>Non-Payment/Class Reinstatement Charge ^^^</td>
<td>$10.00</td>
</tr>
<tr>
<td>IA</td>
<td>Correspondence Course Fee (per credit hour)</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

** Required medical insurance for international students and automatically charged at enrollment. This insurance is available to other students on an individual sign-up basis.

** A U.C.O. parking decal is required to park on campus. A fee of $20.00 per semester ($15.00 per summer term) or $40.00 per academic year is charged. Permits are available in the University Parking Services counter in the University Center, room 309.

*** Charged for enrolling during the semester’s Late Enrollment Period, beginning the week before classes begin and not the date of the first class meeting. See the “Deadlines to Remember” pages for the day the Late Enrollment Charge starts.

^ Students who have a fee and tuition balance during the semester are subject to late payment penalties. See the “Deadlines to Remember” earlier in this publication for Late Payment Penalties dates.

^^ Must be paid by degree applicant prior to applying for graduation. For information about applying for graduation, see the “Applying for Graduation section of “Advisement Information” earlier in this publication.

^^^ If payment for the semester is not made prior to the due date, cancellation may be avoided by paying this ten dollar charge along with original amount due. After the cancellation, enrollments and reenrollments will be subject to the $40 late enrollment charge.

Students who register during priority and early registration must pay tuition by the 5:00 p.m. due dates to avoid cancellation of their enrollment.

ENROLLMENT AND DEGREE POLICIES

Advisement
New students must be admitted to the university and the CGS&R, and meet with their program advisor before they will be allowed to enroll.

Advisement of graduate students is the responsibility of the Graduate Advisor. As part of the admission process to the CGS&R, a student must meet with the advisor from the selected program to determine if the student is eligible for the program, and to develop a plan of study. It is important that the student work closely with the advisor to ensure that program requirements are met.
Full credit for graduate hours is applied for course work completed up to six years prior to the graduation with a master’s degree at UCO. Course work taken more than six years prior to graduation is accepted for one-half of the credit hours completed. Credit hours more than 10 years old at the time of graduation will not be applied toward a master’s degree.

**Program Changes**

A student who wishes to change from one graduate program to another must meet all admission requirements for the new degree program, meet with the Graduate Advisor to complete the Graduate Program Change Request form (available in the CGS&R office) and submit it, with a formal Plan of Study for the new program, to the CGS&R.

**Graduate Credit**

A student admitted to the CGS&R at the University of Central Oklahoma may enroll in any course offered for graduate credit for which (s)he has the prerequisites.

**In-Service Training**

In-service courses will be counted toward the degree only when offered through a fully accredited institution of higher education and listed on a certified transcript from that institution.

**Workshops**

No more than two (of the total) hours required for the master’s degree may be earned by participation in workshops.

**Electronic Delivery of Courses**

Credit offered electronically by UCO is residence credit. Students working toward graduate degrees at UCO may be permitted to apply credits from other institutions, earned via electronically transmitted courses, as transfer credits, provided the courses apply to the program.

**4000-Level Classes**

Any 4000-level course taken for graduate credit at an accredited institution, otherwise transferable and within the time allowed, may be applied to a degree program with the approval of the Graduate Advisor.

**Total Hours**

All masters degrees at the University of Central Oklahoma require at least 32 graduate hours. A number of graduate programs require more than 32 hours, so each student must be guided by the degree requirements for each program. Refer to the section of the Graduate Catalog which describes the degree requirements for each graduate program. If, in the opinion of the advisor, the student is deficient in certain areas, additional course work may be mandated by the advisor.

**Grade-point Average**

A grade-point average of 3.00, or B, in all work attempted is required for the completion of the degree. No grade below C is acceptable for graduate credit and not more than six semester hours of C shall be applied toward the degree. Grades of “S” and “X” are neutral grades and do not affect the grade point average.

**Grade Appeal Process**

**Step 1—Direct discussion with the instructor and the department chairperson.**

The student must contact the instructor and the department chairperson who assigned the grade and attempt to resolve the matter informally. Contact with the instructor and department chairperson must be made within the first four class-weeks of the next semester in which the student is enrolled, after that in which the grade was assigned; but no later than one calendar year after the grade was assigned.

**Step 2—A hearing before the College Grade Appeal Board**

If the student is dissatisfied after having completed Step 1, the student has four class weeks in which to submit a signed Petition of Appeal to the dean of the college involved. The petition must identify the student, instructor, course name, number and section, and must state the reason for the appeal and justify the student’s position. Pertinent documentation must be attached and a specific remedy sought.

- **a. UCO boards hearing grade appeals must:** obtain prior written and dated consent from the student allowing committee review of student records at grade appeal hearings.

obtain prior written and dated consent from the student if witnesses are allowed to remain in the room and hear information from the student records at grade appeal process.

If the student refuses to give written consent to the witnesses hearing information from the student’s educational records, the witnesses must be asked to leave the room after giving their statements.

- **b. Faculty and Staff of UCO should be informed that it is a violation of the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information from educational records to other students in connection with a student’s eligibility to attend a particular class.**

If the grade under appeal was assigned the semester the student graduated, Step Two shall begin at the start of the next semester. If the instructor assigning the grade has left the University before the start of the appeal, the department chairperson shall represent the instructor in the appeal process.

The College Grade Appeal Board shall evaluate the petition, allow both parties to present their positions and evidence, then present its conclusions and recommendations to the Dean and both parties. After reviewing the proceedings of the hearing, the Dean shall make written recommendations to the student and to the instructor. The instructor shall take any action deemed correct and submit a report within seven class days to the Dean, who has responsibility to inform the student and all parties concerned of the result.

**Step 3—A Hearing Before a University Appeal Board**

If either the instructor or the student considers the results of Step Two unacceptable, then he or she shall have seven class days from notification of the instructor’s action to submit to the Academic Affairs Office a signed petition for a hearing before a University Appeal Board. The petition must identify the student, instructor, semester, course number and section, and must state the reason for the appeal. The petition must also contain the specific remedy sought by the student.

Upon receipt of a written petition for a University Grade Appeal Board, the Office of Academic Affairs will review the
petition and the written findings of the associated college Grade Appeal Board. Normally, the findings of the College Grade Appeal Board will be considered final unless the student presents good and sufficient reason(s) to the contrary. Simply being dissatisfied with the findings of the College Grade Appeal Board is not sufficient justification to be granted a University Grade Appeal Board. The Office of Academic Affairs reserves the right to deny a student’s petition for a University Grade Appeal Board. Approval or denial of a petition will be communicated in writing to the student by the Office of Academic Affairs as soon as practical; normally within 10 business days of receiving the petition.

The University Appeal Board shall evaluate the petition and allow both parties to present their positions and evidence. The Board shall then present its conclusions and recommendations to the Academic Vice President. After reviewing the record of the hearing and recommendations of the University Appeal Board, the Academic Vice President shall notify all parties concerned of the decision.

When a grade is appealed the final action rests with the instructor who shall notify the Dean within seven class days of action.

The recommendations of the University Appeal Board and the recommendations of the Academic Vice President will be filed in the instructor’s personnel files at the department and college level and copies provided to both parties to the appeal.

Composition of Grade Appeal Board

Each college shall identify faculty and students to serve on a College Grade Appeal Board and a University Appeal Board. Each department shall elect two (one for departments in the College of Liberal Arts) full-time faculty members to serve two year staggered terms on the Faculty Panel. The College Dean shall appoint from the Faculty Panel one of its members as the coordinator for a one year term.

A college’s Student Panel shall be composed of full-time students who are majors in the college who have volunteered to serve for one year terms. A member of a Student Panel must have a grade point average of 2.5 or better.

The coordinator appoints four persons to a College Grade Appeal Board from the Faculty and Student Panels. The two appointed faculty members shall not represent the department of the instructor who is a party to the appeal. Neither of the two students shall have been enrolled in the section in which the contested grade was assigned. The fifth member of the board is the chairperson of the department to which the instructor is assigned or the senior full-time member of the department if the chairperson is a party to the appeal or otherwise disqualified. The coordinator of the Faculty Panel shall name as chairperson one of the two members from the Faculty Panel.

The Vice President for Academic Affairs shall name a University Appeal Board by requesting the coordinator of the Faculty Panel in the college in which the appeal originated to name one student and one faculty member from the panels of the college.

One additional student and one additional faculty member shall be appointed from college(s) not the origin of the appeal. The instructor and student shall also select a full-time instructor and a full-time student, respectively.

The seventh member of the Board will be the Dean of a college in which the appeal did not originate who is selected by the Vice President and shall serve as chairperson of the Appeal Board.

The chairperson of the Appeal Board has the right to vote. He/she is responsible for promptly providing both parties to an appeal and all members of the board with copies of any appeal and other documentation provided by either party. The chairperson is responsible for preparing the records of the hearing and providing them to the Dean in the case of a College Grade Appeal Hearing or the Vice President for Academic Affairs in case of a University Appeal Hearing. The chairperson is also to provide copies of all hearing board recommendations to both parties to an appeal.

An appointee to a hearing board deeming himself/herself disqualified for bias or interest shall remove himself/herself from the case either at the request of either party or on his or her own initiative. The vacated position shall be filled by repeating the procedure through which the appointment was made.

All hearing boards shall convene within two class weeks after receipt of a petition by the Dean or the Vice President for Academic Affairs and make their recommendations within seven class days after the final meeting.

All appeal boards shall follow the latest edition of Robert’s Rules of Order with respect to procedure except where this document provides specific alternative instruction. Members must always proceed in a manner which provides both parties due process. All hearings and records thereof are confidential. Hearings shall be recorded and a copy retained for three years. A copy of the tape(s) shall be supplied to either party upon request. Both parties shall have the right to the active support of legal counsel at any hearing and for sufficient advance notice of any hearing in order to arrange for the presence of counsel.

The Board’s written recommendation must include grounds for its decision and have approval of a majority of the members of the Board. All members must sign the recommendation, but a minority report may be attached as a statement of reservations or a dissenting opinion.

Second Master’s Degree

To obtain a second Master’s degree, a student must complete a minimum of 30 additional graduate hours and meet all requirements for the second degree. The second degree cannot be in the same specific area as the first degree. A course cannot be used to complete requirements for more than one degree. This applies even if the second degree is at another university.

Changes in Degree Requirements

Changes in degree requirements, unless otherwise stated, are applicable to students enrolling at the University of Central Oklahoma for the first time, and as far as practical, to students already enrolled.
In no case shall the University of Central Oklahoma be obligated to make graduate degree requirements in effect at the time of the student's first enrollment at UCO applicable to that student for more than six years.

The plan of study, once approved and agreed upon, will not be changed by succeeding changes in the degree program without agreement by both the student and the advisor. Students who have not enrolled for two or more years may be required to meet current degree standards.

**New Graduate Programs**

At least one-half of the hours required for the graduate degree must be completed after the program is approved and implemented by the Oklahoma State Regents for Higher Education.

**Credit Hours**

A course taken for fewer hours than indicated in the degree requirements may satisfy the course requirement but not satisfy the hours requirement.

**Individual Study & Directed Reading**

Graduate credit may be earned as individual study or directed reading. A student is limited to four hours of credit for individual study or directed reading in any one departmental field of study, i.e. ACCTG or PLTSC. A maximum of eight (8) hours of individual study or directed reading may be applied to a degree program, with approval from the Graduate Advisor.

**Exceptions**

Exceptions to any Graduate Studies requirement must be formally requested in writing by the Graduate Advisor to the Dean of the CGS&R.

**Dean's Honor Roll**

Graduate students who earn a 3.6 GPA, with no grade below a "B," in a semester in which they complete nine or more credit hours of residence graduate work (five in the summer), are eligible to have their names listed on the Dean's Honor Roll. Notification of this award is made through the appropriate dean's office.

**President's Honor Roll**

Graduate students who earn all "A's" in a semester in which they complete nine or more semester hours of residence graduate work (five in the summer), are eligible to have their names listed on the President's Honor Roll. Notification of this award is made through the President's office.

**Probation and Suspension**

Graduate students must maintain an overall grade point average of 3.00 or higher to remain in "good academic standing" with the CGS&R.

The first semester a student's overall graduate grade point average falls below 3.00, the student will be placed on probation. The student will remain on probation until the overall graduate grade point average is brought to 3.00 or higher.

While on probation, if a student's grade point average for any single semester falls below 3.00, the student will be suspended from the CGS&R for one 16 week semester. The student may only take undergraduate courses during the time of suspension from graduate studies.

To be readmitted to graduate studies, the student must file a Suspension Readmission Form (available in the CGS&R) with the CGS&R. If approved for readmission, the student continues under probation, and all previously described conditions for probation apply.

In the event of a second suspension, the student must petition through the Graduate Dean to the Admission and Retention Committee of the Graduate Council for readmission. When a student's overall graduate grade point average falls below a 2.00, the student will be suspended immediately, regardless of the overall grade point average before that semester.

**Comprehensive Exam**

For those departments requiring a comprehensive exam for the master's degree, it is to be scheduled no later than three weeks before the beginning of the final examination week for the Fall and Spring semesters and no later than 10 days prior to the beginning of the final examination week for the Summer semester.

**Enrollment Requirements**

Special Requirements for Continuous Enrollment – Master’s Thesis, Creative Writing Project, Applied Mathematics Project

All programs involving a thesis or special project require continuous enrollment in 5990 (thesis) or 5980 (Applied Mathematics project), until the requirements for the degree are completed, or the degree candidacy is discontinued.

The thesis director will be responsible for monitoring the student's enrollment each semester in thesis credit. The thesis director will be responsible for ensuring that the final enrollment in the thesis will carry enough hours to compensate for semesters of non-enrollment. For example, if a student did not enroll for three semesters while working on the thesis, a final enrollment would carry a minimum of four semester hours.

Students failing to complete the thesis early enough in a semester to allow the instructor to meet the deadline for submitting grades must enroll in at least one additional hour of thesis credit for the following semester. This will delay graduation by one semester.

**Thesis**

Student working toward a master's degree may be required to submit a master's thesis. The thesis will carry from two to six hours credit, based on the program requirement. Students should consult their graduate advisor early in the master's program.

Any graduate student entering in the Fall, 2001 semester—and thereafter—who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

Students must turn in an original signature page and an abstract of their thesis to the CGS&R before they will be allowed to graduate.

See page 27 for grade explanations. The number of thesis hours assigned an “X” grade will contribute to the “Hours Attempted” and “Hours Earned” on the transcript. The “X” grade will not contribute to the Graduate GPA in any manner. This is equivalent to a grade of “Pass”.
Pass or Unsatisfactory grades ("P" or "F" grades) will be assigned by the thesis instructor when a thesis is completed. A grade of "P" will not contribute to the graduate GPA, the "F" grade will adversely affect the graduate GPA.

**Thesis Binding and Copy Requirements**

Students completing a thesis for the master’s degree must submit a minimum of two copies with original signatures of thesis committee members, on 25% rag paper, to the Max Chambers Library. One bound copy will remain in the library, and the student is responsible for delivering one bound copy to his/her department.

Additional copies for personal use must be submitted to the Archives, Max Chambers Library, Room 215, at the same time. Money orders for personal copies—made out to the bindery—must accompany the required two copies. Call 405-974-2882 for information on the bindery and the price for each personal copy. Deadlines for these submissions will be posted each semester.

Thesis format is the responsibility of the thesis committee and the student (See format requirements available in the departments and the CGS&R). An original committee signature page and the thesis abstract must be presented to the CGS&R before the student will be allowed to graduate.

**Application for Graduation**

Degrees are conferred at the end of the fall, spring and summer semesters. Commencement exercises are held at the close of the fall and spring semesters. In order to apply for graduation, candidates must follow these steps.

- Apply for graduation a minimum of 45 days before the semester in which you plan to graduate.
- Pay the $25.00 graduation fee at the Bursar’s Counter, University Center, Room 134.
- Submit the receipt for the graduation fee and complete an Application for Graduation in the CGS&R, University Center, Room 404.
- Once these steps have been completed, a final degree check will ascertain if all degree requirements have been met. The degree check will take one to four weeks, and students will be notified of the results by mail. Please contact the Degree Certification Specialist, 974-2527 if you have questions.

Approximately two weeks before graduation, applicants will receive information about the cap/gown, times, dates, and location of commencement ceremonies.

**Graduation with Honors**

The University of Central Oklahoma grants degrees "with honors" to a student who completes the master’s degree with a grade-point average of 4.00 in all graduate work attempted.

**Outstanding Graduate Student**

The CGS&R, as well as the other four academic colleges of the University, choose an outstanding student for the academic year. The Outstanding Graduate Student award is considered the highest honor presented to graduate students. Students are nominated by the graduate faculty and the final selection is made by the Admission and Retention Committee of the Graduate Council. The student selected must complete the master’s degree during the current academic year (i.e. Fall, Spring, and Summer) and have a grade point average of 3.6 or higher. The committee will then subjectively determine the recipient on the basis of all information available to them, including participation in campus organizations, on-campus activities, community service, honors and awards.

**The E.C. Hall Graduate Award**

This award is made each year to the graduate student who completes the master’s degree program with the highest scholastic average. In making the award, all students graduating within the same academic year will be considered. In the event the graduate grade averages are equal, the grade averages of all undergraduate work, the undergraduate major, and the undergraduate minor will be considered in that order.

The Director of Admissions and Records will certify the winner of this award. The name of the recipient will be engraved on a plaque displayed in the CGS&R.

**Diplomas**

Students who complete degree requirements will receive diplomas by mail approximately six weeks following the last day of the semester in which they graduated.

**Transcripts**

Transcripts reflecting degrees earned will be available approximately three weeks after the end of the semester in which the student earned the degree.

**ADMISSION TO GRADUATE STUDIES**

Admission to Graduate Studies through the College of Graduate Studies and Research (CGS&R)

Admission to the University of Central Oklahoma is required prior to admission to the CGS&R. Admission to the University is processed by the Office of Admissions & Records located in Room 124 of the University Center. Admission to the CGS&R is processed in Room 404, University Center.

**Admission to the University**

To apply for admission to the University, the following must be submitted:

1. UCO Application for Admission form (first time to attend UCO); or Readmission Form (if previously a student at UCO). (You will need Adobe Acrobat Reader 4.0 or Newer to view this applications)
2. Official transcripts from each institution attended. The transcript bearing the degree must be from an accredited Institution.
3. $15.00 application fee paid at the Bursar’s Counter, first floor, University Center, (unless paid within the last 4 years). These forms can be obtained from Admissions and Records and the College of Graduate Studies and Research.
4. Admission to the CGS&R
5. Be admitted to the University of Central Oklahoma.
6. Complete an Application for Admission to the College of
Graduate Studies and Research, Room 404, UC.

(You will need Adobe Acrobat Reader 4.0 or Newer to view this applications).

Submit a copy of undergraduate and graduate transcripts from each institution attended, with all degrees posted on the transcript.

Obtain a formal Recommendation for Admission to the program from your Graduate Advisor, and return it to the CGS&R.

Students seeking to enroll as non-degree candidates must have a 2.50 GPA overall or a 2.75 GPA in the last 60 hours attempted.

Note: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he/she wishes to pursue. Admission standards are listed in this catalog.

Students with GPA deficiencies may take additional undergraduate courses, up to a maximum of 15 hours, in order to raise the undergraduate grade point average to meet the program admission criteria.

Admission to Graduate Programs

Some programs require graduate admission examinations prior to admission to the program. The specific requirements for each program are included in this catalog and should be consulted for details. The student is required to meet with the program advisor prior to first graduate enrollment.

The University of Central Oklahoma uses the 4.00 scale to calculate grade-point averages; that is, an “A” yields four points per credit hour, a “B” yields three points, a “C” yields two points, a “D” yields one point and an “F” yields zero points. If an applicant’s prior college or university uses a different scale, the grade-point average must be converted to the 4.00 scale to determine whether the applicant meets University of Central Oklahoma grade-point requirements for admission. All references to grade-point averages are based on a 4.00 scale. References to credit hours are to semester credit hours.

Auditing Courses

Graduate courses may be taken for audit, with written permission from the instructor. Audit courses will not:
- count toward degree requirements,
- count toward the GPA.

In addition, the instructor of the audit course is not obligated to grade or evaluate the course work or performance.

Full Time/Half Time Enrollment Status

The CGS&R uses the following schedule when determining full time, three-quarter time, or one-half time status:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring/Fall semesters</td>
<td>9 graduate hours (Minimum 6 graduate credit hours for GA’s and RA’s)</td>
</tr>
<tr>
<td>Summer semester</td>
<td>5 graduate hours</td>
</tr>
<tr>
<td>One-half time:</td>
<td>6-8 graduate hours</td>
</tr>
<tr>
<td></td>
<td>3-4 graduate hours</td>
</tr>
</tbody>
</table>

Load Limitations

Graduate students may enroll in no more than 12 hours during a fall or spring semester (16 weeks) and 9 hours during the (8 week) summer. If advance written approval is obtained from the Graduate Dean, a student may enroll in 15 graduate credits during a regular semester, or 12 hours during the summer term. All on-campus courses, workshops, intersessions, institutes, and course work taken electronically or at other institutions are included in this total. Only three hours of intersession credit will be allowed per semester.

Graduate enrollments above this maximum will not be applied toward a master’s degree at the University of Central Oklahoma. The maximum number of mixed enrollment (graduate and undergraduate) credits in which a student may enroll is eighteen (18) hours per regular semester and 12 hours in the summer, with an 8-hour maximum for graduate credit.

Graduate Admission Examinations

A student may be admitted to the College of Graduate Studies and Research (CGS&R) as a non-degree candidate pending results of any admission examinations required by the selected program, and provided the student is academically eligible to be accepted into the program. Examination scores must be available to the CGS&R before a student may enroll for a second semester. Examination schedules and expenses are the responsibility of the student.

The degrees requiring Graduate Admission Examinations and the applicable exam for each degree are:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Examination Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (M.S.)</td>
<td>GRE, General Test &amp; Biology Subject Test</td>
</tr>
<tr>
<td>Forensic Science (M.S.)</td>
<td>GRE, General Test</td>
</tr>
<tr>
<td>Psychology (M.A.)</td>
<td>GRE, General Test</td>
</tr>
<tr>
<td>Reading (M.Ed.)</td>
<td>GRE, General Test</td>
</tr>
<tr>
<td>Wellness Mgmt (M.S.)</td>
<td>GRE, General Test</td>
</tr>
</tbody>
</table>

Graduate Record Exam (GRE)

The computer version of the GRE is offered the first three weeks of every month at the Sylvan Learning Center, 2224 NW 50th, Oklahoma City, OK. Phone 843-8378. The computer-based testing program may be available in a testing center near you. For regularly updated information about the availability of test centers, call Sylvan at 405-843-8378 or 1-800-473-2255.

Test bulletins are available in the CGS&R, Room 404, University Center and the University Testing Service, Room 302, Thatcher Hall.

Graduate Management Admissions Test (GMAT)

The computer version of the GMAT is offered the last three weeks of every month at the Sylvan Learning Center, 2224 NW 50th, Oklahoma City, OK. Phone 843-8378 for appointment. The computer based testing program may be available
in a testing center near you. For regularly updated information about the availability of test centers, call Sylvan at 405-843-8378 or 1-800-473-2255.

Test bulletins for the GMAT are available in the CGS&R, Room 404, University Center and the University Testing Service, Room 302, Thatcher Hall.

Graduate & Research Assistants

The University of Central Oklahoma, through the College of Graduate Studies & Research, makes available approximately 65 Graduate Assistantships.

Graduate students must apply for a Graduate Assistantship through their college dean. Full-time, 3/4 time and half-time assistantships are available on a limited basis.

Research assistants are requested by a faculty member to the Dean of Graduate Studies and Research. Applicants must be enrolled in at least six hours of graduate credit and be in good standing with the CGS&R, i.e. may not be on academic probation.

Contact the College of Graduate Studies and Research at 405-974-3341 or 974-3494 for more information, and see page 32 of this catalog.

Benefits for Graduate /Research Assistants

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Full-time (9 hrs) graduate students in a master’s degree program. No financial need must be demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends</td>
<td>Earnings vary according to category. Rates for current academic year are: Full-time=$7,000/20 hr work week/Fall/Spring semester 3/4 time=$5,250/15 hr work week/Fall/Spring semester Half-time=$3,500/10 hr work week/Fall/Spring semesters</td>
</tr>
<tr>
<td>Tuition Waivers</td>
<td>Resident and non-resident tuition waivers up to six hours for full-time assistants, five hours for 3/4 time assistants, and 3 hours for half-time assistants. Fees are not included in the waiver.</td>
</tr>
</tbody>
</table>

Incomplete Courses

Incomplete grades (“I”s) are recorded on the transcript when class work is incomplete but can be made up at a later date without re-enrolling or re-taking the course. It is not a substitute for an “F”. No student may be failing a course at the time an “I” is assigned and the student is eligible to complete the work and have the grade changed. When the work is completed to the instructor’s satisfaction, the instructor will initiate the grade change request. “I” grades not changed by the instructor to a credit-bearing grade, or an “F,” within one year, will remain as a permanent “I” and not contribute to the student’s GPA.

International Graduate Students

While studying at the University of Central Oklahoma, an international graduate student is required to maintain full time enrollment each semester to preserve his/her Department of Immigration and Naturalization Service status as an F-1 visa holder.

Due to the amount of time needed to process an international application, admission application deadlines are in place and are strictly observed:

- Fall semester: July 1st
- Spring semester: November 1st
- Summer semester: April 1st

For the purpose of calculating the Grade Point Average, transcripts from all other universities will be interpreted on the 4.00 scale used at UCO, which does not recognize pluses or minuses. Therefore, a B+ from another university will be given a score of 3.00 for purposes of standardization and fairness to all incoming graduate students.

All students for whom English is a second language are required to meet the minimum English proficiency requirements designated by the Oklahoma State Regents for Higher Education. The applicant must submit a score of 550 or higher on the Test of English as a Foreign Language (TOEFL) exam. A student not meeting the 550 requirement, may furnish proof of a TOEFL score of 500 or higher, plus proof of subsequent completion of a minimum of 12 weeks of study at an English language school operated by an institution of higher learning, or a private English language school approved by the Oklahoma State Regents for Higher Education.

Applicants with bachelor degrees from an accredited United States college or university may be admitted without meeting the English proficiency requirement.

Applicants who have attended an accredited U.S. college or university for a minimum of three full-time academic semesters of graduate level work may be admitted without meeting the English proficiency requirement.

Some graduate programs at the University of Central Oklahoma can be tailored to the unique background and needs of international students and to their home country’s professional and academic manpower needs. Individual curriculum adjustments are contingent upon the availability of staff and facilities.

International student inquiries and requests for application packets should be made to the International Office, UCO, 100 N University Dr., Edmond, OK 73034, 405-974-2930.

E-mail: int-offc@ucok.edu

Non-Degree Candidates

A student who wishes to enroll in graduate credit courses, but does not want to pursue a master’s program at UCO, may be admitted as a Non-Degree Candidate, with a 2.50 overall GPA or a 2.75 GPA in the last 60 hours attempted. An eligible student may take as many graduate courses as he or she wishes, however, only nine hours taken as a non-degree candidate may be applied toward a degree. See the admission requirements to the CGS&R.

Re-admission

If a University of Central Oklahoma student has not attended any classes at UCO for one year, the student must apply for readmission to the university.

Repeating Courses

All graduate work attempted (subject to the provisions above) will be counted in the graduate grade point average.
If a graduate course is repeated to enhance the grade, both grades will be used in calculating the graduate grade point average. No course may be counted toward more than one degree.

**Resident Status**

A uniform policy concerning resident status exists for all state-supported institutions of higher education in Oklahoma. The information sheet and petition to determine residency are available in the Office of Admissions and Records.

**Transfer Credit**

A maximum of 9 semester hours of transfer credit may be applied toward a graduate degree program at the University of Central Oklahoma. These 9 hours may be applied only if they contribute to the program, and courses must be approved by the Graduate Advisor, the College Dean, and the Dean of the CGS&R.

Some programs require that transfer students present a letter to the program advisor, prior to enrollment, indicating that the student is in good academic standing with his/her former institution.

If the courses are used to satisfy degree requirements at another university, they cannot apply toward a degree at UCO. All graduate courses taken at other accredited institutions, regardless of applicability to current program, must be transferred to the University of Central Oklahoma and included on the student’s academic record.

Undergraduates in Graduate Programs

UCO seniors are eligible for concurrent, or mixed undergraduate and graduate enrollment, providing they meet the established criteria:

- Certified by their undergraduate advisor to be enrolled in the final semester for a bachelor’s degree.
- Total enrollment (undergraduate and graduate) may not exceed 16 hours.
- Overall undergraduate grade point average (GPA), must be 3.00 or higher.
- No more than one graduate enrollment (8 hours maximum) will be permitted before the undergraduate degree has been posted to the transcript.
- Students wishing to apply for concurrent enrollment must complete the Mixed Enrollment form, available in the CGS&R.

If you have any further questions or if we may be of service to you, please contact the College of Graduate Studies and Research at the address below.

UCO College of Graduate Studies & Research
University Center, Room 404
University Of Central Oklahoma
100 N. University
Edmond, OK 73034-5209, U.S.A
Phone : (405)974-3341
Fax : (405) 974-3852
E-Mail : gradcoll@ucok.edu

To request information available through the College of Graduate Studies and Research, mail or fax your inquiry. You may also send an e-mail request to gradcoll@ucok.edu

If you would like to receive a Graduate Packet on one of the Programs available please submit the Graduate Information Request Form available online. The application and admission forms are also available online. These forms can then be completed, printed, and mailed or faxed to the above address. The forms available on this web site are the

- University’s Application for Admission form (first time to attend UCO)
- University Readmission form (for student who have not attended for one year)
- Graduate College Application for Admission RECOMMENDATION form (completed by a program advisor) for admission to Graduate Studies.
- The International Student Application forms.

Depending on your status you may be required to fill out more than one form.

Please consult the graduate catalog or contact the College of Graduate Studies and Research when in doubt.

---

**Important Dates for Fiscal 2001-02**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 1, 2001</td>
<td>College of Graduate Studies and Research Spring 2001 Awards Reception, 3:00pm, Ballroom C, University Center</td>
</tr>
<tr>
<td>Mar 6, 2001</td>
<td>Graduate Council meets at 3:00pm in UC 404</td>
</tr>
<tr>
<td>Mar 13-18</td>
<td>Spring Break - no classes</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>Mar 30</td>
<td>Inactive on-campus research accounts reallocated unless a written explanation has been submitted to CGS&amp;R</td>
</tr>
<tr>
<td>Apr 10</td>
<td>Graduate Council meets at 3:00pm in UC404</td>
</tr>
<tr>
<td>Apr 27</td>
<td>Last day of Spring 2001 classes; last day to encumber funds for fy 2001 Student Research Grants; GA/RA spring semester reports due in CGS&amp;R</td>
</tr>
<tr>
<td>May 1</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>May 4</td>
<td>Spring 2001 Commencement</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day, offices closed</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Summer 2001 classes begin</td>
</tr>
<tr>
<td>Jun 6</td>
<td>Last day to add a class; last day of late enrollment for summer</td>
</tr>
<tr>
<td>Jun 15</td>
<td>Travel Grant Applications due in CGS&amp;R by 5:00pm</td>
</tr>
<tr>
<td>Jun 30</td>
<td>FY 2001 On-Campus Faculty Research Grants Expire</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Independence Day-no classes, offices closed</td>
</tr>
<tr>
<td>Jul 13</td>
<td>Last day to drop an individual class; last day for complete withdrawal from the University</td>
</tr>
<tr>
<td>Jul 27</td>
<td>Last day of summer 2001 classes</td>
</tr>
<tr>
<td>Aug 10</td>
<td>Deadline for receiving Fall 2001 GA/RA applications in CGS&amp;R</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Aug 15</td>
<td>Application for Fall Publication &amp; Grantsmanship Incentive Awards deadline</td>
</tr>
<tr>
<td>Aug 20</td>
<td>Fall classes begin; Student Research Grant Competition Packets available in CGS&amp;R</td>
</tr>
<tr>
<td>Aug 24</td>
<td>Last day to add class; last day of late enrollment for Fall semester</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Deadline for graduate student tuition waiver application in CGS&amp;R</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Labor Day - no classes; offices closed</td>
</tr>
<tr>
<td>Sep 7</td>
<td>Abstracts due and final date for banquet reservations for Regional Universities Research Day; last day for Fall 2001 Irregular Enrollment</td>
</tr>
<tr>
<td>Sep 11</td>
<td>Graduate Council meets at 3:00 pm in UC404</td>
</tr>
<tr>
<td>Sep 18</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>Oct 4</td>
<td>College of Graduate Studies and Research Fall 2001 Awards Reception and Hauptman Fellowship Awards</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Graduate Council meets at 3:00 pm in UC404</td>
</tr>
<tr>
<td>Oct 10-12</td>
<td>Student Research Grant Competition, oral presentations</td>
</tr>
<tr>
<td>Oct 18-19</td>
<td>Fall Break-no classes</td>
</tr>
<tr>
<td>Nov 2</td>
<td>Regional Universities Research Day, University Center; last day to drop individual class; last day for complete withdrawal from the University</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>Nov 13</td>
<td>Graduate Council meets at 3:00 pm in UC404</td>
</tr>
<tr>
<td>Nov 21-25</td>
<td>Thanksgiving Holiday-no classes; offices closed</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Graduate Council meets at 3:00pm in UC404</td>
</tr>
<tr>
<td>Dec 7</td>
<td>Last day of Fall 2001 classes; GA/RA Fall 2001 reports due in CGS&amp;R</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>Jan 1, 2002</td>
<td>Holiday, offices closed</td>
</tr>
<tr>
<td>Jan 14</td>
<td>Spring 2002 classes begin</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Application for Fall Publication and Grantsmanship Incentive Awards deadline</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Last day to add a class; last day of enrollment</td>
</tr>
<tr>
<td>Jan 21</td>
<td>MLK Day-no classes; offices closed</td>
</tr>
<tr>
<td>Jan 31</td>
<td>On-Campus Research Proposals (mini and regular) for fiscal 2003 due in CGS&amp;R by 5:00pm</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Last day for Spring 2001 Irregular Enrollment</td>
</tr>
<tr>
<td>Feb 12</td>
<td>Graduate Council meets at 3:00pm in UC404</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>Mar 7</td>
<td>College of Graduate Studies and Research Spring 2002 Awards Reception</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Graduate Council meets at 3:00pm in UC404</td>
</tr>
<tr>
<td>Mar 18-24</td>
<td>Spring break - no classes</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Inactive on-campus research accounts reallocated unless a written explanation has been submitted to the CGS&amp;R</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Last day to drop an individual class or to withdraw from the University</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Graduate Council meets at 3:00pm in UC404</td>
</tr>
<tr>
<td>May 3</td>
<td>Last day of Spring 2002 classes; last day to encumber funds for fy 2002 Student Research Grants; GA/RA spring semester reports due in CGS&amp;R</td>
</tr>
<tr>
<td>May 7</td>
<td>Research Advisory Council meets at noon in UC404</td>
</tr>
<tr>
<td>May 10-11</td>
<td>Spring 2002 Commencement</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day - offices closed</td>
</tr>
<tr>
<td>Jun 3</td>
<td>Summer 2002 classes begin</td>
</tr>
<tr>
<td>Jun 5</td>
<td>Last day to add a class; last day of late enrollment</td>
</tr>
<tr>
<td>Jun 14</td>
<td>Travel Grant Applications due in CGS&amp;R by 5:00pm</td>
</tr>
<tr>
<td>Jun 30</td>
<td>FY 2002 On-Campus Faculty Research Grants Expire</td>
</tr>
<tr>
<td>Jul 4-5</td>
<td>Independence Day-no classes; offices closed</td>
</tr>
<tr>
<td>Jul 12</td>
<td>Last day to drop an individual class; last day for complete withdrawal from the University</td>
</tr>
<tr>
<td>Jul 26</td>
<td>Last day of summer 2002 classes</td>
</tr>
</tbody>
</table>

---

### Governance of UCO

#### Department Chairs

- **College of Arts, Media and Design**
  - Art ............................................................... Dr. Bob Palmer
  - Design ................................................Dr. James R. Watson
  - Music ..........................................................Dr. Ralph Morris
  - Theater, Dance & Media Arts........Dr. Roberta Raider Sloan

- **College of Business Administration**
  - Accounting .............................................. Dr. Lorren Beavers
  - Economics ............................................ Dr. Michael Metzger
  - Finance .......................................................... Dr. Randal Ice
  - General Business ........................................Dr. Larry Foster
  - ISOM ....................................................... Dr. Saba Bahouth
  - Management .................................................. TBA
  - Marketing ............................................... Dr. Stacia Wert-Grey
  - Military Science ................................... Major Talbot Flowers

- **College of Education**
  - Advanced Professional Services ........Dr. Joanne McCarthy
  - Curriculum & Instruction ............................... Dr. Lola Davis
Human Environmental Sciences ........ Dr. Tana Stufflebean
Kinesiology and Health Studies.......... Dr. Donna Cobb
Occupational & Technology Education ..., Dr. Gayle Kears
Professional Teacher Education ....... Dr. John Westerman
Psychology ................................... Dr. Michael Knight
Special Services ......................... Dr. Barbara Green
College of Liberal Arts
Communication ..................................Dr. Jack Deskin
English ........................................ Dr. Stephen Garrison
History & Geography ..................... Dr. Kenny Brown
Humanities & Philosophy .............. Dr. Steven Law
Journalism ..................................... Dr. Terry Clark
Modern Lang., Lit. & Cultural Studies..... Dr. Rudolf Nollert
Political Science .......................... Dr. Louis Furmanski
Soc., Crim. Just., & Subs. Abuse....... Dr. Joan Luxembourg
College of Mathematics & Science
Biology ........................................ Dr. Peggy Guthrie
Chemistry ..................................... Dr. James Dechter
Computing Science ....................... Dr. William McDaniel
Funeral Service ............................. Dr. Kenneth Curl
Mathematics & Statistics ............. Dr. Charles Cooper
Nursing ....................................... Dr. Patricia LaGrow
Physics and Engineering ............. Dr. Ronald Miller

Executive and Academic Officers

Executive Officers
W. Roger Webb, JD..............................President
Don Betz, PhD............ Executive Vice Pres. & VP, Acad Affairs
Steve Kreidler, BS .............. Vice Pres., Administration
Kathryn Gage, PhD.......... Vice Pres., Student Svcs
Ronald Bogle, BS .......... Vice Pres., External Affairs

Executive Committee
W. Roger Webb, JD..............................President
Don Betz, PhD............ Executive Vice Pres. & VP, Acad Affairs
Steve Kreidler, BS .............. Vice Pres., Administration
Kathryn Gage, PhD.......... Vice Pres., Student Svcs
Ronald Bogle, BS .......... Vice Pres., External Affairs
Cynthia Rolfe, EdD..... Assist to Pres./Chief Technology Ofcr
C. Douglas Fox, JD .......... Executive in Residence
Bill Wiseman, JD ...............Dir. University Relations

Academic Officers
S. Narasinga Rao, PhD . Dean, Coll of Grad Studies & Res.
William J. Radke, PhD ...... Asst. Dean to Graduate Dean
Christopher Markwood, PhD ....Dean, Arts, Media & Design
Karen Carter, PhD .............Ass’t. Dean, Arts, Media & Design
Thomas E. Boyt, PhD .............Dean, Business Administration
Timothy R. Bridges, PhD ......... Ass’t. Dean Bus. Admin.
Judith A. Coe, EdD ...............Dean, Education
Pamela Fly, PhD ................. Ass’t. Dean, Education
T. H. Baughman, PhD .............Dean, Liberal Arts
Pamela Washington, PhD ....... Ass’t. Dean, Liberal Arts
William Caire, PhD ..........Dean, Mathematics & Science
Melinda Henderson, EdD ...... Ass’t. Dean, Math & Science

Governing Boards and Past Presidents

Oklahoma State Regents for Higher Education
Dr. Hans Brisch................................Chancellor
Bill W. Burgess, Jr. ..........................Lawton
Leonard J. Eaton, Jr. .........................Tulsa
Joseph E. "Joe" Cappy ......................Tulsa
Martin "Ike" Glass ..........................Newkirk
James D. "Jimmy" Harrel ..................Leedy
Cheryl Hunter ............................Edmond
John Massey ..................................Durant
Joe L. Mayer ..................................Guymon
Carl R. Renfro .............................. Ponca City

Board of Regents of Oklahoma Colleges
Dr. Sandy Garrett, State Supt. of Public Instruction
Dr. Bette Leone, Executive Secretary
Steve Poag ................................. Chickasha
Belva Howard ............................. Tulsa
Marseda Garrison ........................ Elk City
Janice Gordon ......................... Broken Arrow
Mickey Thompson ..................... Oklahoma City
Richard Ryerson .................... Alva
Ann Halloway .................. Ardmore
Michael O. Brown ................ Edmond

College and University Presidents
Richard Thatcher ..............................1891 - 1893
George W. Winans .............................1893 - 1894
E.R. Williams ..............................1894 - 1895
E.D. Murdaugh ............................1895 - 1901
F.H. Umholtz ......................... 1901 - 1906
T.W. Butcher ..............................1906 - 1908
James A. McLaughlin .......................1908 - 1911
Charles Evans ............................. 1911 - 1916
Grant B. Grumbine .........................1916 - 1917
J.W. Graves ..............................1917 - 1919
John G. Mitchell .........................1919 - 1931
M.A. Beeson ..............................1931 - 1935
John O. Mosley ..................... 1935 - 1939
Roscoe R. Robinson .......................1939 - 1948
W. Max Chambers ......................1948 - 1960
Garland Godfrey .......................1960 - 1975
Bill J. Lillard ......................... 1975 - 1992
George Nigh ..............................1992 - 1997
W. Roger Webb .........................1997 -

Mission Statement

The University of Central Oklahoma exists to provide excellent undergraduate, graduate and continuing education to enable students to achieve their intellectual, professional, personal and creative potential. UCO must also contribute to the intellectual, cultural, economic and social advancement of the communities and individuals it serves. The University of Central Oklahoma is a comprehensive,
metropolitan institution, classified by the Oklahoma State Regents for Higher Education as a regional university. It is a coeducational, multiethnic, multicultural institution committed to accessibility and service for both traditional and nontraditional students. The University is dedicated to social justice and respect for cultural diversity in a global environment. It serves primarily a metropolitan population, integrating programs with the intellectual, business, governmental, cultural and social activities of other community institutions. Since its inception, the University has provided an outstanding teacher education program. That foundation evolved into the current mandate of providing a well-rounded educational environment to meet the needs of students in business, education, liberal arts, and mathematics and science.

The University’s educational programs provide students with general knowledge and an appreciation of traditional liberal arts, the skills and information for mastery of a professional discipline, and the foundation for effective citizenship. A dedication to excellence is achieved through quality instruction, student evaluations, continuing program development and review, and student support services. The University of Central Oklahoma seeks to blend and balance education, public service, and research efforts in addressing the social and economic challenges of central Oklahoma and of our global society.

Statement of Administrative Policy

The President and staff of the University of Central Oklahoma reaffirm the policy as set forth in the previous statements of Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, that no discrimination on the grounds of race, color, religion, sex, age, national origin, handicap, disability, or status as a veteran will exist in any area of the University.

The policy statement further reaffirms commitment of continuing and expanding positive programs which will assure the strengthening of this policy not only to the legal requirements of compliance but also to further employment opportunities and promotions for all ages, minorities, veterans, handicapped individuals, and women. The President of the University of Central Oklahoma assures that this commitment will embrace the development and maintenance of our Affirmative Action Compliance Program which will involve necessary additional efforts with respect to the recruitment, selection, placement, termination, training, and promotions of all employees and with respect to personnel action such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, recreation programs, and other appropriate programs.

No institutional policies are in effect at the University of Central Oklahoma that knowingly deviate, in wording or intent, from the above stated administrative policy.

This catalog has been prepared for the benefit of the University of Central Oklahoma community and others wishing to know more about the University’s programs and activities.

The officers of the university believe the information contained herein is accurate as of the date of publication. In the best interest of the University of Central Oklahoma community, academic programs are kept relevant by continuous revision of curricula, and the University reserves the right to modify any provision of its policies, procedures, regulations, or other matters, without prior notice, to conform with policies and practices as approved by the appropriate University officers or state officials.

The information contained in this catalog is subject to change before the next catalog is published. It is ultimately the responsibility of students to keep abreast of current regulations and the status of their programs.

Mission Statement

College of Graduate Studies and Research

The College of Graduate Studies and Research (CGS&R) provides leadership and support for the development of high quality graduate and research programs to serve the needs of students, faculty, the university and the community as they compete in a global society.

Specifics of the mission:

In its research mission the CGS&R acts as an outspoken champion for research by creating a welcoming environment, supporting research initiatives and facilitating the integration of research as a teaching tool. The college serves as a liaison between faculty, students, business, industry and funding agencies by assisting with external grants, internship and fellowship opportunities. The College secures funds through institutional grants to the university and promotes collaborative efforts with other universities, organizations, business and industry.

The CGS&R encourages student participation in research creative and scholarly activities by providing a strong link between research and education. The College encourages, develops, recognizes and rewards individuals who balance and combine research and education via incentive awards and colloquia.

In its graduate program mission the College coordinates six (6) Masters degrees covering 23 areas with 47 different options available in the academic colleges. The College supports a community of scholars comprised of graduate faculty and students with the purpose of advancing knowledge through instruction, research and public service.

The CGS&R supports the university’s commitment to academic inquiry, excellence in teaching, and community service, consistent with the policies of the Board of Regents of Oklahoma Colleges.

From the Dean, College of Graduate Studies & Research

Thank you for your interest in graduate studies at the University of Central Oklahoma. Whether you are a new or continuing student, your experience as a graduate student at UCO is very important to us. We have gathered some of the finest professors in the U.S. to lend their expertise to your continuing education. Your presence on our campus adds another thread to the diverse tapestry that is UCO.

We welcome you and want your matriculation to be as re-
warding as possible. You can assist us in this endeavor, by conferring with your advisor, making sure your classes lead toward the graduate degree you are seeking, and consulting with the College of Graduate Studies and Research to help solve any problems you may have at UCO.

This office is here to serve your needs as you work toward your graduate degree.

Welcome to the University of Central Oklahoma, where the student's interest is our only interest.

---

History of the College of Graduate Studies & Research

The University of Central Oklahoma was established as the Territorial Normal School by the Territorial Legislature on December 24, 1890, and was located in Edmond, Oklahoma Territory.

Old North Tower, the first campus building, was occupied in January, 1893. It is still in use and is now the oldest higher education building in Oklahoma. The school was first operated as a territorial normal school for teacher education. In 1897, the first class of five graduates received their Normal School diplomas.

In 1954, UCO's graduate program began when the Oklahoma State Regents for Higher Education gave permission to offer the Master of Teaching Degree (changed to Master of Education in 1969).

The first meeting of the Fifth Year Council (later to be known as the Graduate Council) met February 18, 1954 with Dr. W. Max Chambers presiding. Dr. E. C. Hall was designated as Director of the program. The first student, Mrs. Goldi Oldham Jones was admitted in April, 1954, and the first class of twenty-seven students graduated in the Summer of 1955.

Dr. E. C. Hall guided the graduate college from 1954 to 1970. Upon his retirement in 1970, Dr. Bill E. Fisher became Graduate Dean and served until 1984. After his retirement, Dr. John Michael Knight became Dean of the Graduate College and served through 1985. Dr. Knight returned to the classroom and was replaced by Dr. Paul Lehman, who served until 1988, when he also returned to the classroom. Dr. George Avellano served as Dean until 1996, when he left UCO. The position of Assistant Graduate Dean was established in 1992, under Dr. Avellano, to assume primary responsibility for the enhancement of campus research. Dr. S. Narasinga Rao was tapped for that post. In 1996, Dr. Avellano was replaced by Dr. Fred Grosz, who agreed to become interim graduate dean until a permanent dean took the reins. Dr. Clyde Jacob became Graduate Dean in 1999, and served until July, 2000, when he left to assume responsibility for special projects in the Office of Academic Affairs. Dr. S. Narasinga Rao, Dean of Sponsored Research and Grants, became the Dean of the College of Graduate Studies and Research in 2000. Dr. William Radke is assistant dean of the college.

Graduate Assistants

The first graduate assistants were employed during the 1961-62 academic year. Graduate assistantships provided well qualified graduate students with financial assistance and professional experience.

The New College

Inauguration of the new College of Arts, Media & Design occurred in the Fall of 2001. The college combines the experience of Oklahoma's oldest educational institution with ground-breaking thinking about the role of the arts in the 21st Century. This college joins with the College of Education to provide innovative programs, outreach and leadership in arts education and will continually develop the Oklahoma Center for Arts Education.

What We Offer

The College of Graduate Studies & Research at UCO offers six degrees, with 23 programs and 47 options.

The college is located in Room 404, University Center. All other enrollment offices are located on the First Floor, University Center.

---

Graduate Programs and Department Information

The University of Central Oklahoma offers five (5) master’s degrees covering 23 areas with 36 different options available. These degrees are offered by the four academic colleges.

**College of Arts Media and Design**
- Master of Fine Arts
- Master of Music

**College of Business Administration**
- Master of Business Administration

**College of Education**
- Master of Arts
- Master of Education
- Master of Science
- Teacher Certification Information
- Specialized School Service Personnel

**College of Liberal Arts**
- Master of Arts

**College of Mathematics and Science**
- Master of Science
College of Arts, Media & Design

Below is a list of degrees and options offered by the College of Liberal Arts.

Master of Fine Arts (M.F.A.)
- Design-Interior Design

Design–Interior Design

This degree is currently under review and will be significantly altered in the near future. The revised, full plan of study will be printed in a future catalog.

An interior designer is a person qualified by education, training, and national examination to provide professional services in the design of interior spaces, including the planning, selection, and preparation of documents relative to the installation of furnishings, finishes, and equipment within the built environment. The Interior Design curriculum provides the education courses that allow the student to develop the necessary graphic skills for entry level positions in the interior design profession. Each student's course of study will be designed to prepare the student to participate in two additional years of professional internship and to take the National Council for Interior Design Qualification (NCIDQ) examination. The professional internship and the NCIDQ examination are done after graduation at the graduate option. The professional internship and the NCIDQ are not part of the graduate program. The graduate Interior Design option takes two different tracks.

The first track is for those students who have an undergraduate degree in Interior Design and are interested in interior design education or further study in the fine and applied arts. A course of study can be developed with the graduate advisor that provides the groundwork for further graduate study in preparation to enter doctoral studies at other universities.

The second track is for the graduate student who has an undergraduate degree in another discipline, but wants to become a professional interior designer. This student will be required to take up to 51 credit hours of undergraduate courses prior to taking many of the graduate courses to develop the competencies required by the profession.

In cooperation with the Department of Art, the Interior Design graduate student and advisor can develop a program of study that includes up to 15 hours of graduate art courses. The art courses selected as a part of this program must be at the 5000 level.

Admission Requirements for the M.F.A. in Design-Interior Design Program:

Students seeking an M.F.A. in Design-Interior Design must fulfill the following requirements before being formally admitted to the program:

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 2.50 GPA overall or 2.50 GPA in the last 60 hours attempted.

C. Meet with the assigned advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R before completion of the first semester.
D. Complete all prerequisites, if any, as might be determined by the graduate advisor.
E. Earn eight hours of graduate credit at UCO with a minimum 3.0 GPA, with no grade below a "C" and no more than 6 hours of "C" included in the plan of study.

Students who have not graduated from the UCO Interior Design program must present a portfolio of their work to the graduate advisor or Interior Design Curriculum Coordinator for review and evaluation. The student may also be required to provide course syllabi from the program from which they graduated so the course content can be evaluated. As a rule, courses from proprietary schools are not accepted for transfer. Acceptance of classes either for credit or to avoid taking prerequisites depends upon course content, project quality, the textbook, the method of evaluation, and the demonstration of cognitive and psychomotor skills that are expected in the course offered at this university.

The graduate advisor has available an Interior Design degree check worksheet on which all of the courses are listed. The prospective graduate student shall confer with the Interior Design graduate advisor as soon as practical to establish the plan of study prior to the due dates required by the CGS&R.

The Interior Design Core courses include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCHED 5013</td>
<td>Found. Educational Research</td>
</tr>
<tr>
<td>HESCI 5323</td>
<td>Creative Leadership</td>
</tr>
<tr>
<td>INDES 5913</td>
<td>3-D Modeling</td>
</tr>
</tbody>
</table>

A minimum of 3 credit hours of Interior Design Core electives must be selected in cooperation with the graduate advisor. Credit hours taken in excess of 3 in this category can be applied to the specialization electives. These courses include the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 5193</td>
<td>Experimental Design</td>
</tr>
<tr>
<td>TCHED 5413</td>
<td>Educational Statistics</td>
</tr>
<tr>
<td>INDES 5900</td>
<td>Practicum in Interior Design</td>
</tr>
<tr>
<td>INDES 5953</td>
<td>Internship in Interior Design</td>
</tr>
<tr>
<td>INDES 5990</td>
<td>Thesis</td>
</tr>
</tbody>
</table>

The plan of study is selected from the following and other approved courses in this option:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDES 5612</td>
<td>Interior Lighting</td>
</tr>
<tr>
<td>INDES 5910</td>
<td>Seminar in Interior Design</td>
</tr>
<tr>
<td>INDES 5970</td>
<td>Study Tour</td>
</tr>
</tbody>
</table>

Available seminar topics in Interior Design may include: historical decorative accessories, 3-D modeling in Computer Aided Design (CAD), contract and commercial interior design, interior design practice, color symbolism, color psychology, elder design, Beaux-Arts in the 20th Century, art, and other special topics that become available.
Course Descriptions - Art

ART (ART)

Department of Art

ART 5000 WORKSHOP IN ART AND DESIGN
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study. Normally involves lecture, films, guest speaker, etc. A grade of "P" or "F" is given. No more than 2 hours of workshop may be counted on a master's degree.

ART 5012 APPLIED DESIGN
A development of appreciation for miscellaneous 3-d arts through creative problems. Prereq: ART 1063, 1082, or written permission of instructor.

ART 5023 ENAMELING
This course offers study of materials and techniques used in 2-D and 3-D enameled metal design. Prereq: graduate standing plus six hours of art or design.

ART 5033 FURNITURE AS ART
This course integrates sculptural concepts with the design of functional furniture. Methods and materials used facilitate the harmonious balance between utility and art. Prereq: ART 3053 and graduate standing.

ART 5043 PHOTO COMPOSITION
This course offers the study of photography as an art form. Students develop their visual perception using the camera, explore creative darkroom techniques, participate in an exhibition, and produce a portfolio of photographs. Prereq: JOURN 1123, three hours of art and graduate standing.

ART 5103 ETCHING
A study in the intaglio process exploring such basic techniques as etching, drypoint, aquatint, inkless intaglio, and mezzotint. Prereq: ART 3603.

ART 5113 LITHOGRAPHY
A course in the basic planographic printing techniques. Printing surfaces such as stone, metal, and paper will be explored. Prereq: ART 3603.

ART 5123 SERIGRAPHY
The course explores advanced techniques in the screen printing (silk screen) process of printmaking. Prereq: graduate standing and ART 1063.

ART 5133 DIGITAL PRINTMAKING
This course is a study of the use of the computer and other related hardware in the creation of fine art multiples. Each student will create limited edition prints using the computer and various computer printers. Prereq: ART 1042 and 1082.

ART 5143 GLASS DESIGN I
This course offers graduate-level study of basic flat glass fabrication techniques. Students develop skill in the appropriate choice of materials, and apply art elements and principles to create original designs in glass. Prereq: graduate standing plus six hours of art.

ART 5152 WATERCOLOR
This course offers graduate study in advanced watercolor techniques. Students will create original paintings in watercolor, acrylics, or any waterbased paint medium. Prereq: graduate standing plus art 1023, 1082 & 2202.

ART 5173 CERAMICS III
This course is for the graduate student with advanced experience and skill level in ceramic medium. Students research and experiment with clay formulation, glazes, firing techniques and ceramic forms. Prereq: ART 2703, 2803, and graduate standing.

ART 5203 ADVANCED PAINTING
This course offers advanced graduate study in a wide range of painting techniques. Students will create original painting in oil, acrylic, and/or water based medium. Prereq: ART 3603 Painting II or permission of instructor, and graduate standing.

ART 5213 SCULPTURE III
The individual expressions and techniques in various three-dimensional materials such as wood, metal, stone, and other plastic materials. Prereq: ART 3053.

ART 5253 GLASS DESIGN II
This course offers graduate-level study of advanced flat glass fabrication techniques. Students develop skill in the appropriate choice of materials, and apply art elements and principles to create original designs in glass. Prereq: ART 5143, graduate standing plus six hours of art.

ART 5263 CERAMICS IV
This course is for the graduate student with advanced experience and skill level in ceramic medium. Students research and experiment with clay formulation, glazes, firing techniques and ceramic forms. Prereq: ART 2703, 2803, 3173 and graduate standing.

ART 5303 HISTORY AND CRITICISM OF ART
This course provides an opportunity for extended study of past and contemporary art history with a critical analysis of art content and methods. Prereq: ART 1112, 3153, 4303, or permission of instructor.

ART 5313 SURVEY OF ART HISTORY II
Important movements and leaders in art since 1650 A.D.; their influence upon modern life; forces and trends in the contemporary field. Prereq: ART 1112.

ART 5323 AFRICAN ART
This study explores the social, religious, and political influences on the creation of the arts of Africa. Art from West Africa south of the Sahara from Guinea to Angola are discussed in relation to stylistic and functional similarities and differences. Prereq: graduate standing.

ART 5333 DIGITAL EDITING AND COMPOSITION
This course provides a computer-aided design framework for the editing and composition of the graphic components from illustrated and photographic stills, 3-D modeling, animation, audio, and video assets with which to narrate story concepts and sequences. Students work with non-linear editing processes, software, and microcomputer technologies to create narrative project productions useful for compact disk, video, or web-based delivery systems. Prereq: graduate standing.

ART 5343 MULTICULTURAL ART
This course offers a study of the cultural and historical significance of the art from various cultures. Symbols that are
common to cultures throughout the world will be discussed in relation to their meanings and possible origins. Prereq: graduate standing.

**ART 5353 THE BUSINESS OF ART**
Students will develop business skills needed to successfully market artwork, i.e.: grant writing, record-keeping, developing a portfolio and resume, exhibiting, targeting art markets, and understanding tax requirements. Prereq: graduate standing plus three hours of art.

**ART 5363 ART BY WOMEN**
This course offers study in the visual art contributions of women. Historical, cultural, and political influences on women's art are examined. Prereq: graduate standing.

**ART 5373 INTRO TO ART THERAPY**
This course will provide a general overview of the foundation and theories of art therapy and is a required course for art therapy registration and certification. Prereq: graduate standing plus three hours of art and three hours of psychology.

**ART 5403 ADVANCED VISUAL ARTS FOR ELEMENTARY SCHOOLS**
Development of sequential skills and concepts in the visual arts for elementary schools; survey factors of discipline-based art education (production, criticism, aesthetics, and history.) Prereq: ART 3803 or permission of the instructor.

**ART 5413 ADVANCED JEWELRY**
Advanced study in jewelry using the casting processes. The development and production of jewelry with this method. Prereq: ART 3463 or written permission of instructor.

**ART 5423 FIBERARTS**
This course offers Graduate level study of a wide range of fiberart techniques, such as papermaking, feltmaking, and book arts. Students create original, expressive 2-D and 3-D designs in fiber medium. Prereq: graduate standing plus ART 3414 or permission of instructor.

**ART 5433 WEAVING**
With instructor-direction, students will develop a plan for advanced research and saturation in weaving design. Options will be chosen according to student's interest, such as weaving for interior design, application to teaching multicultural design, or for personal expression. Prereq: ART 3403 Weaving or permission of instructor.

**ART 5443 PHOTO: SPECIAL PROJECTS**
This course offers graduate study in a wide range of photographic techniques. Students will create original photographs with both silver and non-silver processes. Prereq: graduate standing plus three hours photography including darkroom experience.

**ART 5453 ART FOR THE SECONDARY TEACHER**
Selection and organization of curriculum materials in secondary school art; procedures and techniques facilitating presentation.

**ART 5463 MEDIA IN ART THERAPY**
This course is designed to acquaint the student with the therapeutic qualities of media as used in clinical and art therapeutic applications. In addition, technical and safe uses of the media will be discussed. Strong emphasis will be placed on defining art therapy as process. Individual research in art therapy techniques and media is required. Prereq: graduate standing plus 3 hours of art and 3 hours of psychology or sociology.

**ART 5473 ART THERAPY AS PROCESS AND PRODUCT**
This course will provide an overview of the foundation and theories of art therapy and is a required course for art therapy registration and certification. The course concentrates on the therapeutic benefits of the creative process and product. Prereq: graduate standing plus three hours of art and three hours of psychology.

**ART 5503 CERAMIC TECHNIQUES & DEVELOPMENTS**
An extended study of creative experiences in a variety of materials and methods used in the teaching of ceramics in art education. Prereq: ART 4633.

**ART 5512 PROFESSIONAL PRACTICE**
Employment procedures of writing and designing a resume, portfolio presentation, interviewing tips, and work ethics; and free-lance procedures of legal registration, self-promotion, billing clients, bookkeeping, and client relations. Prereq: ART 3293 or written permission of instructor.

**ART 5522 ART PRESENTATION AND DISPLAY**
This class will explore a variety of basic art presentation and display techniques. Each student will learn about and experience various ways to present a variety of artwork. Techniques in mounting, matting, shrink wrapping, laminating, and framing will be covered. Each student will actually use these and other techniques to protect, preserve and display works of art. Each student must supply a variety of artwork for presentation preparation.

**ART 5543 MULTIMEDIA DESIGN**
The Multimedia Design Course develops student skills to originate, design, and orchestrate informational components for specified computer based projects. Interactive connectivity goal for these components will then be assigned so that students can coordinate interface design and user functions. The course structures interdisciplinary student collaboration to conceive compose, utilize, and design multimedia projects, scripts, and storyboards used to integrate text, graphics, animation, audio, and video assets. Content development requires students to organize historical research, creative research, commentary, and scholarly materials. Prereq: graduate standing.

**ART 5600 STUDIO ART**
Credit varies from 1 to 4 hours. Prereq: Written permission.

**ART 5653 CERAMICS II**

**ART 5703 ART IN AMERICA**
A progress study of the cultural arts in America by surveying architecture, sculpture, painting, minor arts, and artists from America's beginning history throughout the years of growing American art. Prereq: ART 1112.

**ART 5763 UCO STUDIO**
A working graphic design studio managed and staffed by advanced graphic design majors to work with campus and community clients.

ART 5833 EXHIBIT PRESENTATION
The goal of this course is to integrate exhibit design and project management into a practical medium with which the creative artist, historian, interior designer, marketer, and media specialist can impact their chosen audience. Exhibit design and its related presentation forms thereby become a vital medium for audience delivery and offer a unified context for these interdisciplinary skills to be developed into collaborative end product. Prereq: graduate standing.

ART 5842 VISUAL ART EDUCATION FOR ELEMENTARY STUDENTS
Methods of teaching visual arts in the elementary schools using appropriate materials and subject matter. Study of children’s artistic growth and development as they relate to the organization of a sequential art education curriculum. Survey of current art education literature. Prereq: 16 hours of art.

ART 5853 VISUAL ART EDUCATION FOR SECONDARY STUDENTS
A study of methods and problems for teaching visual arts with applications to the needs and abilities of the middle and high school student. Planning and development as sequential art education curriculum; organization of art laboratories appropriate for level. Prereq: 18 hours of art.

ART 5900 PRACTICUM IN ART AND DESIGN
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

ART 5910 SEMINAR IN ART AND DESIGN
Credit varies from 1 to 4 hours. Directed intensive study on selected problems of special topics. Prereq: an undergraduate minor or equivalent in the subject matter area and permission of the Department head and director of graduate studies.

ART 5920 DIRECTED READING IN ART AND DESIGN
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

ART 5930 INDIVIDUAL STUDY IN ART AND DESIGN
Credit varies from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines of plan; conferences, oral and written reports. Prereq: an undergraduate major or equivalent in the subject matter area to be studied, and permission of the department head and director of graduate studies.

ART 5940 SPECIAL TOPICS IN ART AND DESIGN
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

ART 5950 INTERNSHIP IN ART AND DESIGN
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

ART 5960 INSTITUTE IN ART AND DESIGN
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

ART 5970 STUDY TOUR IN ART AND DESIGN
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

ART 5990 THESIS IN ART AND DESIGN
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

DANCE (DANCE)
Department of Theatre, Dance, and Media Arts
DANCE 5910 SEMINAR IN DANCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

DANCE 5960 INSTITUTE IN DANCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

DESIGN (DES)
Department of Design
• DES 5000 WORKSHOP IN DESIGN
  Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.
• DES 5900 PRACTICUM IN DESIGN
  Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
• DES 5910 SEMINAR IN DESIGN
  Credit varies from 1 to 4 hours. Directed intensive study on selected problems of special topics.
• DES 5920 DIRECTED READING IN DESIGN
  Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
• DES 5930 INDIVIDUAL STUDY IN DESIGN
  Credit varies from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines of plan; conferences, oral and written reports.
• DES 5950 INTERNSHIP IN DESIGN
  Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.
• DES 5960 INSTITUTE IN DESIGN
  Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
• DES 5970 STUDY TOUR IN DESIGN
  Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.
• DES 5990 THESIS IN DESIGN
  Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Interior Design (INDES)
INTERIOR DESIGN (INDES)
Department of Design
INDES 5123 COMPUTER DRAFTING
A course utilizing basic understanding of CAD in disciplines such as architecture, mechanical drafting, space planning,
and interior design. Prereq: INDES 3543.
INDES 5183 HISTORICAL DECORATIVE ACCESSORIES
A study of historical decorative accessories that are fabrications from glass, metal, wood or textile. The course covers company names, craftsmen, hallmarks, terminology and methods of production among North American, European, and Asian designs.
INDES 5612 INTERIOR LIGHTING
This course is designed to provide an understanding of basic lighting needs for residential and commercial use.
INDES 5623 INTERIOR DESIGNER CERTIFICATION ANALYSIS
A graduate Capstone course in which the student completes 12 space planning scenarios as a preparation for taking the NCIDQ exam. A portfolio review by interior design professionals evaluates samples of work from each graduate course. Prereq: A minimum of 21 graduate credit hours, and permission of the curriculum coordinator.
INDES 5900 PRACTICUM IN INTERIOR DESIGN
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
INDES 5910 SEMINAR IN INTERIOR DESIGN
Credit will vary from 1 to 4 hours. Directed intensive study of selected problems or special topics. Prereq: An undergraduate minor or equivalent in the subject matter area and permission of the Department head and director of graduate studies. INDES 5920 DIRECTED READING IN INTERIOR DESIGN
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
INDES 5930 INDIVIDUAL STUDY IN INTERIOR DESIGN
Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports. Prereq: An undergraduate major or equivalent in the subject matter area and permission of the Department head and director of graduate studies.
INDES 5940 SPECIAL TOPICS IN INTERIOR DESIGN
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.
INDES 5950 INTERNSHIP IN INTERIOR DESIGN
Credit will vary from 1 to 8 hours. Supervised practical experience gained in a professional field by an advanced or graduate student.
INDES 5960 INSTITUTE IN INTERIOR DESIGN
Credit will vary from 1 to 8 hours. Supervised practical experience gained in a professional field by an advanced or graduate student.
INDES 5970 STUDY TOUR
Credit will vary from 1 to 2 hours; subject matter will vary within the department’s field of study.
INDES 5990 THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

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

**Music**

With Areas of Preparation in Music Education or Performance

The Master of Music is a flexible program which allows the student to concentrate in his/her area of specialization in a program that develops performing, teaching, and creative skills while providing the student with a deeper and more comprehensive understanding of his/her area than can be obtained on the undergraduate level.

The University of Central Oklahoma and the Department of Music have developed this program to help meet the needs of a growing urban population engaging in adult education by providing an opportunity for working students in the metropolitan and surrounding areas to earn the degree during summer, evening and night classes as well as during the day.

**I. Admission Requirements for the Master of Music Program:**

Students seeking a Master of Music must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 2.50 GPA overall, or 2.50 GPA in the last 60 hours attempted.

C. Meet with the assigned advisor(s) and work out a plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.

D. Hold a music degree from an accredited institution.

E. Complete all prerequisites, for the Master of Music Degree or Standard Teaching Certificate in Music.

F. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.0 GPA with no grade below a “C”.

G. Take the Advisory Examination in Music no later than the first term of enrollment.

**II. Advisory Examination**

The student’s qualifications are assessed by means of the Advisory Examination which is prepared, administered, and graded by the Department of Music. The Advisory Examination includes written tests in music theory and music history/literature, vocal sight-reading, performance of the student’s major instrument, and piano skills performance. The committee administering the Advisory Examination will notify the graduate advisor in Music of the results of the examination for each Master’s Degree candidate, and the advisor will recommend suitable course work for each.

The Advisory Examination is given no later than the end of the first week of each regular semester, and no later than the first week of each summer session. Every graduate student working toward a degree in the Department of Music
must take the Advisory Examination during his/her first term of enrollment.

III. Advisory Committee
Every candidate for the Master of Music degree shall be appointed an advisory committee consisting of a chairperson and two other graduate faculty members. All course choices must be approved by the advisory committee. By the end of the second semester of study, a formal plan of study, signed by the graduate music advisor and each committee member, must be submitted to the CGS&R. The committee shall approve and assist in the preparation of graduate projects and shall serve as a jury for the candidate’s graduate recital or oral examination.

IV. Project
Every candidate for the Master of Music degree with preparation in performance must perform a graduate recital as a final project, and every candidate with a preparation in music education must present a thesis, recital, lecture-recital, composition or other approved project. Satisfactory work in 5901-4 Practicum, 5921-4 Directed Reading, 5931-4 Individual Study, or 5991-4 Thesis, plus an oral examination concerning the project, shall constitute completion of the music education requirement.

V. Master of Music Curriculum 32 hrs
A. Professional preparation 12-16 hrs
   Select:
   1. Performance or
   2. Music Education
B. Music History and Literature 6 hrs
C. Music Theory 6 hrs
D. Research Methods 2 hrs
E. Electives* 2-6 hrs

*In the Music Education Professional Preparation applied music will be required in lieu of some elective hours.

Additional Information about the College of Education can be found at www.educ.ucok.edu

Course Descriptions
MUSIC (MUSIC)
Department of Music
MUSIC 5000 WORKSHOP IN MUSIC
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

MUSIC 5010 APPLIED MUSIC (GRADUATE)
Credit will vary from 1-4 hours. Applied brass, organ, piano, voice, strings, percussion and woodwinds.

MUSIC 5022 MUSIC FOR THE SMALL VOCAL ENSEMBLE
Repertoire and performance practices of music for small vocal ensemble ranging from 16th century madrigal to contemporary literature.

MUSIC 5092 FORM AND ANALYSIS
The analysis of the construction of works in the various musical forms, affording an intelligent basis for musical interpretation. Prereq: MUSIC 2594.

MUSIC 5112 ADVANCED CHORAL CONDUCTING
The study of conducting techniques as related to the unique styles of each musical period. Prereq: Permission of instructor.

MUSIC 5132 MUSIC OF THE BAROQUE PERIOD (1600-1750)
A study of the Baroque period, its music literature, style and performance practices.

MUSIC 5142 SURVEY OF WIND INSTRUMENT LITERATURE FOR THE ENSEMBLE
A study of the development of wind instrument literature from 1600 to the present.

MUSIC 5151 UCO SYMPHONY ORCHESTRA
The UCO Symphony Orchestra offers a well-rounded orchestral experience through performing four to eight concerts each school year, embodying compositions in a variety of styles from various musical periods. Prereq: graduate standing and a successful audition or permission of the instructor.

MUSIC 5152 INSTRUMENTATION
A survey of the four choirs of instruments and beginning orchestration. Prereq: 8 hours of harmony.

MUSIC 5161 UCO SYMPHONY ORCHESTRA
The UCO Symphony Orchestra offers a well-rounded orchestral experience through performing four to eight concerts each school year, embodying compositions in a variety of styles from various musical periods. Prereq: graduate standing and a successful audition or permission of the instructor.

MUSIC 5162 MUSIC OF THE CLASSICAL PERIOD (1750-1825)
A study of the Classical period, its music literature, style, and performance practices.

MUSIC 5202 ADVANCED VOICE PEDAGOGY
A survey of methods of teaching singing with emphasis on vocal problems as illustrated through demonstration lessons with advanced students.

MUSIC 5213 MUSIC THEATRE DIRECTING I
The historical emergence of the director, production techniques, working with staff, artistic staff and performers, and coordination of all elements of pre-production, production, and post production. Prereq: MUSIC 2473, 3423, and written permission of instructor.

MUSIC 5223 MUSIC THEATRE DIRECTING II
The student will choose scenes from music theatre repertoire, cast them, and select the crew and staff. The student will take scenes through production and performance. Prereq: MUSIC 2331, 3622, 4213, and written permission of instructor.

MUSIC 5232 MUSIC FOR ELEMENTARY TEACHERS
A practical, activity-oriented approach to elementary music methods for persons holding a Bachelor of Music or Bachelor of Music Education degree. Prereq: Bachelor of Music or Music Education degree. This course replaces music 5033 & MUSIC 5032 Music for Elementary Teachers.

MUSIC 5242 INSTRUMENTAL MUSIC PEDAGOGY
This course is the study of basic contents and general principles of instrumental music pedagogy appropriate to the Master of Music Degree. The emphasis is placed primarily on instrumental performance problems and the related pedagogy of the major performance area of the student. This course is not required for education certification. Prereq: Bachelors Degree in some field of music.

MUSIC 5281 BAND
A band is a large ensemble performing group. The university band program is open to all university students who have performance skills on band instruments. During the fall semester the marching band performs at football games, and spring semester is devoted to wind ensemble and concert band performance. Prereq: graduate standing and written permission of instructor.

MUSIC 5312 RESEARCH IN MUSIC EDUCATION
Concepts and methods of music research, with emphasis on practical musical, acoustical and musicological problems. A review of pertinent music researches is included.

MUSIC 5322 PIANO LITERATURE I
This course is a historical survey of music for the harpsichord and the piano from the sixteenth century through the eighteenth century. It includes a study of performance practices relating to the keyboard and interpretive demonstrations through live performances and recordings. Prereq: graduate standing and written permission of instructor.

MUSIC 5332 PIANO LITERATURE II
This course is a survey of music for the piano from the 18th Century to the present. It includes a study of performances practices relating to the keyboard and interpretive demonstrations through live performances and recordings. Prereq: graduate standing and written permission of instructor.

MUSIC 5351 ADVANCED PIANO ENSEMBLE
The advanced piano class is designed for piano majors or students with equivalent proficiency. The course of study will provide solo performers an opportunity for ensemble playing experience. Areas of concentration are piano duet literature, two-piano and four-piano literature, piano accompanying, and multiple score reading. Prereq: graduate standing and written permission of instructor.

MUSIC 5362 ADVANCED MUSIC COMPOSITION
Advanced music composition explores the creative process of writing acoustic and electro acoustic music. The computer is used to create music notation and multitrack compositions. The course may be taken more than once and can count for 2 hours of theory credit and up to 6 hours of elective credits in the master of music degree. Prereq: eight hours of undergraduate harmony and graduate standing.

MUSIC 5402 INSTRUMENTAL METHODS AND MATERIALS FOR THE SECONDARY TEACHER
Study of the basic content and general principles of instrumental music appropriate to the secondary school program; organization of materials, procedures and techniques of instruction.

MUSIC 5412 TRENDS IN MARCHING BAND
This course covers marching band fundamentals, various types of precision marching, pageantry, charting and show planning. Each student will be required to write an original seven minute halftime show.

MUSIC 5432 VOCAL METHODS AND MATERIALS FOR THE SECONDARY TEACHER
Study of the basic content and general principles of vocal music appropriate to the secondary school program; organization of materials, procedures and techniques of instruction.

MUSIC 5502 ADVANCED CONDUCTING AND SCORE READING
A thorough study of choral, band and orchestral scores and their interpretation.

MUSIC 5602 WOODWIND MATERIALS AND TECH.
A critical examination of significant publications for woodwinds with emphasis upon instructional aids and the organization of graded literature for each of the woodwind instruments.

MUSIC 5612 JAZZ PEDAGOGY
The course is designed to teach techniques of instruction in the area of jazz education and performance and large jazz ensembles at the college level. Prereq: MUSIC 3211, 3221 and 2341.

MUSIC 5622 STRINGS, MATERIALS AND TECHNIQUES
no description at this time.

MUSIC 5643 GERMAN SINGING DICTION
German singing diction is designed to address the unique challenges presented to the American career singer, the choral conductor, the teacher of singing, and the coach/accompanist who is expected to perform, teach or conduct vocal literature in a professional setting. Prereq: graduate standing and written permission of the instructor.

MUSIC 5812 CHORAL DIRECTORS INSTITUTE
The choral directors institute is a three-day lecture series for choral directors. Nationally recognized clinicians will offer sessions on all areas of choral music. Prereq: graduate standing.

MUSIC 5822 GRADUATE RECITAL
This course is a public performance for the graduate performance major. Prereq: graduate standing with two semesters of graduate instruction in the applied area and written permission of major applied instructor and graduate advisor.

MUSIC 5842 ELEMENTARY MUSIC METHODS (INSTRUMENTAL)
Problems and methods of teaching instrumental music in the grades. For music majors only. Prereq: Admission to Teacher Education.

MUSIC 5852 ELEMENTARY MUSIC METHODS (VOCAL)
Problems and methods of teaching vocal music in the grades. For music majors only. Prereq: Admission to Teacher Education.

MUSIC 5862 INSTRUMENTAL MUSIC METHODS (SECONDARY)
Problems and methods of teaching music in the junior and senior high school. For music majors/minors only.

MUSIC 5872 VOCAL MUSIC METHODS (SECONDARY)
For music majors/minors only.

MUSIC 5882 PIANO PEDAGOGY
A study of the materials and techniques of teaching piano,
from the elementary to the advanced level. Prereq: 4 semester hours of applied piano.
MUSIC 5900 PRACTICUM IN MUSIC
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Permission of Department chair required.
MUSIC 5910 SEMINAR IN MUSIC
Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics. Prereq: An undergraduate minor or equivalent in the subject matter area and permission of the Department head and the director of graduate studies.
MUSIC 5920 DIRECTED READING IN MUSIC
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
MUSIC 5930 INDIVIDUAL STUDY IN MUSIC
Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects, based on approved outlines or plans; conferences, oral and written reports.
MUSIC 5940 SPECIAL TOPICS IN MUSIC
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.
MUSIC 5950 INTERNSHIP IN MUSIC
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.
MUSIC 5960 INSTITUTE IN MUSIC
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
MUSIC 5970 STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.
MUSIC 5980 GRADUATE PROJECT
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.
MUSIC 5990 THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Media Arts (MART)

MEDIA ARTS (MART)
Department of Theatre, Dance, and Media Arts
MART 5000 WORKSHOP IN MEDIA ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.
MART 5900 PRACTICUM IN MEDIA ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
MART 5910 SEMINAR IN MEDIA ARTS
Credit will vary from 1 to 4 hours. Directed intensive study on

selected problems of special topics.
MART 5920 DIRECTED READING IN MEDIA ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
MART 5930 INDIVIDUAL STUDY IN MEDIA ARTS
Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines of plan; conferences, oral and written reports.
MART 5950 INTERNSHIP IN MEDIA ARTS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.
MART 5960 INSTITUTE IN MEDIA ARTS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
MART 5970 STUDY TOUR IN MEDIA ARTS
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.
MART 5990 THESIS IN MEDIA ARTS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Theatre Arts (THART)

THEATRE ARTS (THART)
Department of Theatre, Dance, and Media Arts
THART 5000 WORKSHOP IN THEATRE ARTS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.
THART 5900 PRACTICUM IN THEATRE ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
THART 5910 SEMINAR IN THEATRE ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary from within the department’s field of study.
THART 5920 DIRECTED READING IN THEATRE ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
THART 5930 INDIVIDUAL STUDY IN THEATRE ARTS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
THART 5950 INTERNSHIP IN THEATRE ARTS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
THART 5960 INSTITUTE IN THEATRE ARTS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
THART 5970 STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary
within the department's field of study.
THART 5990 THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department's field of study.
College of Business Administration

The Master of Business Administration (MBA) Degree at the University of Central Oklahoma is designed for students who desire a broad preparation for executive and administrative positions in business, industry, government, and education. Within the flexible, personalized curriculum, courses deal with present day problems faced by modern business institutions and assist the student in developing his/her ability to cope effectively with these problems.

The College of Business Administration is fully accredited by the Association of Collegiate Business Schools and Programs (ACBSP) as well as the North Central Association of Schools and Colleges.

MBA Program Objectives

The primary objectives of the MBA program are:

To develop the student's ability to make quality decisions in his/her field of business responsibility, using a logical, scientific approach to problem-solving.

To provide the student with the necessary skills to communicate effectively with associates in the global business environment.

To raise student awareness of business ethics and the social responsibility of business.

For MBA information contact:
Ms. Gloria Auth, Director
Master of Business Administration Program
Business Building North, Room 100F
University of Central Oklahoma
Edmond, Oklahoma 73034-5209
(405) 974-2422
Fax (405) 974-3821
E-mail: mba@ucok.edu
Master of Business Administration (M.B.A)

I. Admission Requirements for the MBA Program:

Students seeking an MBA must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.
   Note: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he/she wishes to pursue. Admission standards are listed in this catalog.
C. Meet ONE of the following for Regular Admission:
   1. 3.00 overall undergraduate GPA OR
   2. 3.25 undergraduate GPA in the last 60 hours OR
   3. 450 GMAT score OR
   4. 1000 GRE score (combined Verbal and Quantitative) OR
   5. Complete a Master's degree (or higher from an accredited institution).
D. Meet ONE of the following for Probationary Admission:*
   1. 2.5 overall undergraduate GPA OR
   2. 2.75 GPA in the last 60 hours OR
   3.400 GMAT score OR
   4. 800 GRE score (combined Verbal and Quantitative)
   E. Complete Background and Foundation Course Requirements.
   F. Complete nine (9) hours of the MBA Program's advanced course work at the University of Central Oklahoma with a minimum GPA of 3.00.
   To be removed from Probationary Admission Status, a student must earn a grade of B or better in each of the Foundation courses (or its undergraduate course equivalent) for which a deficiency was determined in the student's plan of study. A student on probationary admission must take BCOM 5303 Business Research Methods and ISOM 5533 Management Science within the first 12 hours of the MBA program. For each of these courses, as well as the needed Foundation courses, a student may repeat a course a maximum of two times (including withdrawals).

II. MBA Curriculum

A. Background Courses 6 hours
   1. Business Calculus

B. Foundation Courses 24 hours
   ACCTG 5323 Found. for Accounting Analysis
   LS 5023 Legal & Regulatory Environment of Bus.
   ECON 5313 Stat. for Business Decision Making
   ISOM 5043 Management of Information Technology
   ECON 5473 Survey of Economic Theory
   FIN 5343 Financial Management
   MNGMT 5103 Mgmt of Organizations
   MKRTG 5303 Marketing Strategies
   Foundation course requirements may be waived wholly or in part for the student who has demonstrated satisfactory performance inappropriate business administration course work at the undergraduate level. The MBA Director will make the determination of equivalency. Students must earn a "C" or better in an undergraduate course to waive the Foundation Course in that area.

C. Required Core Courses 21 hours
   All must be taken at UCO - minimum grade of B (3.00)
   BCOM** 5303 Business Research Methods
   ISOM** 5533 Management Science
   ACCTG 5103 Controllership & Decision Accounting
   FIN 5333 Financial Admin. & Control
   MNGMT 5023 Business Policy
   MKRTG 5123 Marketing Management
   Select ONE course from the following
   ECON 5103 Microeconomic Analysis
   ECON 5503 Macroeconomic Analysis
   * All Core courses have comprehensive final exams.
   ** Take during the first 12 hours.

D. Capstone Course 3 hours
   (Must be taken at UCO during last 12 hours)
   MNGMT 5543 Integrated Functions of the Firm

E. Graduate Level Business Electives 3 hours
   Six hours must be in residence at UCO. Foundation courses cannot be used as electives.
III. Requirements for Graduation

A. Complete all MBA degree requirements with an overall GPA of 3.00 (on a 4.00 scale) for all course work attempted, and a 3.00 GPA for all course work attempted in residence at the University of Central Oklahoma with the two GPA's calculated separately.

B. Pass all required core courses with a grade of “B” or better. A maximum of two retakes (including withdrawals) will be permitted per course in order to satisfy this requirement.

C. No more than six hours of course work with a grade of “C” or lower will apply toward the MBA degree requirements and no grade of “D” or lower will apply to the degree requirements. A grade of “C” or lower in a REQUIRED CORE COURSE must be repeated. A grade of “D” or lower in a foundation or capstone course must be repeated. A grade of “D” or lower in an ELECTIVE course does not have to be repeated. However, the elective will not apply to the MBA program. A different elective may be taken. All graduate grades, whether repeated or not, will apply to the graduate GPA calculations.

D. Complete at least 30 graduate hours in residence. Required CORE and CAPSTONE courses must be taken in residence at the University of Central Oklahoma.

IV. Thesis (Optional)

A. No grade of “D” or lower in an ELECTIVE course does not have to be repeated. However, the elective will not apply to the MBA program. A different elective may be taken. All graduate grades, whether repeated or not, will apply to the graduate GPA calculations.

D. Complete at least 30 graduate hours in residence. Required CORE and CAPSTONE courses must be taken in residence at the University of Central Oklahoma.

V. Transfer Course Credit

Courses eligible for transfer must be taken for graduate credit. Business Research Methods (BCOM 5303) must be taken prior to writing the thesis. The topic selected for the thesis must be approved in advance by the chairperson of the student’s thesis committee, who will also provide the general supervision of the student’s thesis preparation.

Students who elect to write a thesis must check with the MBA Director to select a sufficient number of graduate faculty members to serve on the thesis committee and to obtain the MBA thesis format requirements.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

VIII. Administrative Officer

Thomas E. Boyt, Dean, Business Administration
B.S., U.S. Air Force Academy, 1973; D.V.M., Colorado State University, 1980; Ph.D., University of Oklahoma, 1994
Timothy R. Bridges, Assistant Dean, Business Administration
B.S., Ohio State University, 1969; M.S. Air Force Institute of Technology, 1978; Ph.D., Oklahoma State University, 2000

Graduate Faculty of Business Administration

Jerry D. Allison, B.S., University of Texas at Arlington, 1968; Master of Engineering, Texas A&M University, 1970; Ph.D., Oklahoma State University, 1986
Saba Bahouth, B.S., American University of Beirut, 1975; M.S., Vanderbilt University, 1981; Ph.D., University of Oklahoma, 1991
*Stanley N. Balch, J.D., University of Oklahoma, 1970.
*Suzette D. Barta, M.S., Oklahoma State University, 1991
 Lorren H. Beavers, B.S., Oklahoma State University, 1963; M.S., Oklahoma State University, 1964; Ed.D., University of Oklahoma, 1974
 Linda Behrens, B.S., Southeastern Oklahoma State University, 1982; M.Ed., Southeastern Oklahoma State University, 1983; Ed.D., Oklahoma State University, 1985
 Thomas P. Bergman, B.S., Northeastern Oklahoma State University, 1976; M.B.A., Northeastern Oklahoma State University, 1981; Ph.D., University of Oklahoma, 1993
 Stephen Black, B.S., Texas A&M University, 1982; M.B.A., Oklahoma City University, 1985; Ph.D., Oklahoma State University, 1995
 Tomas de los Santos, B.A., Universidad Autonoma de Nuevo Leon, 1972; M.A., Boston University, 1976; Ph.D., Clark University, 1988
 Warren Dickson, B.F.A. University of Oklahoma, 1976; Ph.D., University of Oklahoma, 1994
 Alexis Downs, B.A., University of Wisconsin-Oshkosh, 1975; M.A., Oklahoma State University, 1978; Master of Accountancy, University of Oklahoma, 1982; Ph.D., St. Louis University, 1998
 Maryellen P. Epplin, B.A., Montclair State College, 1975; M.S., Iowa State University, 1977; Ph.D., Oklahoma State University, 1992
 Larry L. Foster, B.S., Oklahoma State University, 1962; J.D., University of Oklahoma, 1965
 Beverly J. Frickel, B.A. University of Nebraska, 1979; M.B.A., University of Nebraska, 1990; Ph.D., University of Nebraska, 1992
John Garic, B.A., University of New Orleans, 1976; J.D., Loyola University School of Law, 1979; M.Ed., University of New Orleans, 1994

Anne Gleason, B.S., Duke University, 1981; Ph.D., Florida State University, 1990

Darrell L. Goude, B.S., Iowa State University, 1976; M.B.A., National University - San Diego, CA, 1981; M.S., University of Colorado - Boulder, 1989; Ph.D., New Mexico State University, 1994

Thomas E. Guild, B.A., University of Oklahoma, 1976; J.D., Southern Methodist University, 1979

Billye Hansen, B.S., Oklahoma State University, 1968; M.Ed., University of Central Oklahoma, 1971; Ed.D., Oklahoma State University, 1984

David Harris, B.A., University of Washington, 1981; M.M., Williamette University, 1986; J.D., Williamette University, 1986

* David Hartmann, ABD, Oklahoma State University.

Daniel Haskin, B.S., West Texas State University, 1968; B.B.A., Texas Tech University, 1974; Master of Science in Accounting, Texas Tech University, 1976; Ph.D., Texas Tech University, 1982

Bambi Hora, B.S., Oklahoma State University, 1981; M.Acc.S., Northern Illinois University, 1983; J.D., University of Oklahoma, 1998

Randal Ice, Finance - B.B.A., University of Oklahoma, 1980; M.B.A., University of Michigan, 1982; Ed.D., Oklahoma State University, 1997

Sandra Jennings, B.A., Missouri Southern State College, 1969; M.P.A., University of Oklahoma, 1976; Ph.D., University of Oklahoma, 1985

Joseph T. Johnson, B.A., University of Michigan, 1968; M.T.S., Harvard University, 1971; M.S., Michigan State University, 1973; Ph.D., University of Chicago, 1980

Russell W. Jones, B.S., Oklahoma State University, 1955; M.S.B.A., Boston University, 1977; Ph.D., Oklahoma State University, 1992

Minje Jung, B.S., Seoul National University, Korea, 1975; M.B.A., Seoul National University, 1983; Ph.D., Florida State University, 1989

Carol A. Knapp, B.A., University of Oklahoma, 1974; M.Acc., University of Oklahoma, 1993; Ph.D., University of Oklahoma, 1995

Chung Ja Liew, B.S., University of California-Berkeley, 1965; M.A., University of Oklahoma, 1973; Ph.D., University of Oklahoma, 1977

Don Maxwell, B.A., University of Texas at Arlington, 1973; M.S., Baylor University, 1975; Ph.D., Oklahoma State University, 1982

Nancy R. McClure, B.B.A., Texas Tech University, 1980; M.B.A., Texas Tech University, 1982; Ph.D., Texas Tech University, 1995

Michael R. Metzger, B.S., University of Oklahoma, 1972; M.A., University of Oklahoma, 1973; Ph.D., Stanford University, 1978

Mary Lisa Miller, B.S., Southeastern Oklahoma State University, 1984; M.S., Oklahoma State University, 1986; Ed.D., Oklahoma State University, 1988

William F. Morey, B.A., Ohio University, 1957; M.A., University of Oklahoma, 1972; Ph.D., Southern Illinois University-Carbondale, 1986

Darrell Nasalroad, B.A., Central State University, 1973; M.Ed., Central State University, 1977; M.B.A., Central State University, 1982; Ph.D., University of Oklahoma, 1992

David E. Noel, B.S., Southern Illinois University, 1972; M.B.A., Western Illinois University, 1974; M.S., Texas Tech University, 1984; Ph.D., Arizona State University, 1992

Harvey N. Nye, B.S., Syracuse University, 1964; M.S., University of Colorado at Boulder, 1968; Ph.D., University of Oklahoma, 1979

Barbara Parrish, B.A., Friends University, 1962; M.S., Wichita State University, 1981; Ph.D., University of Arkansas, 1994

Hassan Pourbabae, B.S., Advanced Statistical Institute, 1974; M.A. Eastern New Mexico University, 1976; M.S., Southwestern University of Louisiana, 1979; M.A., University of Missouri-Columbia, 1981; Ph.D., University of Nebraska-Lincoln, 1987

* Robert Richards, B.A., Oklahoma City University, 1965; M.L., Golden Gate University, 1996; J.D., Thomas Jefferson School of Law, 1993


Mohamad Shaaf, B.S., Pahlavi University, Shiraz, Iran, 1972; M.B.A., University of Texas of the Permian Basin, 1976; Ph.D., Texas Tech University, 1982

Mary Flanagan Sheets, B.S., Oklahoma City University, 1980; M.S., Oklahoma State University, 1988; Ph. D., University of Oklahoma, 1995

Michael Shirley, B.A., Oklahoma State University, 1978; J.D., University of Oklahoma, 1981

Charles C. Stumbaugh, B.S., Northeastern Oklahoma State University, 1963; M.S., Oklahoma State University, 1964; Ph.D., University of Oklahoma, 1975


Robert Terrell, B.B.A., University of Oklahoma, 1969; M.B.A., University of Oklahoma, 1971; Ed.D., Oklahoma State University, 1992

Tom L. Trittipo, B.B.A., Central State University 1973; B.S., Oklahoma Baptist University, 1975; M.Ed., University of Central Oklahoma, 1977; Ph.D., University of Oklahoma, 1985

Kim J. Tullis, B.S., Southern Nazarene University, 1977; M.B.A., University of Houston, 1988; Ph.D., University of Arkansas, 1996


LTC Alan Watson, B.A., Angelo State University, 1976; M.P.A., University of Missouri/Kansas City, 1994

Stacia Wert-Gray, B.S., University of Arizona, 1981; M.B.A., University of Arizona, 1985; Ph.D., University of Oklahoma, 1993
Course Descriptions

Accounting (ACCTG)

5000 Workshop in Accounting
Credit will vary from 1 to 4 hours; subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

5103 Controllership & Decision Accounting
Students examine the conceptual and technical issues involved in meeting the accounting information needs of managers. Primary emphasis is on managerial decision making, planning, controlling, and evaluating performance. Prereq: ACCTG 2133 or ACCTG 5323.

5113 Accounting Theory
Provides a frame of reference in financial accounting theory, origin and development of accounting practices, and a critical study of current accounting theory. Prereq: 24 credit hours in accounting including ACCTG 3213 and ACCTG 3233.

5213 Current Topics in Accounting
A course to provide the student with knowledge and insight to current problems and/or new areas of concern emerging in the field of accounting. Prereq: 24 hours of accounting including ACCTG 3213 and ACCTG 3233.

5313 Current Issues in Taxation
Analysis of corporate partnerships; federal tax situations involving estate and trust, with emphasis on research and planning. Prereq: 24 credit hours in accounting including ACCTG 3333.

5323 Foundations of Accounting Analysis
A comprehensive introduction to accounting principles, theory, and practice. This course is designed to provide students, with little or no background in accounting, an understanding of the basic accounting model that generates the principal financial statements and the concepts underlying those financial statements. In addition, students should develop the knowledge and competency to prepare, interpret, analyze, and evaluate financial statements. This is a foundation course.

5423 Current Issues in Auditing
A graduate course designed to challenge the graduate student to consider philosophies and concepts of auditing and auditing; to understand the current developments, threats and attributes of the profession. Prereq: 24 credit hours in accounting including ACCTG 4363.

5900 Practicum in Accounting
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Accounting
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5920 Directed Reading in Accounting
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Accounting
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5940 Special Topics in Accounting
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the departments field of study.

5960 Institute in Accounting
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Business Communication (BCOM)

5000 Workshop in Business Communication. Credit will vary from 1 to 4 hours; subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

5303 Business Research Methods. Concepts and methods of the scientific research process: defining the problem; stating the hypothesis; designing the investigation; developing the proposal; collecting, organizing, presenting, analyzing, and interpreting the data; and reporting the results in both written and oral forms. Prereq: BCOM 3143 or 4233, DESC 5313 or DESC 5533.

5323 Communication and Business Behavior. Application of contemporary management and behavioral theories to interpersonal group communication within business organizations.

5900 Practicum in Business Communication. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Business Communication. Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics.

5920 Directed Reading in Business Communication. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Business Communication. Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports.

5990 Seminar in Business Communication. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.
5960 Institute in Business Communication. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Economics (ECON)

5000 Workshop in Economics. Credit will vary from 1 to 4 hours; subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.


5203 Economic Growth and Development. A comprehensive study of the economic growth and development process in developing countries, including development strategies, industrialization, technical change, income distribution, migration, savings mobilization and investment and trade policies. Prereq: ECON 2103 and 2203 or ECON 5473 or equivalent.

5303 Quantitative Economics. The use of mathematical techniques in the development and verification of economic theory and economic models, including static (equilibrium) analysis, linear models, comparative static analysis, optimization techniques, and dynamic analysis. Prereq: MATH 2053 or equivalent. This is a foundation course.

5323 Policy Analysis. A comprehensive exposure to analytical tools used in evaluating investments, projects, and policies, with specific applications to federal, state, and local government policies and projects. Prereq: ECON 2103, ECON 5103, or ECON 5473.

5333 Urban Economics. A comprehensive study of the history, origin and evolution of cities, including an analysis of urban land use, public finance, transportation, pollution, crime, poverty, housing, and economic development issues. Prereq: ECON 2103, ECON 5103, or ECON 5473.

5343 Economic Analysis of Law. An advanced investigation of the underlying economic basis of common law including the economics of property, contract, tort, criminal and family law. Prereq: ECON 2103, ECON 5103, ECON 5473 or equivalent.

5353 Economics of Education. An advanced study of issues surrounding the production and delivery of education, the impact of education on individual earnings, and the role of education in economic development. Prereq: ECON 2103, ECON 5473, ECON 5103 or equivalent.

5363 Market Structure, Regulation and Antitrust. Use of theory, case studies and legal precedents to investigate alternative forms of industrial organization, with emphasis placed on underlying structure, market performance/conduct, social welfare implications, and policy alternatives such as regulation and antitrust. Prereq: ECON 2103, ECON 5473, ECON 5103 or equivalent.

5373 Health Care Economics. A comprehensive examination of health care markets through analysis of market incentives and behavior of demanders and providers. Characteristics that prevent market forces from generating socially desirable outcomes are analyzed, including imperfect information, uncertainty, and externalities, as well as the inherent conflict arising from the desire to assure “equal access” for all individuals despite divergent incomes. Government interventions are examined and critiqued using economic theory. Prereq: ECON 2103, ECON 5473, ECON 5103 or equivalent.

5403 International Economics. A comprehensive study of the theory of international trade, commercial policy, preferential trading arrangements, and topics on the balance of payments and the international adjustment mechanism. Prereq: ECON 2103, ECON 2203, or ECON 5473.

5453 Advanced Business Statistics. General linear models for estimating and testing, problem analysis, and interpretation of various statistical models. The topics treated include general linear and nonlinear regression models in matrix terms, inferences in regression analysis, multivariate analysis, analysis of covariance, discriminate analysis, analysis of categorical data, the Box-Jenkins approach to forecasting, and some topics in sampling techniques. Prereq: DESC 2173 or ECON 5313.

5473 Survey of Economic Theory. Introduction to economic principles, including the role of prices in the allocaton of scarce resources, theory of the firm, market structures, production and employment theory, fiscal and monetary policies, interest rates, and foreign trade and exchange. This is a foundation course.

5483 Microeconomic Theory. Advanced analysis of the theories of demand, supply production, cost, the firm, and market organizations. Prereq: ECON 3203.

5503 Macroeconomics Analysis. A theoretical and applied analysis of national income, employment, interest rates, economic growth, exchange rates, fiscal and monetary policy, supply shock, and related topics, with emphasis on the impact of macroeconomic forces on the business community. Prereq: ECON 2103 and 2203 or ECON 5473.

5523 Policy Issues in Labor Economics. Applies labor economic theory and economic tools to the analysis of contemporary public policy issues in labor economics.

5603 Comparative Economic Systems. A comprehensive study and comparison of major economic systems, including capitalism, socialism and mixed economic systems; an analysis of their relative efficiency; and a survey of the main problems faced by economics in transition. Prereq: ECON 2103, and ECON 2203 or ECON 5473.
5893 Applied Research and Analysis Tools. Provides the applied knowledge, advanced technical and library skills, and hands-on experience necessary for performing economic research and analysis. Prereq: ECON 2203, ECON 5473 or equivalent and STAT 3103, DESC 2173 or equivalent.

5900 Practicum in Economics. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Economics. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5920 Directed Reading in Economics. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Economics. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5940 Special Topics in Economics. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the departments field of study.

5950 Internship in Economics. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

5960 Institute in Economics. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Finance (FIN)

5000 Workshop in Finance. Credit will vary from 1 to 4 hours; subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

5203 Contemporary Problems in Finance. A readings and case course designed to increase the practical realism of the problems faced by financial managers in the modern business world. The course provides an environment that enhances the student’s understanding of textbook issues and current business problems by requiring article reviews, case analyses, report writing, oral presentations, and participatory discussions of contemporary issues in business, economics and finance.

5213 Insurance Law. The environment of Insurance Law. This course is based on general business law, particularly the areas of tort, contract and agency law, and emphasizes the application of business law to insurance situations.

5223 International Finance. A study of the financial problems of the multinational business firm. The course includes lectures, case discussions, and contemporary readings to extend both modern and traditional theories of financial management to the area of international business operations. Prereq: FIN 4273 or Equivalent.

5233 Investment Analysis. A study of the various approaches to the selection and timing of investment opportunities for the individual and for the business firm. The course includes a review of traditional and modern theories of investment strategy and portfolio analysis. Case discussions, problem solving and contemporary readings are utilized. Prereq: FIN 4213 or equivalent.

5243 Money and Capital Markets. A study of the money and capital market segments of the U.S. Financial System. Emphasis is placed on the importance and role of various interest rates for lending and investment in the economy, their determination, and their measurement. The course also includes discussion of current readings, case analysis, and problem solving relating to the management of financial institutions.

5253 Capital Budgeting. A theory and tools course that emphasizes the economic analysis of the firm’s long-term investment opportunities. Specific emphasis is placed on determining the optimal capital budgeting techniques and processes. Extensive attention is given to the problem of explicitly incorporating risk into the analysis and to the problem of modifying decision rules when there are constraints on budget size. Prereq: FIN 4283 or equivalent.

5333 Financial Administration and Control. Methods and problems involved in the financial administration of the business firm. Special attention to planning for, obtaining, controlling, and allocation of funds. Prereq: FIN 3563 or FIN 5343.

5343 Financial Management. A foundation course in financial analysis for those students entering the MBA program without a background in business administration. Knowledge of capital markets, interest rates, time value of money, valuation concepts, and financing alternatives will be emphasized. Prereq: ACCTG 2133 or ACCTG 5323. This is a foundation course for the MBA program.

5353 Derivative Securities. A study of various derivative securities traded in current financial markets. The course introduces the characteristics and pricing of various derivatives (e.g., put options, call options, forward contracts, futures contracts, and swaps) and demonstrates their use in investing and portfolio management. The course includes lectures, case discussions, computer analysis, and contemporary readings. Prereq: FIN 5333 or equivalent.

5900 Practicum in Finance. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Finance. Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics.

5920 Directed Reading in Finance. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Finance. Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports.

5940 Special Topics in Finance. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis.
Subject matter will vary within the department's field of study.
5960 Institute in Finance. Credit will vary from 1 to 8 hours. Subject matter will vary within the department's field of study.
5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department's field of study.
5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department's field of study.

General Business (BADM)
5000 Workshop in Business Administration. Credit will vary from 1 to 4 hours; subject matter will vary within the department's field of study. Normally involves lecture, films, guest speaker, etc. A grade of "P" or "F" is given. No more than 2 hours of workshop may be counted on a master's degree.

5900 Practicum in Business Administration. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5910 Seminar in Business Administration. Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics.
5920 Directed Reading in Business Administration. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5930 Individual Study in Business Administration. Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports.
5940 Special Topics in Business Administration. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department's field of study.

5950 Institute in Business Administration. Credit will vary from 1 to 8 hours. Subject matter will vary within the department's field of study.
5970 Study Tour in Business Administration. Credit will vary from 1 to 2 hours. Subject matter will vary within the department's field of study.
5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department's field of study.

Information Systems and Operations Management (ISOM)
5000 Workshop in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study. Normally involves lecture, films, guest speaker, etc. A grade of "P" or "F" is given. No more than 2 hours of workshop may be counted on a master's degree.

5043 Management of Information Technology. Examine how information technology is applied to common business processes from the point of view of a manager. Topics include decision support tools for operations and management decision making, systems planning, development and implementation, and a review of information technology. Special attention is paid to financial, marketing, and manufacturing and production information systems including case studies. This is a foundation course.
5143 Computing Systems for Management. This course provides students with practical knowledge, skills, and hands-on experience necessary to develop and use End User Information Systems. Particular emphasis is given to the appropriate use of computer applications to enhance management problem solving and communication. Prereq: DESCI 3263 or DESCI 5043

5243 Database Design & Implementation. This course examines the fundamental concepts necessary for planning, designing, using, and implementing database systems. This course will stress database modeling and design, the languages and facilities provided by database management systems, and system implementation techniques. Through case studies, students will be asked to apply concepts learned to solve actual database management systems problems in business organizations. Prereq: DESCI 5143
5343 Decision Support Systems. The design and development of end-user Microcomputer applications that support semi-structured decision making in all levels of business organizations. Conceptual topics will include the decision making process, organizational data access and integration, building decision models, and design of graphical user interfaces. Students will use microcomputer client applications to gather data from multiple data sources and apply decision models from management science, accounting, finance, marketing or other business areas to provide support for business decisions. Students will be expected to design and demonstrate prototype decision support projects in the context of a real business problem. Prereq: DESCI 5143
5533 Management Science. Designed to lead students through the fields of management science/operations research and their applications in the business world, with an emphasis on modeling. The covered topics include linear programming modeling, the simplex method, quality and sensitivity networks, project management, transportation, and inventory models. Students are also introduced to the use of computer software packages which are designed for the analysis of a wide variety of business problems. Prereq: MATH2053 or equivalent.
5633 Operations Management and Analysis. A study of operations management and its role in contributing to an organization's competitive strengths along the dimensions of quality, cost, flexibility, and time. The relationship of product and service quality to productivity and costs. Conceptual issues and quantitative methods of decision making by operations management at the strategic, tactical, and operational levels. Prereq: DESCI 5533.
5733 Advanced Management Science. This course is a continuation of the management science (ISOM 5533) course. The main objectives of this course are to introduce students to more advanced theory and techniques in the fields of management science/operations research and their application in the business world. The covered topics include decision theory, queuing, simulation, goal programming, integer programming, and the implementation of management science in organizations. Prereq: DESCI 5533.
5900 Practicum in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter
will vary within the department's field of study.

5910 Seminar in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5920 Directed Reading in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5930 Individual Study in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5940 Special Topics in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the departments field of study.

5950 Internship in Information Systems and Operations Management. Credit may vary from 1 to 8 hours.

5960 Institute in Information Systems and Operations Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department's field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department's field of study.

Legal Studies (LS)

5023 Legal and Regulatory Environment of Business. This MBA course is a foundation course and cannot be counted as an MBA elective. This course studies the legal environment within which a business must operate. Nature and sources of law, operation of the judicial system, operation of administrative agencies, and selected substantive legal areas having a direct relationship with business operation and decision making.

5910 Seminar in Legal Studies. Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics.

5930 Individual Study in Legal Studies. Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports.

5940 Special Topics in Legal Studies. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the departments field of study.

5950 Internship in Legal Studies. Credit will vary from 1 to 8 hours; subject matter will vary within the department's field of study. Supervised practical experience gained in a professional field by an advanced or graduate student. A grade of "P" or "F" is given. No more than 2 hours of workshop may be counted on a master's degree.

5023 Business Policy. Business policy is a course designed to assist the student's cognitive skills in solving business-problems. He/she is required to make broad-based business decisions through-in-depth case analysis. These cases are actual studies of American firms. The student must possess some knowledge of accounting, marketing, finance, and report writing in order to be competitive in this course. Prereq: Completed all prerequisites for MBA Program.

5043 Organizational Theory and Design. This course is designed to impart to the student an integrated and pragmatic approach in the application of organizational theory. An in-depth examination is undertaken to ascertain the relationship between technology, the external and internal environments and their impact upon the development of modern theory. The student will be exposed to the various classics in the field as they formulate their theories and consequences of their use. A study will be made in the evolution of those theories compared to the writings of today's management scholars. Prereq: Nine hours of management or permission required.

5103 Management of Organizations. This course is to prepare students for a career as a manager and familiarize them with the field of management. Topics include (1) management theories, (2) ethics, (3) problem solving and decision making, (4) organizational theory, (5) leadership and motivation, (6) control of organizations, and (7) international implications of managing. Analysis and discussion of common business problems are also included. This is a foundation course for the MBA program.

5203 International Management. This course aims at developing student's knowledge and awareness of international management operations, practices, and environment. Students will learn the he process of planning, organizing, directing, and controlling international business activities and operations. The course objectives are met through lectures, classroom discussions, library assignments, and research work. Prereq: MGMT5103 or equivalent.

5543 Integrated Functions of the Firm. A total firm concept which involves many different kinds of business problems which are conceptual in nature. Problems studied are based on the student's career objectives, business background, and academic preparation. Prereq: 15 hours of graduate courses applicable to MBA degree must be completed prior to enrolling in this course.

5563 Corporate Social Responsibilities and Business Ethics. A course designed to enable the student to develop a philosophy of the social responsibility of business, and a philosophy of personal responsibility as a leader within the field of business. Moral and ethical responsibilities of business and its administrators are considered.

5900 Practicum in Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5910 Seminar in Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

5920 Directed Reading in Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.
5930 Individual Study in Business Management. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5940 Special Topics in Management. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

5950 Internship in Management. Credit will vary from 1 to 8 hours; subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

5960 Institute in Management. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Marketing (MRKTG)

5000 Workshop in Marketing. Credit will vary from 1 to 4 hours; subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

5123 Marketing Management. Marketing management is the study of the analysis, planning, implementation, and control of programs designed to create, build, and maintain mutually beneficial exchanges and relationships with target markets for the purpose of achieving organizational objectives. It relies on a disciplined analysis of the needs, wants, perceptions and preferences of target and intermediary markets as the basis for effective product design, pricing, communication, and distribution. Prereq: MRKTG 3013/5303.

5143 Marketing for the Non-Profit Organization. A study of application of marketing concepts in noncommercial ventures such as governmental bureaus and departments, religious or charitable activities, various causes of current concern, and any group endeavor in which profit is not the motivating force. Specific topics and emphasis will vary with different student groups. Prereq: 6 hours of Marketing.

5223 Current Issues, Trends, and Problems in Marketing. Study of and attention to current and timely topics, issues, and problems in the area of marketing. Extensive utilization of current literature in the area of marketing. Major objective of the course will be to acquaint the student with the major developments of the immediate and long-range trends in the area of marketing. Prereq: 6 hours of Marketing.

5303 Marketing Strategies. The course examines the marketing management decision-making process for an organization that must develop and implement strategies to meet the product and service needs of customers. Marketing’s role in organizational strategy is discussed as an integrated marketing strategy process is developed. You will examine and apply: (1) coordinating business and marketing strategy; (2) marketing situation analysis; (3) designing marketing strategy; (4) marketing program development; and (5) implementing and managing marketing strategy. Students develop marketing strategy analysis, planning, and control capabilities by studying and applying textbook concepts, class discussion, and analysis of marketing practices offirms (using cases, exercises, and strategic applications). This is a foundation course. Prereq: MRKTG 5123

5553 International Marketing. International environmental forces and their impact on international marketing decision making. Stresses marketing problem solving in the international setting. Prereq: MRKTG 5123

5900 Practicum in Marketing. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Marketing. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5920 Directed Reading in Marketing. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Marketing. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5940 Special Topics in Marketing. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

5950 Internship in Marketing. Credit will vary from 1 to 8 hours; subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

5960 Institute in Marketing. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.
College of Education

Below is a list of degrees and options offered by the College of Education.

**Master of Arts (M.A.)**
- Psychology
  - General Experimental (378)
  - Counseling Psychology (379)
  - School Psychology (380)
- Speech Language Pathology
- Wellness Management

**Master of Education (M.Ed.)**
- Adult Education
  - Community Service (368)
  - Gerontology (369)
- Early Childhood Education
- Education
  - General (299)
  - Secondary (270)
- Educational Administration
  - Elementary (261)
  - Secondary (262)
- Elementary Education (263)
- Guidance & Counseling K-12 (267)
- Instructional Media (265)
- Professional Health Occupations (264)
- Reading (269)
- Special Education
  - General (360)
  - Mild-Moderate Disabilities (372)
  - Severe-Profound Multiple Disabilities (370)
- Master of Science (M.S.)
  - Human Environment Sciences
  - Family and Child Studies (773)
  - Family and Consumer Science Education (771)
  - Nutritional and Food Management (774)

Certification Information - Licensure & Certification

---

College of Liberal Arts

Below is a list of degrees and options offered by the College of Liberal Arts. (The numbers in Parenthesis are major codes.)

**Master of Arts (M.A.)**
- Criminal Justice Management and Admin. (570)
- Criminal Justice Management and Administration

The Master of Arts in Criminal Justice Management and Administration degree program is designed to meet Oklahoma’s needs for graduate education in the area of criminal justice management and administration. The curriculum has been developed to provide those individuals having a bachelor’s degree in criminal justice or a related field, those who are presently employed in a criminal justice environment, and those wishing to work in the field an opportunity to advance their skills and knowledge, thereby qualifying them for specialized job opportunities in the area of criminal justice.

The Master of Arts in Criminal Justice Management and Administration curriculum also encourages the development of the student’s critical, analytical, and creative abilities related to the subject area. This is accomplished by the development of research skills, class work, and out-of-class projects and practica.

For additional information, you may contact:
- Dr. Sid Brown, Graduate Program Advisor
  - Department of Sociology
  - Box 182, LA 201D
  - University of Central Oklahoma
  - Edmond, OK 73034-5209
  - Phone: (405) 974-5271
  - Fax: (405) 974-3823
  - E-mail: sibrown@ucok.edu

**I. Admission Requirements for the M.A. in Criminal Justice Management & Administration Program**

Students seeking an M.A. in Criminal Justice Management & Administration must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he/she wishes to pursue. Admission standards are listed in this catalog.

C. Attain a 2.50 GPA or higher in all undergraduate hours attempted, OR 2.75 GPA in the last 60 hours of undergraduate hours attempted.

D. Meet with the assigned advisor(s) and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.

E. Complete all prerequisites, if any, as determined by the graduate advisor.

F. Earn eight hours of graduate credit at UCO with a minimum 3.00 GPA with no grade below a “C”.

---
II. Advisement  
Upon admittance to the CGS&R, a student will be assigned a faculty advisor. The faculty advisor will assist the student in all matters pertaining to the completion of the master’s degree. Thesis students will be assigned additional advisors to form a thesis committee. Further, a departmental committee may be called upon to assist in determining if a student is adequately prepared in his undergraduate preparation to complete work toward the Master of Arts in Criminal Justice Management and Administration.

III. M.A. Criminal Justice Management & Administration  
Curriculum  
30-32 hrs  
In completing the required thirty or thirty-two credit hours for the master’s degree, the student will satisfy: (A) the core requirements and the additional degree requirements depending upon whether the student elects the thesis (B) or non-thesis (C) program.

A. Core Courses  
CRIMJ 5013 Juvenile Justice Systems  
Management and Administration  
CRIMJ 5093 Police Systems Mgmt. & Admin.  
CRIMJ 5053 Criminal Justice Systems  
Management and Administration  
CRIMJ 5133 Correctional Systems Management and Administration  

B. Thesis Option 18 hrs  
1. 14 hours shall be taken from related areas below.  
2. Four hours will be awarded for the successful completion of a thesis. The student electing the thesis option must demonstrate to the Advisory Committee that he/she has the prerequisite background, skills, and motivation for carrying out an original scholarly research project. Further, the student must submit a thesis proposal to his/her Advisory Committee for approval before the thesis project can begin. After the thesis has been completed and approved by the student’s Advisory Committee, the student must undergo and pass an oral examination by his/her Advisory Committee over the research completed. Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.  
C. Non-Thesis Option 20 hrs  
Twenty hours shall be taken from the following related areas: business, computer science, criminal justice, psychology, political science, sociology. Other courses approved by advisor.

Comprehensive Examination  
Students in the Master of Arts in Criminal Justice Management and Administration, whether taking the thesis or non-thesis option, must pass a comprehensive written examination written by the Department of Sociology, Criminal Justice and Substance Abuse Studies in the area of Criminal Justice Management and Administration. A minimum score of eighty per cent (80%) is required on the comprehensive examination to satisfy the requirement for graduation. Failure to pass the comprehensive examination denies graduation until such time as the student is able to satisfactorily complete this degree requirement. The student may take the comprehensive exam two times without penalty. If the student fails the comprehensive exam the second time, additional course work may be recommended by the advisor before the student is allowed to take the comprehensive examination again. On completion of all other degree requirements, a student will have a maximum of two years to satisfactorily complete the comprehensive exam. Extension on this time limit will be considered on an individual basis.  
NOTE: No foreign language requirement is included in the Master of Arts in Criminal Justice Management and Administration degree.

Course Description of Criminal Justice (CRIMJ)  
CRIMJ 5000 -- WORKSHOP IN CRIMINAL JUSTICE  
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speakers, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted within the department’s field of study. Normally involves lecture, films, guest speakers, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted toward the master’s degree. Thesis students will be assigned additional advisors to form a thesis committee. Further, a departmental committee may be called upon to assist in determining if a student is adequately prepared in his undergraduate preparation to complete work toward the Master of Arts in Criminal Justice Management and Administration.

CRIMJ 5013 -- JUVENILE JUSTICE SYSTEMS MANAGEMENT AND ADMIN  
The juvenile justice system in America will be explored in depth from juvenile intake into the system to final disposition. Juvenile and police relations, the juvenile court process, juvenile law, juvenile rights, and the organizations, management and administration of juvenile bureaus will be covered. Operating juvenile systems will be studied and compared both on a national and international basis.

CRIMJ 5023 -- POLICE COMMUNITY RELATIONS  
Examination of factors contributing to friction or cooperation between law enforcement personnel and the community with emphasis on minority groups, political pressures and cultural problems. Community organizations and social responsibility of law enforcement.

CRIMJ 5033 -- CRITICAL ISSUES IN CRIMINAL JUSTICE  
The object of this course is to present to the student major critical issues facing the criminal justice system in America. Major emphasis will be placed on the making of criminal law, police power in a democratic society, problems within the court and the correctional process in America. The course intends to develop an understanding in depth on the part of the student concerning major critical issues in the area of criminal justice.

CRIMJ 5043 -- MODERN CRIMINAL INVESTIGATIONS  
This course is designed to combine the practical and theoretical aspects of criminal investigations; develop an analytical and practical understanding of the investigative process and explore future predictions of crime solving technology and techniques from a law enforcement perspective. Prerequisite(s): PLTSC 3613 and graduate standing.

CRIMJ 5053 -- CRIMINAL JUSTICE SYSTEMS MANAGEMENT AND ADMINistra
The criminal justice process in America will be viewed in depth from a systems approach. Areas to be covered are: (1) criminal justice as a manageable system, (2) systems as an approach to management, (3) systems management modeling, (4) criminal justice organizational consideration, and (5) making the criminal justice model go systematically.

CRIMJ 5063 -- INNOVATIONS IN CORRECTIONS AND PENOLOGY
This course will be designed to explain the needs for research and the interpretation of data in the criminal justice system. Emphasis will be placed on planning, interpretation, implementation, and evaluation of programs in corrections and penology. The remainder of the course will focus on new and innovative programs in corrections and penology.

CRIMJ 5073 -- ELEMENTS OF CRIMINAL OFFENSES
This course will examine the foundations of American jurisprudence and the enactments of criminal offense statutes. The elements of and defenses to inchoate offenses, offenses against persons, crimes against persons, crimes against morality, alcohol/drug offenses, white collar/organized crime, offenses against public health, offense against public order and offenses against justice and public order will be reviewed in detail as well as other miscellaneous crimes, statutes and important appellate court cases. Prerequisite(s): PLTSC 3613 and graduate standing.

CRIMJ 5093 -- POLICE SYSTEMS MANAGEMENT AND ADMINISTRATION
The police process in America will be viewed from a systems approach. Police activity represents only one aspect of the total criminal justice process. Areas to be covered: (1) police systems management and administration, (2) behavioral science application to police management, (3) police management and administration tasks, (4) systems analysis for police, (5) organizational development and managerial functions, and (6) police productivity.

CRIMJ 5113 -- RESEARCH METHODOLOGY FOR CRIMINAL JUSTICE
This course is primarily designed to acquaint students with basic research methodology and statistics peculiar to the field of criminal justice. It will be a tool which can be used to study problems in applied research.

CRIMJ 5123 -- THE JURY SYSTEM
This course is designed to provide an in-depth study of the processes and procedures of a jury trial in the American criminal justice system. The course will cover: the origin of juries, how jury panels are developed, how juries are selected, the criminal trial court procedures during trial, the legal right of an accused during a trial, a brief overview of the appellate court system for criminal cases.

CRIMJ 5133 -- CORRECTIONAL SYSTEMS MANAGEMENT AND ADMIN
The correctional process will be viewed from a systems approach since it represents one element in the total criminal justice process. Attention will be given to the correctional process and its relationship to other institutional and organizational elements within the total Criminal Justice system.

CRIMJ 5143 -- FAMILY VIOLENCE INVESTIGATIONS
This course will cover law enforcement/social service agency investigations of family violence and provide an overview of the many facets, characteristics and theories of family violence, including but not limited to, child abuse/neglect, elder abuse/neglect, domestic violence (spousal & non-spousal), dating violence and date rape. Prerequisite(s): graduate standing.

CRIMJ 5203 -- DANGEROUS AND VIOLENT OFFENDERS
This course presents the characteristics, behaviors, and attitudes of violent offenders with particular emphasis on sex offenders. The areas of domestic violence, pedophilia, sexual assault, and mass and serial murder comprise separate sections of the course. Prerequisite(s): CRIMJ 3633.

CRIMJ 5313 -- ETHICS AND TESTIMONY
This course provides a comprehensive review of ethics in the criminal justice system and specific ethical dilemmas that confront forensics’ specialists in the investigation, collection and preservation of evidence and presentation of testimony and physical evidence in a court of law. Topics include ethics, arrest, search and seizure, evidentiary standards, methods of evidence presentation and evidentiary standards and procedures for courtroom testimony. This course will conclude with an in-depth analysis of the ethical responsibilities of the forensics’ specialist as an expert witness in courts of law. Prerequisite(s): CRIMJ 3643 and PLTSC 5323.

CRIMJ 5323 -- VICTIMOLOGY
This course is designed to provide a complete and integrated picture of victimization, including recent information as well as classical works on the subject. Additional emphasis will be placed on victim services.

CRIMJ 5413 -- DELINQUENT CHILDREN LAW: PROCESS & PROCEDURE
This course is a comprehensive survey of the evolution of the laws, agencies, institutions, courts and treatment for juvenile delinquents in Oklahoma and the United States, including the terminology unique to juvenile legal system and the processes and legal procedures of juvenile courts in Oklahoma and the United States. Prerequisite(s): SOCIO 3103, 4573 & graduate standing.

CRIMJ 5423 -- CHILD ABUSE AND NEGLECT LAW
This course is designed to give the student an overview of the development of unique terminology, laws, institutions, social service agencies, police units, procedures and courts to protect abused/neglected children in Oklahoma and the United States. Prerequisite(s): graduate standing.

CRIMJ 5433 -- OKLAHOMA JUVENILE CORRECTION SYSTEM
This course is a comprehensive survey of the Oklahoma juvenile correction system. Included will be a review of the statutes creating, regulating and dictating the agency, institutions, infrastructure, processes, treatment procedures and personnel of various institutions and agencies. Prerequisite(s): CRIMJ 4413, 4423, SOCIO 4573.

CRIMJ 5443 -- INTERNATIONAL JUVENILE SYSTEMS
This course is designed to give the student an overview of
various international juvenile systems and explore how those countries deal with juvenile delinquents and other juveniles in comparison to juvenile court procedures and laws in the United States. Prerequisite(s): CRIMJ 4413, 4423, 4433, SOCIO 4573.

CRIMJ 5713 -- COMMUNITY-BASED CORRECTIONS
This course is designed to give the student an in-depth overview of probation, parole, halfway houses, work furlough programs and other comprehensive aspects of community-based corrections in Oklahoma and the United States. Prerequisite(s): CRIMJ 4703 and graduate standing.

CRIMJ 5720 -- DIRECTED READINGS IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): CRIMJ 4703 and graduate standing.

CRIMJ 5723 -- CRITICAL ISSUES IN CORRECTIONS
This course is designed to give the student a comprehensive survey of the controversial issues in Oklahoma and American corrections, including but not limited to: rehabilitation v. Punishment, shaming, electronic monitoring, boot camps, privatization, community supervision v. Incarceration, drug offender incarceration v. Treatment, white collar offenders, death penalty for adults and juveniles, coed institutions, incarceration of pregnant women, and other issues in the field of corrections. Prerequisite(s): CRIMJ 4703 and graduate standing.

CRIMJ 5813 -- OKLAHOMA ADULT CORRECTION SYSTEMS
This course is a comprehensive survey of the Oklahoma adult correction system. Included will be a review of the statutes creating, regulating and mandating the infrastructure, processes, procedures and personnel of various institutions and agencies within the Oklahoma adult correction system. Prerequisite(s): CRIMJ 4063, 4703, 4723.

CRIMJ 5823 -- INTERNATIONAL CORRECTION SYSTEMS
This course is a survey of various correction systems in the world, including England, France, Sweden, Japan, Russia, China and will include a comparison to corrections in Oklahoma and the United States. The correction systems will be explored in the context of the political, historical, organizational and procedural context for the various countries. Prerequisite(s): CRIMJ 4703, 4713, 4723, 4813.

CRIMJ 5900 -- PRACTICUM IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Supervised practical application of previously studied theory. Limited to four semester hours per enrollment.

CRIMJ 5910 -- SEMINAR IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

CRIMJ 5920 -- DIRECTED READINGS IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Readings at the direction of an instructor on an individual basis.

CRIMJ 5930 -- INDIVIDUAL STUDY IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

CRIMJ 5940 -- SPECIAL TOPICS IN CRIMINAL JUSTICE
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

CRIMJ 5950 -- INTERNSHIP IN CRIMINAL JUSTICE
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

CRIMJ 5960 -- INSTITUTE IN CRIMINAL JUSTICE
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Assignments are given and students receive normal letter grades.

CRIMJ 5970 -- STUDY TOUR IN CRIMINAL JUSTICE
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study. An enrollment associated with educational travel organized through university faculty. Such enrollment may be for credit or audit.

CRIMJ 5990 -- THESIS IN CRIMINAL JUSTICE
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

---

**Master of Arts in English**

The Master of Arts in English is a flexible yet comprehensive program of graduate study fitted to the individual student’s needs. The program provides this flexibility with five separate options from which the student may choose:

1. Composition Skills
2. Contemporary Literature
3. Creative Writing
4. Teaching English as a Second Language (TESL)
5. Traditional Studies

The curricular requirements of the Master of Arts in English degree program encourage the student to develop his or her critical, analytical, and creative abilities in the field of English.

For more information contact:

**Creative Writing – 464**
Dr. Stephen Garrison
Box 184 LA 101A
University of Central Oklahoma
100 N. University Drive
Edmond, OK 73034-5209
Phone: (405) 974-5632
E-mail: sgarrison@ucok.edu

**Dr. Kurt Hochenauer**
LA 101
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5607
E-mail: khochenauer@ucok.edu

**Traditional Studies – 461**
Dr. Linda Steele
LA 101 C
Contemporary Literature – 467
Dr. Linda Steele
LA 101 C
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5611
E-mail: listeele@ucok.edu

Composition – 468
Dr. Linda Steele
LA 101 C
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5611
E-mail: listeele@ucok.edu

Teaching English as a Second Language – 469
Dr. Linda Steele
LA 101 C
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5611
E-mail: listeele@ucok.edu

Composition Skills Option

I. Admission Requirements for the MA in English: Composition Skills Option

Students seeking an MA in English: Composition Skills Option must fulfills the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.

NOTE: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he or she wishes to pursue. Admission standards are listed in this catalog.

C. Meet with the assigned advisor(s) and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.

D. Complete all prerequisites as determined by the graduate advisor.

E. Have completed 24 undergraduate hours of English language and literature above the freshman level with a GPA of 2.75 or higher. Any student not meeting this requirement will be admitted as a NON-DEGREE SEEKING STUDENT. The student may take additional undergraduate course work or retake courses in order to obtain the required GPA in this area.

F. Earn eight hours of graduate credit at the University Of Central Oklahoma with a minimum 3.0 GPA with no grade below a “C.”

II. Advisement for Composition Skills

The advisement of graduate students in the Master of Arts in English option in Contemporary Literature is the responsibility of the Graduate English Faculty. During or before the student’s first semester, the Director of Graduate English Studies will advise the student. After completion of eight graduate semester hours, the student will select a Graduate Advisory Committee consisting of a chairperson and two other faculty members.

III. Curriculum for Composition Skills

Course Requirements:

A. Students must complete satisfactorily ENG 5013 – Bibliography and Methods of Research.

B. Every student must complete satisfactorily a course in six of the following areas of study in his or her graduate program:
   1. British Literature of the Elizabethan Age or before
   2. British Literature of the 17th century
   3. British Literature of the 18th century
   4. British Literature of the 19th century
   5. American Literature to 1900
   6. Contemporary British or American Literature
   7. Composition Skills

   This requirement may be satisfied with an author course, a period course, or a genre course if it is restricted to the age indicated. The student’s Advisory Committee will evaluate the student’s transcript and indicate what courses the student must take.

C. Students must complete twelve hours in the area of Composition Skills. At least 24 of the 32 graduate hours required for the MA English degree must be in graduate English courses. Students may take up to eight hours outside the department with the approval of the Advisory Committee. A maximum of four hours of thesis credit may be included in the 32 required hours.

D. Approved graduate electives must total minimum of 32 graduate hours.

IV. Foreign Language Requirement for Composition Skills

Students must demonstrate a reading knowledge of one foreign language. Students may satisfy this requirement in one of the following ways:

A. Make a passing grade on a foreign language reading examination to be administered by the Department of Modern Languages, Literatures, and Cultural Studies.

B. Make a “C” or better in a minimum of six credit hours in a single foreign language at the University Of Central Oklahoma.

C. Produce evidence of having made a “C” or better in a minimum of six credit hours in a single foreign language at an approved college or university.

NOTE: The student should start early in the program to satisfy this requirement.

V. Thesis or Non-thesis Programs for Composition Skills

Students may elect to take the thesis or non-thesis program.

VI. Final Examination for Composition Skills

A. Thesis Students

The examination will be a two-hour oral. Part of the examination will deal with critical concepts relevant to the student’s program of study, and part of it will deal with the
subject matter of the student's thesis.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

B. Non-thesis Students

Non-thesis students will take a 4 to 6 hour written examination. The examination will evaluate the student's ability to handle critical concepts relevant to his or her program of study. Upon satisfactory completion of the written exam, the student will take a one-hour oral examination administered by his or her Advisory Committee.

C. Re-examination

In the event of unsatisfactory performance on the final examination, the student may petition to be re-examined in the graduate exam period of the following semester. Re-examination will be allowed only twice. If the student performed adequately on part of the examination, he or she will be re-examined only on that portion on which he or she was unsuccessful.

Description of English (ENG)

Contemporary Literature Option

I. Admission Requirements for the MA in English: Contemporary Literature Option

Students seeking an MA in English: Contemporary Literature Option must fulfill the following requirements before they will be formally admitted to the program.

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

NOTE: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he or she wishes to pursue. Admission standards are listed in this catalog.

C. Meet with the assigned advisor(s) and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.

D. Complete all prerequisites as determined by the graduate advisor.

E. Have completed 24 undergraduate hours of English language and literature above the freshman level with a GPA of 2.75 or higher. Any student not meeting this requirement will be admitted as a NON-DEGREE SEEKING STUDENT. The student may take additional undergraduate course work or retake courses in order to obtain the required GPA in this area.

F. Earn eight hours of graduate credit at the University Of Central Oklahoma with a minimum 3.0 GPA with no grade below a "C."

II. Advisement for Contemporary Literature

The advisement of graduate students in the Master of Arts in English option in Contemporary Literature is the responsibility of the Graduate English Faculty. During or before the student's first semester, the Director of Graduate English Studies will advise the student. After completion of eight graduate semester hours, the student will select a Graduate Advisory Committee consisting of a chairperson and two other faculty members.

III. Curriculum for Contemporary Literature

Course Requirements

A. Students must complete satisfactorily ENG 5013 – Bibliography and Methods of Research.

B. Every student must complete satisfactorily a course in six of the following areas of study in his or her graduate program:

1. British Literature of the Elizabethan Age or before
2. British Literature of the 17th century
3. British Literature of the 18th century
4. British Literature of the 19th century
5. American Literature to 1900
6. Contemporary British or American Literature
7. Composition Skills

This requirement may be satisfied with an author course, a period course, or a genre course if it is restricted to the age indicated. The student's Advisory Committee will evaluate the student's transcript and indicate what courses the student must take.

C. Students must complete twelve hours in the area of Contemporary Literature.

D. At least 24 of the 32 graduate hours required for the MA English degree must be in graduate English courses. Students may take up to eight hours outside the department with the approval of the Advisory Committee. A maximum of four hours of thesis credit may be included in the 32 required hours.

E. Approved graduate electives must total minimum of 32 graduate hours.

IV. Foreign Language Requirement for Contemporary Literature

Students must demonstrate a reading knowledge of one foreign language. Students may satisfy this requirement in one of the following ways:

A. Make a passing grade on a foreign language reading examination to be administered by the Department of Modern Languages, Literatures, and Cultural Studies.

B. Make a "C" or better in a minimum of six credit hours in a single foreign language at the University Of Central Oklahoma.

C. Produce evidence of having made a "C" or better in a minimum of six credit hours in a single foreign language at an approved college or university.

NOTE: The student should start early in the program to satisfy this requirement.

V. Thesis or Non-thesis Programs for Contemporary Literature

Students may elect to take the thesis or non-thesis program.

VI. Final Examination for Contemporary Literature

A. Thesis Students

The examination will be a two-hour oral. Part of the examination will deal with critical concepts relevant to the student's
program of study, and part of it will deal with the subject matter of the student’s thesis.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

B. Non-thesis Students

Non-thesis students will take a 4 to 6 hour written examination. The examination will evaluate the student’s ability to handle critical concepts relevant to his or her program of study. Upon satisfactory completion of the written exam, the student will take a one-hour oral examination administered by his or her Advisory Committee.

C. Re-examination:

In the event of unsatisfactory performance on the final examination, the student may petition to be re-examined in the graduate exam period of the following semester. Re-examination will be allowed only twice. If the student performed adequately on part of the examination, he or she will be re-examined only on that portion on which he or she was unsuccessful.

Description of English (ENG)

Creative Writing Option

This option requires that the student take half of his or her courses in areas that cover historical literary periods and half in writing.

I. Admission Requirements for the MA in English: Creative Writing Option

Students pursuing the Creative Writing Option must fulfill the following requirements before they will be formally admitted to the program.

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

NOTE: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he or she wishes to pursue. Admission standards are listed in this catalog.

C. Meet with the assigned advisor(s) and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.

D. Complete all prerequisites as determined by the graduate advisor.

E. Have completed 24 undergraduate hours of English Language and Literature above the freshman undergraduate level with a GPA of 2.75 or higher. Any student not meeting this requirement will be admitted as a NON-DEGREE SEEKING STUDENT. The student may take additional coursework or retake courses in order to obtain the required GPA in this area.

F. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.0 GPA with no grade below a “C.”

G. Submit a writing sample (about 20 pages) of a single project during the first semester of enrollment.

II. Advisement for Creative Writing

The advisement of graduate students in the Master of Arts in English option in Creative Writing is the responsibility of the Graduate English Faculty. During or before the student’s first semester, the Director of Graduate English Studies will advise the student. After completion of eight graduate semester hours, the student will select a Graduate Advisory Committee consisting of a chairperson and two other faculty members.

III. Curriculum for Creative Writing

Course Requirements

A. Students must complete satisfactorily CSTDY 5823-Literary Criticism for Creative Writers.

B. Every student must complete satisfactorily a course in five of the following areas of study in his or her graduate program:

1. Pre 16th-century Literature
2. 16th-century Literature
3. 17th-century Literature
4. 18th-century Literature
5. 19th-century Literature
6. American Literature to 1900
7. 20th-century Literature

C. Students must take at least two applied writing courses at the University Of Central Oklahoma in the genre of their thesis.

IV. Foreign Lang. Requirement for Creative Writing

Students may satisfy the foreign language requirement in one of the following ways:

A. Complete six hours of undergraduate foreign language with a grade of “B” or better. These hours will not count toward the MA degree.

B. Complete six hours of literature in translation. These courses in translation will generally also fulfill one of the literary period requirements (e.g., Russian Literature in Translation fulfills both three hours of the language requirement and the period requirement for 19th-century Literature).

C. Requests to satisfy the language requirement through summer travel workshops will be evaluated on an individual basis.

V. Thesis for Creative Writing

Four hours of thesis work are required with the stipulation that the last hour of thesis be taken during the semester of graduation. The thesis is a book-length manuscript, ideally of publishable quality, such as a novel, full-length play or screenplay, book of poetry, or collection of short stories.

The thesis committee will consist of the thesis director and two or possibly three other committee members. The Director and at least one other committee member must hold the Ph.D.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.
I. Admission Requirements for the MA English: Teaching English as a Second Language (TESL) Option

Students seeking an MA in English: TESL Option must fulfill the following requirements before they will be formally admitted to the program.

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.
C. Meet with the assigned advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.
D. Complete all prerequisites as determined by the graduate advisor.
E. Have completed 15 undergraduate hours of English language and literature. If applicants have not completed 15 undergraduate hours of English, they will be required to take additional hours of English courses at UCO to meet the requirement. These hours can be completed while taking courses for the TESL option; however, these hours will not count toward the MA degree.

Earn eight hours of graduate credit at the University Of Central Oklahoma with a minimum 3.0 GPA with no grade below a "C."

II. Advisement for TESL

The advisement of graduate students in the Master of Arts in English option in TESL is the responsibility of the Graduate English Faculty. During or before the student’s first semester, the Director of Graduate English Studies will advise the student. After completion of eight graduate semester hours, the student will select a Graduate Advisory Committee consisting of a chairperson and two other faculty members.

III. Curriculum for TESL

Course Requirements

A. Students must complete satisfactorily ENG 5013-Bibliography and Methods of Research OR TCHED 5013-Foundations of Educational Research.
B. Students must complete satisfactorily:

1. TESL 5313-Testing and Evaluation in Bilingual and TESL Classrooms
2. ENG 5413-TESL Grammar
3. TESL 5763-Second Language Acquisition
4. TESL 5783-Teaching Eng. as a Second Language

C Students must complete satisfactorily one course in Literature before 1900.
D. Students must complete satisfactorily one course in Literature since 1900.
E. Students must complete satisfactorily one course in the area of Linguistics.
F. At least 20 of the 32 required graduate hours must be in graduate English courses. A maximum of four hours of thesis credit may be included in the 32 required hours.
G. Approved graduate electives must total a minimum of 32 hours.

IV. Foreign Language Requirement for TESL

Students must demonstrate a reading knowledge of one foreign language. Students may satisfy this requirement in one of the following ways:

A. Make a passing grade on a foreign language reading examination to be administered by the Department of Modern Languages, Literatures, and Cultural Studies.
B. Make a "C" or better in a minimum of six credit hours in a single foreign language at the University Of Central Oklahoma. (These six hours will not count toward the MA degree.)
C. Produce evidence of having made a "C" or better in a minimum of six credit hours in a single foreign language at an approved college or university. (These six hours will not count toward the MA degree.)
D. English fulfills the foreign language requirement for non-native speakers of English.

NOTE: The student should start early in the program to satisfy this requirement.

V. Thesis or Non-thesis Programs for TESL:

Students may elect to take the thesis or non-thesis program.

VI. Final Examination for TESL

A. Thesis Students

The examination will be a two-hour oral. Part of the examination will deal with critical concepts relevant to the student’s program of study, and part of it will deal with the subject matter of the student’s thesis. Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

B. Non-thesis Students

Non-thesis students will take a 4 to 6 hour written examination. The examination will evaluate the student’s ability to handle critical concepts relevant to his or her program of study. Upon satisfactory completion of the written exam, the student will take a one-hour oral examination administered by his or her Advisory Committee.

C. Re-examination:

In the event of unsatisfactory performance on the final examination, the student may petition to be re-examined in the graduate exam period of the following semester. Re-examination will be allowed only twice. If the student performed adequately on part of the examination, he or she
will be re-examined only on that portion on which he or she was unsuccessful.

**Description of English (ENG)**

English: Traditional Studies

Students seeking an MA in English: Traditional Studies Option must fulfill the following requirements before they will be formally admitted to the program.

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.

NOTE: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate he or she wishes to pursue. Admission standards are listed in this catalog.
C. Meet with the assigned advisor(s) and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor(s), should be filed with the advisor(s) and the CGS&R no later than the end of the first semester of enrollment.
D. Complete all prerequisites as determined by the graduate advisor.
E. Have completed 24 undergraduate hours of English language and literature above the freshman level with a GPA of 2.75 or higher. Any student not meeting this requirement will be admitted as NON-DEGREE SEEKING STUDENT. The student may take additional undergraduate course work or retake courses in order to obtain the required GPA in this area.
F. Earn eight hours of graduate credit at the University Of Central Oklahoma with a minimum 3.0 GPA with no grade below a "C".

**III. Curriculum for Traditional Studies**

Course Requirements

A. Students must complete satisfactorily ENG 5013 – Bibliography and Methods of Research.
B. Every student must complete satisfactorily a course is six of the following areas of study in his or her graduate program:
   1. British Literature of the Elizabethan Age or before
   2. British Literature of the 17th century
   3. British Literature of the 18th century
   4. British Literature of the 19th century
   5. American Literature to 1900
   6. Contemporary British or American Literature
   7. Composition Skills

   This requirement may be satisfied with an author course, a period course, or a genre course if it is restricted to the age indicated. The student’s Advisory Committee will evaluate the student’s transcript and indicate what courses the student must take.

C. At least 24 of the 32 graduate hours required for the MA English degree must be in graduate English courses. Students may take up to eight hours outside the department with the approval of the Advisory Committee. A maximum of four hours of thesis credit may be included in the 32 required hours.
D. Approved graduate electives must total minimum of 32 graduate hours.

**IV. Foreign Language Requirement for Traditional Studies**

Students must demonstrate a reading knowledge of one foreign language. Students may satisfy this requirement in one of the following ways:
A. Make a passing grade on a foreign language reading examination to be administered by the Department of Modern Languages, Literatures, and Cultural Studies.
B. Make a "C" or better in a minimum of six credit hours in a single foreign language at the University Of Central Oklahoma.
C. Produce evidence of having made a "C" or better in a minimum of six credit hours in a single foreign language at an approved college or university.

NOTE: The student should start early in the program to satisfy this requirement.

**V. Thesis or Non-thesis Programs for Traditional Studies**

Students may elect to take the thesis or non-thesis program.

**VI. Final Examination for Traditional Studies**

A. Thesis Students

   The examination will be a two-hour oral. Part of the examination will deal with critical concepts relevant to the student’s program of student, and part of it will deal with the subject matter of the student’s thesis.

   Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

B. Non-thesis Students

   Non-thesis students will take a 4 to 6 hour written examination. The examination will evaluate the student’s ability to handle critical concepts relevant to his or her program of study. Upon satisfactory completion of the written exam, the student will take a one-hour oral examination administered by his or her Advisory Committee.

C. Re-examination:

   In the event of unsatisfactory performance on the final examination, the student may petition to be re-examined in the graduate exam period of the following semester. Re-examination will be allowed only twice. If the student performed adequately on part of the examination, he or she will be re-examined only on that portion on which he or she was unsuccessful.
Master of Arts in HISTORY

General (470)
Museum Studies (472)
Social Studies Teaching (473)

The Master of Arts in History is designed for those who wish to further their knowledge of history and the historian’s craft, prepare for doctoral programs, or pursue professional goals through the Social Studies Teaching or Museum Studies options. Course offerings reflect the Department of History and Geography’s commitment to developing an awareness and understanding of diverse cultures, contemporary global trends, and global interdependence.

For further information you may contact:
Dr. Carolyn Pool
Director of Graduate Studies
Department of History and Geography
Box 182, LA 202H
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5671
Fax: (405) 974-3823
E-mail: cpool@ucok.edu

I. Admission Requirements for the M.A. in History Program:

Students seeking a M.A. in History must hold a bachelor’s degree from an accredited college or university with at least 18 hours of history with a grade point average of 2.75. In addition, applicants must fulfill the following requirements before they will be formally admitted to the program.

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he/she wishes to pursue. Admission standards are listed in this catalog.

C. Meet with the assigned advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.
D. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.00 GPA with no grade below a “C”.

E. Complete HIST 3113 Historical Research or be able to demonstrate research ability as determined by the Director of Graduate Studies (Graduate Advisor) and the Chair of the Department of History and Geography.

E. Applicants to the Master of Arts in History - Social Studies Teaching must supply the CGS&R with a document showing that he/she possesses a current Oklahoma Standard Teaching Certificate or License

II. Advisement

An Advisory Committee of three faculty members will be appointed to direct the program of each student. One member of the Advisory Committee will serve as chairperson and will assume the major responsibility for advising the student. The Advisory Committee for students for the Master of Arts in History - Social Studies Teaching will include three members from the content areas and one member from the College of Education. The Advisory Committee must be appointed before the second semester of enrollment.

The department’s Director of Graduate Studies will maintain all student records and will serve as an advisor in supervising the student’s progress toward a degree.

III. M.A. in History Curriculum 33 hrs

A. Master of Arts in History
   1. Core Courses 6 hrs
      HIST 5013 Historiography 3 hrs
      HIST 5913 Seminar in History 3 hrs
   2. Additional Requirements
      a. At least one course must be taken in each of the following categories of history:
         1. United States History
         2. European History
      b. It is recommended that each student will take at least 12 hours in one category of history and 6 hours in a second category of history. The student’s advisory committee will provide direction in the categories of courses on which the student may focus to achieve expertise and depth.
      c. At least 12 credit hours must be earned in courses taught only at the 5000-level (i.e. courses not cross-listed with 4000-level courses). The Core Courses (HIST 5013 Historiography and HIST 5913 Seminar) will count toward these 12 hours. Thesis hours will not count toward this requirement.
      d. Each student must complete additional courses in history and/or other related areas, approved by the student’s advisory committee, to complete a total of 33 hours.

B. Master of Arts in History - Museum Studies
   1. Core Courses 18 hrs
      HIST 5013 Historiography 3 hrs
      HIST 5913 Seminar in History 3 hrs
      HIST 5523 Museum Management 3 hrs
      HIST 5623 Museum Theory & Practice 3 hrs
      HIST 5950 Internship 6 hrs
      The internship will be under the supervision of the Director of Museum Studies, who has a set of guidelines to be followed with each internship. It may be taken in one semester or split over two semesters.
   2. Additional Requirements
      Any graduate history courses 6 hrs
      Electives in history or other courses 9 hrs
      These courses must be approved by the student’s advisory committee and may include thesis hours.

C. Master of Arts in History - Social Studies Teaching
   1. United States History 6 hrs
   2. World History 6 hrs
   3. Geography 6 hrs
   4. Political Science 3 hrs
   5. Political Science, Economics, or Sociology 3 hrs
   6. Education 5-9 hrs
The 5-9 hours in Teacher Education must be selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCHED 5013</td>
<td>Found. of Educ. Research</td>
<td>3 hrs</td>
</tr>
<tr>
<td>TCHED 5963</td>
<td>Materials and Methods in Middle School</td>
<td></td>
</tr>
</tbody>
</table>

Teaching 0-3 hrs

(This course is required only if TCHED 4963 Materials and Methods in Middle School Teaching has not already been taken for undergraduate credit.)

One of the following: 2-3 hrs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCHED 5113</td>
<td>Modern Philosophy of Education</td>
</tr>
<tr>
<td>TCHED 5142</td>
<td>History of Education</td>
</tr>
<tr>
<td>TCHED 5172</td>
<td>Educational Sociology</td>
</tr>
</tbody>
</table>

7. Additional Electives in Social Studies content areas

0-4 hrs

If additional hours are needed to total 33 hours, additional hours may be taken from areas 1-5 listed above.

8. Portfolio. A portfolio is required. It will include select samples of the student’s work in both the content and education classes. A copy of the portfolio guidelines will be provided by the Graduate Advisor in the Department of History and Geography when the student is admitted to the program.

9. Seminars. A minimum of 6 hours of the Social Studies courses must be seminars.

D. Thesis Option

Students for the General History and Museum Studies option may submit a thesis as part of their work. (The Social Studies Teaching option is strictly non-thesis.) The faculty member who directs the thesis will also serve as the Chair of the student’s Advisory Committee.

Each student who writes a thesis will be required to take an oral examination of about two hours. One hour will be devoted to the defense of the thesis, and the other hour to an examination of the student’s graduate course work.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

Students who choose to write a thesis must enroll in HIST 5990 - Thesis for a total of six hours.

In addition, the Advisory Committee may require the candidate to have a reading knowledge of a foreign language or other research tool which they believe essential for the completion of the thesis. The committee will strongly advise all students who plan to continue their graduate studies on the doctoral level to have at least one foreign language.

E. Final Examinations

Final examinations are required of all students. In each case, the student’s Advisory Committee will serve as the Examining Committee.

Non-thesis students for the General History and Museum Studies option will take written examinations prepared by their advisory committees. These students will also take an oral examination of one to two hours defending the written exam and covering their graduate course work.

Students in the Social Studies Teaching option will take oral examinations. Each exam will be from one to two hours and will cover the graduate work taken by the student.

---

**Course Description of History (HIST)**

**HIST 5000 -- WORKSHOP IN HISTORY**

Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of "P" or "F" is given. No more than 2 hours of workshop may be counted on a master’s degree.

**HIST 5013 -- HISTORIOGRAPHY**

Structured as a seminar, historiography covers the main currents in historical research, the writing of history, and the influence of the great historians from Herodotus to the present. Prerequisite(s): graduate standing.

**HIST 5103 -- EUROPE SINCE 1919**

A history of Europe from the Treaty of Versailles into the post-World War II period. Emphasis is placed upon the period between the two wars, particularly the totalitarian regimes of Italy, Germany and Russia.

**HIST 5113 -- AMERICAN DIPLOMACY IN THE 20TH CENTURY**

A history of American foreign policy from the end of the Spanish-American war to the present. Key topics of the course include: U.S. intervention in Latin America, World War I, World War II, the Cold War, Korea and Vietnam.

**HIST 5203 -- AMERICAN DIPLOMATIC HISTORY TO 1900**

A history of American Foreign Policy from Independence through the Spanish-American war. Key themes of the course are American Expansion and America’s rise to power.

**HIST 5213 -- INTRODUCTION TO HISTORIC PRESERVATION**

An introduction to the basic components of the field of historic preservation/conservation, including a brief history of American architecture and the preservation/conservation movement; preservation law; historic research and restoration of historic structures.

**HIST 5263 -- THE AMERICAN SOUTHWEST**

A history of the Southwest with emphasis upon the economic, cultural, and political forces which have produced its regionalism; its homogenous character, and its diversities. Particular emphasis is given to the various ethnic groups that have produced much of the essence of the region. Prerequisite(s): Six hours of American history and permission of instructor.

**HIST 5303 -- WEIMAR AND NAZI GERMANY**

An in-depth study of the rise of national socialism during the Weimar republic, the consolidation of power by Hitler, and Germany during WWII.

**HIST 5313 -- U.S. MILITARY HISTORY TO 1917**

This course provides an overview of the military’s role in American development from English colonization through the emergence of the United States as a world power. More than just a survey of battles and leaders, this course will examine
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 5323</td>
<td>U.S. MILITARY HIST SINCE 1900</td>
<td>American development from the aftermath of the Spanish through the present. More than just a survey of battles and leaders. This course will examine the interrelationship between the armed forces and society in both peace and war, as well as the impact of intellectual and technological change. Prerequisite(s): graduate standing.</td>
</tr>
<tr>
<td>HIST 5333</td>
<td>RUSSIAN HISTORY TO 1917</td>
<td>Students in Russian history to 1917 study Russian history from 882 to the Bolshevik revolution of 1917, paying particular attention to ancient Kiev, medieval Muscovy, westernization in the 18th century, and the emergence of revolutionary movements in the 19th century. Prerequisite(s): graduate standing.</td>
</tr>
<tr>
<td>HIST 5343</td>
<td>RUSSIAN HISTORY SINCE 1917</td>
<td>Students in Russian history since 1917 study Russian history from 1917 to the present, paying particular attention to the Bolshevik revolution, the Nep era, Stalin’s “Revolution from Above,” the Gorbachev era, and post-soviet problems of transition to western political and economic models. Prerequisite(s): graduate standing.</td>
</tr>
<tr>
<td>HIST 5403</td>
<td>INDIANS OF THE SOUTHWEST</td>
<td>A study of the social, cultural and intellectual history of the Indians of the American Southwest from prehistoric times to the present.</td>
</tr>
<tr>
<td>HIST 5433</td>
<td>AMERICAN COLONIAL PERIOD, 1492 TO 1763</td>
<td>From the discovery of America to the Treaty of Paris in 1763. This course covers American History from the end of the French and Indian War in 1763 until 1815. This course and HIST 5553 replaces HIST 5533.</td>
</tr>
<tr>
<td>HIST 5443</td>
<td>THE AMER REV &amp; EARLY NATIONAL PERIOD, 1763 TO 1815</td>
<td>This course is a detailed study of American history from the founding of the North American colonies to the Louisiana Purchase with emphasis on the social and political problems of the early westward movement. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5502</td>
<td>CRITICAL AND ANALYTICAL STUDY OF HISTORY</td>
<td>This course provides a comprehensive introduction to museum organization, law, ethics; contemporary museum issues; collections management procedures and policies; collections preservation.</td>
</tr>
<tr>
<td>HIST 5513</td>
<td>HISTORY OF MEXICO</td>
<td>The history of Mexico from The Aztec Civilization until modern times. Emphasis is placed on The Aztecs, The Conquest by Cortez, Society under Spanish Independence, The Mexican Revolution, and Post Revolutionary Mexico.</td>
</tr>
<tr>
<td>HIST 5523</td>
<td>MUSEUM MANAGEMENT</td>
<td>This course is a detailed study of American history from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5533</td>
<td>RUSSIAN HISTORY SINCE 1917</td>
<td>Students in Russian history since 1917 study Russian history from 1917 to the present, paying particular attention to the Bolshevik revolution, the Nep era, Stalin’s “Revolution from Above,” the Gorbachev era, and post-soviet problems of transition to western political and economic models. Prerequisite(s): graduate standing.</td>
</tr>
<tr>
<td>HIST 5543</td>
<td>THE BLACK EXPERIENCE IN THE AMERICAN WEST</td>
<td>An examination of the black experience in the Trans-Mississippi from the sixteenth century to the late 20th century. Special attention is devoted to the contributions of black people to the development of American culture as cowboys, farmers, laborers, and soldiers.</td>
</tr>
<tr>
<td>HIST 5553</td>
<td>JACKSONIAN AMERICA, 1815 TO 1848</td>
<td>This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5563</td>
<td>CIVIL WAR AND RECONSTRUCTION</td>
<td>The history of the United States from the beginning of the Civil War in 1860 to the end of Reconstruction in 1877.</td>
</tr>
<tr>
<td>HIST 5603</td>
<td>GILDED AGE AND PROGRESSIVE ERA, 1876 TO 1919</td>
<td>A detailed study of American history from the Hayes-Tilden election to intervention into World War I. This course covers American History from 1876 to 1919, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5613</td>
<td>AMERICANS IN WORLD WAR II</td>
<td>Emphasis is placed on the diplomatic background, the Major Battles in both the European and Pacific theaters, The Home Fronts, and The Defeat of Germany and Japan. This course focuses on the interpretation of material culture, including research and exhibit planning and evaluation; contemporary issues in museum interpretation; museum education and the public dimension of museums.</td>
</tr>
<tr>
<td>HIST 5623</td>
<td>MUSEUM THEORY AND PRACTICE</td>
<td>This course provides a comprehensive introduction to museum organization, law, ethics; contemporary museum issues; collections management procedures and policies; collections preservation. This course is a detailed study of American history from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5633</td>
<td>HISTORY OF THE UNITED STATES, 1919 TO 1945</td>
<td>This course is a detailed study of American history from World War I to end of World War II. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5643</td>
<td>ANTHROPOLOGY: SOCIETIES IN GLOBAL PERSPECTIVE</td>
<td>This course focuses on the interpretation of material culture, including research and exhibit planning and evaluation; contemporary issues in museum interpretation; museum education and the public dimension of museums.</td>
</tr>
<tr>
<td>HIST 5653</td>
<td>VICTORIAN GREAT BRITAIN</td>
<td>This course provides a comprehensive introduction to museum organization, law, ethics; contemporary museum issues; collections management procedures and policies; collections preservation. This course is a detailed study of American history from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5663</td>
<td>THE FRENCH REVOLUTION AND NAPOLEON</td>
<td>The origin of the French Revolution, the turbulent revolutionary years between 1789 and 1795, the rise of Napoleon, and Europe during the Napoleonic Era. This course focuses on the interpretation of material culture, including research and exhibit planning and evaluation; contemporary issues in museum interpretation; museum education and the public dimension of museums.</td>
</tr>
<tr>
<td>HIST 5673</td>
<td>THE OLD WEST</td>
<td>The American frontier from the founding of the North American colonies to the Louisiana Purchase with emphasis on the social and political problems of the early westward movement. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5683</td>
<td>VICTORIAN GREAT BRITAIN</td>
<td>The scope of this course embraces the long and eventful reign of Queen Victoria (1837-1901) and includes but is not limited to such topics as Institutions, Politics, Religion, The working-class movement, and the extensive expansion of the British Empire, and with bibliographical emphasis on the same.</td>
</tr>
<tr>
<td>HIST 5713</td>
<td>MODERN MIDDLE EAST</td>
<td>The American frontier from the Louisiana Purchase to the beginning of the twentieth century with emphasis on the social and political problems of the early westward movement. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5723</td>
<td>THE TRANS-MISSISSIPPI WEST</td>
<td>The American frontier from the Louisiana Purchase to the beginning of the twentieth century with emphasis on the social and political problems of the early westward movement. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5743</td>
<td>MODERN CHINA AND JAPAN</td>
<td>History of these major Asian powers since 1600 with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5753</td>
<td>MODERN CHINA AND JAPAN</td>
<td>History of these major Asian powers since 1600 with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
<tr>
<td>HIST 5763</td>
<td>MODERN MIDDLE EAST</td>
<td>The American frontier from the Louisiana Purchase to the beginning of the twentieth century with emphasis on the social and political problems of the early westward movement. This course covers American History from 1815 until 1848, with emphasis on Jacksonian democracy, sectionalism, and manifest destiny. This course and Hist 5443 replaces 5533.</td>
</tr>
</tbody>
</table>

University of Central Oklahoma

Graduate Catalog 2001-02

Course Descriptions for History cont’d

55
phasis on their cultures, the impact of the West, the industrialization of Japan and the revolutionary process in China.

HIST 5773 -- MODERN GERMAN HISTORY
The unification struggle arising out of the French Revolution, the development of the German state and society, the Weimar Republic, and the Nazi dictatorship.

HIST 5813 -- THE HISTORY OF GREECE AND ROME
A study of the two primary civilizations of ancient times with emphasis on their cultural and intellectual achievements as the foundation of western culture.

HIST 5823 -- SOC AND CUL HIST OF THE UNITED STATES TO 1865
A study of the social, cultural and intellectual life of the United States from colonial times to the Civil War.

HIST 5833 -- SOC AND CULT HIST OF THE UNITED STATES SINCE 1865
A study of the social and cultural history of the United States from the Civil War to the present.

HIST 5843 -- MAJOR INTERPRETATIONS OF AMERICAN HISTORY
A study of new and old interpretations of major events in American history from the colonial period to the present. Especially designed for students working toward teacher education certification in American history.

HIST 5863 -- THE HISTORY OF MODERN SOUTHEAST ASIA
Traditional cultures and religions; impact of western colonialism; nationalist movements and formation of nations; development of representative governments; and contemporary roles in international relations.

HIST 5873 -- HISTORY OF THE UNITED STATES, 1945 TO THE PRESENT
This course is an advanced study of the political, economic, social and cultural evolution of the United States from the end of World War II to the present. Special emphasis is given to the expanded role of the United States in world affairs.

HIST 5883 -- THE REFORMATION, 1500-1648
A detailed study of the religious upheaval of the sixteenth century, including its background and causes, an examination of the spread of Protestantism in northern Europe, the religious wars in France, the Catholic Reformation, and the Thirty Year War.

HIST 5893 -- EUROPE, 1871-1919
Grandeur and features of late nineteenth century Europe; development of capitalism and growth of the working-class movement; origins and course of World War I; the Versailles peace settlements.

HIST 5900 -- PRACTICUM IN HISTORY
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

HIST 5910 -- SEMINAR IN HISTORY
Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics.

HIST 5920 -- DIRECTED READING IN HISTORY
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

HIST 5930 -- INDIVIDUAL STUDY IN HISTORY
Credit will vary from 1 to 4 hours. Directed intensive study on definite problems or special subjects based on approved outlines or plans, conferences, oral and written reports.

HIST 5940 -- SPECIAL TOPICS IN HISTORY
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

HIST 5950 -- INTERNSHIP IN HISTORY
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

HIST 5959 -- INTERSHIP MUSEUM STUDIES
Supervised practical experience gained in a professional field.

HIST 5960 -- INSTITUTE IN HISTORY
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

HIST 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

HIST 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Course Description of Teacher Education (TCHED)

TCHED 5000 -- WORKSHOP IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

TCHED 5013 -- FOUNDATIONS OF EDUCATIONAL RESEARCH
Development of working knowledge of the broad research methodologies (e.g., historical, descriptive, experimental, and ex post facto) and their attendant requirements for best utilization; and completion of a practical experience in conducting and writing research. Includes computer simulation in handling statistical data.

TCHED 5113 -- MODERN PHILOSOPHIES OF EDUCATION
Current educational philosophies with special emphasis on those of the United States; provides for understanding of modern educational practices.

TCHED 5142 -- HISTORY OF EDUCATION
Development of educational systems at the various levels, with emphasis on such development in the United States.

TCHED 5153 -- ADVANCE DEVELOPMENTAL PSYCHOLOGY EDUCATION SETTING
This course provides an advanced level review of human development across the life span and of developmental changes from the prenatal phase to late adulthood. Special
emphasis is provided for examination and application of developmental theories and research relevant to professionals working in educational settings.

TCHED 5172 -- EDUCATIONAL SOCIOLOGY
Functions of the school in a democratic society; its relationship to the total culture, and particularly to social problems.

TCHED 5203 -- ADVANCED EDUCATIONAL PSYCHOLOGY
Principles of learning and factors influencing improvement; measurement of learning achievement.

TCHED 5283 -- FUND OF CURR DEVELOPMENT FOR SECONDARY SCHOOLS
A course designed to provide an in depth study of curriculum in the Public Schools '6-12' and how to lead its improvement. Decision making curriculum improvement, process in curriculum improvement and current issues are focal points of this course.

TCHED 5322 -- PROBLEMS OF TEACHING IN THE SECONDARY SCHOOL
Critical study of the principle problems of instruction in areas common to secondary schools.

TCHED 5383 -- PRINCIPLES OF TESTS AND MEASUREMENTS
Study of test and measurement principles (psychometric statistics, reliability and validity), types of educational and psychological assessment including group and individual approaches to intelligence, aptitude, achievement, interest and personality assessment.

TCHED 5413 -- EDUCATIONAL STATISTICS
Basic principles of organization and treatment of statistical data.

TCHED 5693 -- FUND OF CURRICULUM DEVELOPMENT FOR ELEMENTARY SCH
Principles of curriculum organization together with selection and evaluation of instructional materials will be studied. Major emphasis will be placed on curriculum development and modification as they relate to the elementary school.

TCHED 5823 -- ADVANCED PSYCHOLOGY OF CHILDHOOD
Child development and its relation to instructional techniques; methods of child study.

TCHED 5833 -- ADVANCED PSYCHOLOGY OF ADOLESCENCE
Intensive study of the theories of adolescence and an overview of the problems characteristic of the period of adolescence related to various aspects of growth.

TCHED 5900 -- PRACTICUM IN TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

TCHED 5910 -- SEMINAR IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

TCHED 5920 -- DIRECTED READING IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

TCHED 5930 -- INDIVIDUAL STUDY IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

TCHED 5940 -- SPECIAL TOPICS IN TEACHER EDUCATION
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

TCHED 5950 -- INTERNSHIP IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

TCHED 5960 -- INSTITUTE IN PROFESSIONAL TEACHER EDUCATION
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

TCHED 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

TCHED 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

Master of Arts in POLITICAL SCIENCE
The Master of Arts in Political Science is a flexible, yet comprehensive program designed to provide the student with advanced preparation in political science and, depending on the program, in related fields in the social sciences. Options are offered in International Affairs, Urban Affairs, and General Political Science. The General and International Affairs options can be undertaken during the day or evening, while the Urban Affairs option is expressly designed as an evening program for working adults.

Political Science Graduate Advisor:
Dr. Jan Hardt,
974-5840, FAX:405-974-3823
Email:pltsc@ucok.edu
Department of Political Science,
100 N. University Drive,
Campus Box 182, UCO
Edmond, OK 73034-5209

I. Admission Requirements for the M.A. in Political Science Program:
Students seeking an M.A. in Political Science must fulfill the following requirements before they will be formally admitted to the program:
A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.
Note: No student will be admitted to the CGS&R who does not meet the admission standards of the graduate program he/she wishes to pursue. Admission standards are listed in this catalog.
C. Attain a 2.75 GPA in all undergraduate hours attempted OR a 3.00 GPA in the last 60 hours of undergraduate hours attempted.

D. Meet with the assigned advisor and work out a plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.

E. Complete 18 hours of undergraduate Political Science courses and/or related social science disciplines. The suitability of courses other than political science is decided by the advisor.

F. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.00 GPA with no grade below a "C".

II. Advisement

The Chairperson of the department will assign an advisor from among the graduate faculty of the Political Science department to advise the student during the course of his/her graduate study. Other members of the faculty may be called upon as needed.

III. M.A. in Political Science 36 hrs

Students must complete a minimum of 36 semester hours of graduate-level work, including a minimum of 18 hours in political science. Students may take course work in other disciplines as appropriate to their individual interests and program of study. In completing the required 36 graduate hours, students must satisfy the requirements for the Common Core, Research Component, and Option of their choice as indicated below.

A. Common Core 12 hrs
   - PLTSC 5023 Scope of the Discipline
   - PLTSC 5033 Research Methods
   - PLTSC 5153 American Politics
   - PLTSC 5813 Political Philosophy

B. Research Component 3-6 hrs
   - The student would fulfill one of the following two requirements, in consultation with the faculty advisor:
     - PLTSC 5983 Capstone Paper 3 hrs
     - PLTSC 5990 Thesis 6 hrs

C. Option Requirements 18-21 hrs
   - General Political Science Option
     - Required Courses 6 hrs
       - Two of the following:
         - PLTSC 5013 Urban History, Institutions, and Environment
         - PLTSC 5603 Theories of International Relations
         - PLTSC 5703 Theories of Comparative Politics
         - PLTSC 5913 Seminar in Political Science
     - Electives 12-15 hrs
   - Urban Affairs Option
     - Required Courses 6 hrs
     - PLTSC 5193 Public Finance and Budgeting
     - PLTSC 5413 Public Policy Analysis
     - Electives 12-15 hrs
   - International Studies Program
     - The International Studies Program is not a departmental major which leads to a degree, but is an interdisciplinary program intended to complement a major, and can be taken in conjunction with any degree program. It includes courses having international content which are offered by various departments, such as history, political science, geography, foreign languages, economics, humanities, business, education, and others.
     - The International Studies Program is designed for students who wish to learn about foreign countries and cultures, as well as relations among nations. The program is helpful to students who wish to apply the skills learned in their master’s program in a foreign setting, such as:
       1. Business majors who want to work for companies having international operations.
       2. Education majors who wish to teach abroad.
       3. Journalism majors who want to report on happenings in other countries.
       4. Military science students who, as officers, may be given major assignments or become involved in defense planning.
       5. Other majors who wish to broaden their knowledge to include international affairs.
     - The Graduate International Studies Program consists of 12 hours of graduate courses with significant international content including two one-hour International Studies Program workshops. The student must demonstrate a proficiency in two United Nations approved languages.
     - Completion of the program is recognized on the student’s transcript upon graduation by a statement indicating the area of specialization.

For further information, contact:
Mr. Jeffrey Plaks, Program Director
Department of History and Geography
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLTSC 5000</td>
<td>WORKSHOP IN POLITICAL SCIENCE</td>
</tr>
<tr>
<td>PLTSC 5013</td>
<td>URBAN HISTORY, INSTITUTIONS, AND ENVIRONMENT</td>
</tr>
<tr>
<td>PLTSC 5023</td>
<td>SCOPE OF THE DISCIPLINE</td>
</tr>
<tr>
<td>PLTSC 5033</td>
<td>RESEARCH METHODS</td>
</tr>
<tr>
<td>PLTSC 5113</td>
<td>ADVANCED CONTEMPORARY PROBLEMS</td>
</tr>
<tr>
<td>PLTSC 5123</td>
<td>PROBLEMS IN THE BUDGETARY PROCESS</td>
</tr>
<tr>
<td>PLTSC 5133</td>
<td>PROBLEMS IN STATE AND URBAN PROCESS</td>
</tr>
<tr>
<td>PLTSC 5143</td>
<td>PROBLEMS IN INTERNATIONAL AFFAIRS</td>
</tr>
<tr>
<td>PLTSC 5153</td>
<td>AMERICAN POLITICS</td>
</tr>
<tr>
<td>PLTSC 5163</td>
<td>INTERGOVERNMENTAL RELATIONS</td>
</tr>
<tr>
<td>PLTSC 5173</td>
<td>LAND USE PLANNING</td>
</tr>
<tr>
<td>PLTSC 5193</td>
<td>PUBLIC FINANCE AND MUNICIPAL BUDGET</td>
</tr>
<tr>
<td>PLTSC 5213</td>
<td>POLITICAL SOCIOLOGY</td>
</tr>
<tr>
<td>PLTSC 5223</td>
<td>THE PRESIDENCY</td>
</tr>
<tr>
<td>PLTSC 5233</td>
<td>POLITICAL PARTIES - POLITICAL BEHAVIOR</td>
</tr>
<tr>
<td>PLTSC 5243</td>
<td>MEDIA AND POLITICS</td>
</tr>
<tr>
<td>PLTSC 5253</td>
<td>THE CONGRESS</td>
</tr>
<tr>
<td>PLTSC 5263</td>
<td>JUDICIAL PROCESS</td>
</tr>
<tr>
<td>PLTSC 5273</td>
<td>INTERNATIONAL POLITICAL RISK ANALYSIS</td>
</tr>
<tr>
<td>PLTSC 5283</td>
<td>PUBLIC OPINION</td>
</tr>
<tr>
<td>PLTSC 5313</td>
<td>RELIGION AND THE LAW</td>
</tr>
<tr>
<td>PLTSC 5323</td>
<td>THE CONSTITUTION AND CRIMINAL PROCEDURE</td>
</tr>
</tbody>
</table>
This course covers the constitutional boundaries, established by the Supreme Court, for gathering evidence at a crime scene, questioning witnesses/suspects, arresting suspects, and seizing evidence as well as the constitutional rights of the accused at trial.

PLTSC 5333 -- THE CONSTITUTION AND CIVIL LIBERTIES
This course is an analysis of the U.S. Constitution as interpreted by federal courts, emphasizing constitutional limitations on governmental actions, particularly with respect to civil liberties.

PLTSC 5402 -- WOMEN AND POLITICS
This course will focus on the political status of women from a comparative perspective. The specific aim of the course is to examine the changing roles of women in recent history, the political and cultural impetuses behind these changes, and how these changes (or absence of change) have affected the lives of women in different political and cultural settings.

PLTSC 5413 -- PUBLIC POLICY ANALYSIS
Public Policy Analysis is designed to equip students to become independently capable policy analysts. The methods and procedures of policy analysis are learned and practiced, and examples of analysis of policies on the local, state, and national levels are studied.

PLTSC 5433 -- URBAN MINORITY POLITICS
An examination of the intricacies of diversity and the decomposition of the American urban areas, focusing on the role of city government, urban political processes, and representation techniques.

PLTSC 5444 -- ENVIRONMENTAL POLITICS
This course will examine the politics of the environment by looking at the actions or inactions of the government in the areas of resource scarcity, environmental health and safety, natural esthetics, and economic groups. This class will also look at environmental politics as just one of many social movements in the United States. As such, this class will examine how interest groups supporting the environmental movement have developed in recent decades and how they seek to protect their interests. Prerequisite(s): PLTSC 1113.

PLTSC 5523 -- URBAN HOUSING POLICY
A study of the various factors which affect national and local housing issues, with discussion of housing problems in the urban environment.

PLTSC 5533 -- DEVELOPMENT DISPUTE RESOLUTION
Contemporary methods of resolving development dispute through negotiation, bargaining, and mediation. Techniques and skills applicable to solving controversies over planning and implementation of public and private development projects.

PLTSC 5543 -- STATE ADMINISTRATION
A study of the administrative institutions, policy making processes, and political environment of state government, emphasizing both theory and practice. Prerequisite(s): PLTSC 1203, 2413.

PLTSC 5603 -- THEORY OF INTERNATIONAL RELATIONS
An examination of the major theories of international relations, focusing on their contributions to framing the analysis of international interactions. The works of seminal authors will be studied for their insights into such central concepts of international political analysis as: sovereignty, balance of power, and national interest.

PLTSC 5613 -- WORLD POLITICS
An analysis of the political interactions among nation-states, multinational corporations, and international organizations; and the pattern of relationships that result. Focuses particularly on war-peace issues and the politics of international economic and social relations. Prerequisite(s): PLTSC 2303.

PLTSC 5623 -- AMERICAN FOREIGN POLICY
A study of the major themes and issues which have, in recent years, informed the practice of American foreign policy. Among the topics covered are: the inter-branch struggle in foreign policy making, trade and national security policy, and challenges confronting American foreign policy in specific geographic and functional areas.

PLTSC 5633 -- INTERNATIONAL LAW
A study of the legal aspects of international relations, and of the generative role of international law in informing actors of the nature and limits of authoritative practices within the international community.

PLTSC 5643 -- INTERNATIONAL SECURITY STUDIES
A study of analytical frameworks which seek to explain the nature of international conflict. Consideration will also be given to such practical threats to global peace and stability as weapons proliferation, regional military balances, strategic competition and threat psychology.

PLTSC 5653 -- INTERNATIONAL ORGANIZATION
A study of the development and evolution of international organizations, and their role in international politics. Specific attention will be given to the United Nations system of international organizations, and other international entities such as the European Community, the Organization of American States, the World Bank, and NATO.

PLTSC 5663 -- POLITICS AND THE WORLD ECONOMY
An analysis of the political dimension of economic relationships among international actors (including nation-states, multinational corporation, and international organizations). Emphasizes the politics of foreign investment, trade, and international finance from the differing perspectives of industrialized and developing countries.

PLTSC 5673 -- ECONOMIC STATECRAFT
A study of the economic instruments and tactics available to nation-states to pursue their national interests. Specific attention will be given to examining the nature of foreign economic policy making with the U.S. and also the debate surrounding the underlying philosophy of trade between such schools of thought as: Free Trade, Trading Blocks, Managed Trade and Protectionism.

PLTSC 5693 -- CONTEMPORARY INTERNATIONAL ISSUES
An in-depth analysis of selected issues confronting the international political, security, and economic environment.
Coverage of issues will vary depending on the interests of the instructor and on recent international developments. May be repeated for credit with permission of the student's advisor.

PLTSC 5703 -- THEORIES OF COMPARATIVE POLITICS
An overview of the major theories and approaches to the cross-national study of politics. The common and dissimilar characteristics of democracies will be the main focus of study, though other important issues such as nationalism, ethnicity, and economic development will also receive attention.

PLTSC 5713 -- AFRICAN POLITICAL SYSTEMS
A survey of the dynamics of Sub-Saharan African political systems. Among the topics covered will be: the legacies of colonial influences, ethnicity, African political thought, political parties and liberation movements, comparisons of various democratic, semi-democratic and authoritarian systems, and the influence of outside powers today.

PLTSC 5723 -- POLITICAL SYSTEMS OF ASIA
This course examines the political systems of such North East Asian states as the People's Republic of China, Japan, and the two Koreas. Important themes include the origins of their political systems, their operations, their political cultures, and the political-social-economic interactions which inform our understandings of these political systems.

PLTSC 5733 -- LATIN AMERICAN POLITICAL SYSTEM
This course will study the political systems of such major Latin American countries as Mexico, Brazil, Argentina, Chile, and Columbia. It will also examine such important Latin American political themes as: dependent economic development, political stability and change, and bureaucratic authoritarianism.

PLTSC 5743 -- EUROPEAN POLITICS
A study of the nature of European political processes, and of issues confronting European politics. Among the topics covered are: the European “definition” of democracy, the major actors and influences within European politics, and the challenges of European integration.

PLTSC 5753 -- POLITICS OF MEXICO
This course will examine Mexico’s unique political environment and political traditions, and how these manifest themselves in Mexico’s contemporary government, party politics, constitutional debate, and processes of political/social/economic change.

PLTSC 5763 -- POLITICS OF JAPAN
This course will examine the politics and government of Japan, incorporating a historical and cultural perspective. The main objective is to communicate a clean understanding of the Japanese political system and its decision-making processes.

PLTSC 5773 -- POLITICS OF REVOLUTION
This course will examine the theoretical parameters of violent political change by studying the basic characteristics of major world revolutions. Specific focus will be given to recent revolutions in Latin America. The impact and duration of revolutionary change, and the methods of measuring related structural changes will also be studied.

PLTSC 5813 -- POLITICAL PHILOSOPHY
A focused examination of one of the major themes of political philosophy such as freedom, justice, democracy, or political economy, which applies a number of analytical methods to the selected themes.

PLTSC 5823 -- RELIGION AND POLITICS
This course examines the relationship between religion and politics in the Unite States, and in selected other countries, by focusing on the participation of religious organizations in the political process and the influence of religion upon leaders of governments and political movements.

PLTSC 5833 -- SURVEY OF AMERICAN POLITICAL THOUGHT
A survey of main currents in American political thought from puritanism to the present. Prerequisite(s): PLTSC 1113.

PLTSC 5843 -- ANCIENT AND MEDIEVAL POLITICAL THOUGHT
The development of political theories from Plato to Rousseau. Prerequisite(s): PLTSC 1113.

PLTSC 5853 -- MODERN POLITICAL THOUGHT
An analysis of the development of political philosophy from John Locke to the present, including fascism, communism, and other systems of political thought. Prerequisite(s): PLTSC 1113.

PLTSC 5900 -- PRACTICUM IN POLITICAL SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

PLTSC 5910 -- SEMINAR IN GOVERNMENT
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

PLTSC 5920 -- DIRECTED READING IN POLITICAL SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

PLTSC 5930 -- INDIVIDUAL STUDY IN GOVERNMENT
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

PLTSC 5940 -- SPECIAL TOPICS IN POLITICAL SCIENCE
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

PLTSC 5950 -- INSTITUTE IN POLITICAL SCIENCE
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

PLTSC 5960 -- SEMINAR IN POLITICAL SCIENCE
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

PLTSC 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

PLTSC 5980 -- CAPSTONE PAPER
This course meets the writing requirement that is part of the department’s Master’s program. The topic of the Capstone Paper is chosen in consultation with a faculty advisor and should reflect an important issue within the discipline.

PLTSC 5983 -- CAPSTONE PAPER
This course meets the writing requirement that is part of the department’s Master’s program. The topic of the Capstone Paper is chosen in consultation with a faculty advisor and should reflect an important issue within the discipline.

PLTSC 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.
College of Mathematics and Science

Below is a list of degrees and options offered by the College of Mathematics and Science. (The numbers in parenthesis are major codes)

Master of Science (M.S.)

Applied Mathematical Sciences
Master of Science in Applied Mathematical Science

The Master of Science Degree in Applied Mathematical Sciences at the University of Central Oklahoma is designed to prepare students to meet the demands of industry, business, and government for individuals with expertise in the applications of the mathematical sciences. While ensuring sound mathematical training, the degree program concentrates on the development of widely applicable intellectual skills and provides experience with concrete problems. It requires students, depending upon their interests, to select an area of concentration from four options:

- Mathematics
- Computing Science (Department page)
- Statistics
- Mathematics Teaching

The primary objectives of the Master of Science Degree in Applied Mathematical Sciences are:

1. to provide students with the skills necessary for successful competition in the job market areas of applied mathematical sciences.
2. to help meet the growing demands of business and society in the area of applied mathematical science.
3. to provide students with a proper foundation for a continuing education in applied mathematical sciences.
4. to provide preparation for teachers of the mathematical sciences in a setting that is applications-oriented.

For further information you may contact:
Dr. James Yates
MCS 135
University of Central Oklahoma
Edmond, Oklahoma 73034-5209
Phone: (405) 974-5386
Fax: (405) 974-3824
E-Mail: jyates@ucok.edu

Department of Mathematics and Statistics

I. Admission Requirements – Applied Mathematics

Students seeking an M.S. in Applied Mathematics must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.
B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 3.00 GPA overall, and 3.00 GPA in the last 60 hours attempted.
C. Meet with the assigned advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.

D. Achieve a minimum grade point average of 3.00 overall, and a 3.00 in the last 60 hours of courses attempted.

E. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.00 GPA, with no grade below a “C”.

F. Complete all prerequisite courses for the program:
   1. Core requirements for all options:
      - Matrix Algebra or Linear Algebra
      - Differential Equations
      - Numerical Analysis I
   2. Additional prerequisites–Computing Science option
      - Discrete Mathematics
      - Programming I and II
      - Assembly Language
      - Data Structures
   3. Additional Prerequisites–Statistics option
      - Statistical Methods I
   G. Exhibit proficiency in one algorithmic computer language.
   H. Complete a minimum of three (3) semester hours of English Composition in residence at an accredited college or university in a predominantly English-speaking country.

Prerequisites are regarded as deficiencies and will not be counted as part of the 36 graduate hours required for the M.S. Degree. Prospective candidates for the M.S. in Applied Mathematical Sciences who do not meet the above requirements may be admitted to the CGS&R as Non-Degree Candidates.

Transfer students will be required to present a letter from their previous school or university showing the student was in good academic standing at the time he or she left that university.

If it is unclear from a student’s transcripts and supporting documentation whether a prerequisite has been met, the student may be required by the graduate advisor to either pass an examination or obtain a minimum grade of “B” (3.00) in a designated course(s) at UCO.

II. Advisement

The director of graduate studies in the Department of Mathematics and Statistics will serve as the initial advisor to a student interested in obtaining the Master of Science in Applied Mathematical Sciences. As early as feasible, three members from the Department of Mathematics and Statistics and the Department of Computing Science will be appointed to serve as an Advisory Committee. The requests of the student will be given consideration in the selection of the Advisory Committee. One member of the Committee will serve as chairperson, and will assume the major responsibility of advising the student.

III. Applied Mathematical Sciences Curriculum

A. Core Requirements 9 hrs
   MATH 5113 Operations Research I
   MATH 5363 Advanced Calculus for Applications I
B. Option Requirements 9 hrs

1. Mathematics Option
MATH 5393 Advanced Calculus for Applications II
MATH 5453 Mathematical Modeling
MATH 5183 Numerical Analysis II

Electives must include 9 hours of Mathematics and 6 hours of Statistics.
2. Computing Science Option
COMSC 5023 Programming Languages
COMSC 5063 Networks
* COMSC File Structures

Electives must include 6 hours of Computing Science and 9 hours of Mathematics and/or Statistics.
3. Statistics Option
STAT 5103 Statistical Methods II
STAT 5223 Time Series Analysis
STAT 5233 Applied Regression Analysis

Electives are chosen from Mathematics and Statistics courses.

* Currently taught as Seminar Courses
4. Mathematics Teaching Option
MATH 5103 The Real Number System
MATH 5203 Foundations of Mathematics
MATH 5433 Theory of Functions OR
MATH 5453 Mathematical Modeling

Electives are chosen from Mathematics and Statistics courses.

C. Thesis or Project 3 hrs
MATH 5983 or 5993 Project or Thesis

Each candidate must successfully complete a minimum of three (3) hours of research in the form of a Master’s thesis or a subject area project, which is determined by whether the product is theoretical in nature or application-oriented.

Well qualified students may finish their research in one semester, however, most students take several semesters to complete their research. A member of the candidate’s advisory committee will direct the thesis or project.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

D. Final Examinations

Each candidate is required to take a written examination of four hours over his/her graduate course work covering eight courses, with the approval of the advisory committee. If the examining committee should find the candidate’s performance on the comprehensive examination unsatisfactory, the candidate may petition the Director of Graduate Studies to be re-examined. Request for re-examination will not be granted more than one time.

**Course description for Computing Science (COMSC)**

COMSC 5000 -- WORKSHOP IN COMPUTING SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

COMSC 5013 -- DATA STRUCTURES
A survey of methods concerning the published techniques for efficient algorithm design, the specification of data structures and their realization in any given programming language, plus algorithm analysis and resource utilization. Includes strings, linked lists, stacks, dequesues, matrices, graphs, trees, and files. Prerequisite(s): COMSC 2613 and admission to the graduate program.

COMSC 5023 -- PROGRAMMING LANGUAGES
A study of the underlying concepts of programming languages. Languages designed for various applications are surveyed. The grammars, syntax, and semantics of languages are investigated. Prerequisite(s): COMSC 3613 or 5013; MATH 2165; admission to the graduate program.

COMSC 5033 -- CONCEPTS OF ARTIFICIAL INTELLIGENCE
A study of the basic concepts and techniques of artificial intelligence or intelligent systems. An introduction to some of the software packages that are used to develop expert systems. Other issues of importance in this course are natural language, pattern recognition, search strategies, knowledge representation and logical inference. Prerequisite(s): COMSC 3613 or COMSC 5013.

COMSC 5043 -- APPLICATIONS OF DATABASE MANAGEMENT SYSTEMS
The integration of theory and practice in the use and comparison of current database systems, and the access of those systems, including hierarchical and relational, through utilization of host and data manipulation languages. Prerequisite(s): COMSC 1713 and COMSC 3613 or 5013.

COMSC 5053 -- OPERATING SYSTEMS
A study of operating system concepts including concurrent processes, mutual exclusion techniques, deadlock, real and virtual memory management, job scheduling, auxiliary storage management, network operating systems and multiprocessor. Prerequisite(s): COMSC 3613 or 5013.

COMSC 5063 -- NETWORKS
Networks is a study of multi-processing environments, which includes the theory governing layered network architectures, the ISO-OSI communications interface, packet transmission, addressing and routing, and the use of communications software. Prerequisite(s): COMSC 3613.

COMSC 5073 -- TRANSLATOR DESIGN
Students are introduced to compiler writing, grammars, finite automata, top-down (LL) and bottom-up (LR) parsing, semantic analysis, error detection, optimization, and code generation. Prerequisite(s): COMSC 1513 and 5023.

COMSC 5113 -- STRUCTURED DESIGN
Elements of a discipline of program and systems design.
Course Description for Computing Sci. cont'd

Emphasis on the architecture of programs and systems rather than programming. Prerequisite(s): COMSC 2105, 2173 or permission of instructor.

COMSC 5123 -- ADVANCED MICROCOMPUTER APPLICATIONS
Survey of the installation and programming of microcomputers using microcomputer based operating systems; maintaining tree structured directories, programming batch files, controlling i/o redirection, working with serial and parallel ports, using internal operating system commands and utilities, and installing vendor provided software.

COMSC 5133 -- THEORY OF DATA BASE SYSTEMS
Concepts, principles, implementation practices, and guidelines for the selection and installation of data base systems. Choosing a dictionary, the relational approach, the hierarchical approach, and the network approach. Security and integrity comparison. Prerequisite(s): COMSC 4003 or COMSC 5043.

COMSC 5243 -- ARTIFICIAL INTELLIGENCE
Theoretical foundations and applications of artificial intelligence including expert systems and shells, rules, frames, object oriented programming, reasoning with uncertain beliefs, neural nets and corresponding machine architectures, natural language problems, image recognition and the dynamics of robotic motion. Prerequisite(s): COMSC 4133 or 5033.

COMSC 5283 -- SOFTWARE ENGINEERING
Engineering and management disciplines applied to computer software projects. Emphasis on project organization and management; system and software life cycle; software cost estimation; software development environments; requirements engineering; testing, verification and validation; configuration management; software quality assurance; and risk analysis.

COMSC 5900 -- PRACTICUM IN COMPUTING SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

COMSC 5910 -- SEMINAR IN COMPUTING SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

COMSC 5920 -- DIRECTED READING IN COMPUTING SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.

COMSC 5940 -- SPECIAL TOPICS IN COMPUTING SCIENCE
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.

COMSC 5950 -- INSTITUTE IN COMPUTING SCIENCE
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.

COMSC 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

COMSC 5980 -- GRADUATE PROJECT IN COMPUTING SCIENCE
A contemporary problem provided by business and industry and selected with consideration of the interests and abilities of the individual student. Prerequisite(s): Permission of instructor.

COMSC 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.

Course description of MATHEMATICS (MATH)

MATH 5000 -- WORKSHOP IN MATHEMATICS
Credit will vary form 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

MATH 5103 -- THE REAL NUMBER SYSTEM
A development of properties of the real number system. Recommended for all graduate students in mathematics.

MATH 5113 -- OPERATIONS RESEARCH I
Linear program formulation, the simplex method, duality, and Linear sensitivity analysis. Applications including the transportation model and its variants, integer linear programming, goal programming, network models, CPM and PERT. Prerequisite(s): MATH 3143, STAT 3103 or 4113.

MATH 5123 -- OPERATIONS RESEARCH II
Deterministic dynamic programming, deterministic inventory modes. Forecasting models, decision analysis and games, probabilistic dynamic programming, probabilistic inventory models, queuing systems and simulation modeling. Prerequisite(s): MATH 4113 or 5113.

MATH 5134 -- CALCULUS FOR SECONDARY TEACHERS
A survey of calculus in view of modern concepts. This course is for students preparing to teach advanced secondary mathematics.

MATH 5164 -- CALCULUS FOR SECONDARY TEACHERS
A continuation of 5134. Prerequisite(s): MATH 5134.

MATH 5183 -- NUMERICAL ANALYSIS II
A continuation of mathematics 3263 including the study of quadrature formulae, numerical solution of ordinary differential equations, introduction to linear programming, and error analysis. Prerequisite(s): MATH 3263.

MATH 5203 -- FOUNDATIONS OF MATHEMATICS
A study of the fundamentals concepts of mathematics. The axiomatic method in algebra and geometry, theory of sets and other cultural aspects of mathematics.

MATH 5243 -- VECTOR ANALYSIS
MATH 5292 -- MATHEMATICS FOR THE SECONDARY TEACHER
Study of the basic content and general principles of mathematics appropriate to the secondary school program; organization of materials, procedures and techniques of instruction. Prerequisite(s): MATH 2145 or 2165 or 6 hours of mathematics.
MATH 5323 -- NON-LINEAR PROGRAMMING
The N.L.P. problem, Kuhn-Tucker conditions. Quadratic, separable, and integer programming. The method of Griffith and Stewart. Prerequisite(s): MATH 4323.
MATH 5363 -- ADVANCED CALCULUS FOR APPLICATIONS I
Vectors and matrices, differential and integral calculus of functions of several variable, vector differential calculus. Prerequisite(s): MATH 3103 and 3143.
MATH 5393 -- ADVANCED CALCULUS FOR APPLICATIONS II
Vector calculus, higher dimensional calculus, partial differential equations, introduction to functions of a complex variable. Prerequisite(s): MATH 5363.
MATH 5403 -- INTRODUCTION TO ACTUARIAL SCIENCE
Single-life mortality functions, annuities, life insurance, premiums, and reserve multiple-life functions. Prerequisite(s): STAT 3193 or 4353.
MATH 5413 -- DIFFERENTIAL EQUATIONS
MATH 5433 -- THEORY OF FUNCTIONS
The theory of functions of real and complex variables. Prerequisite(s): MATH 5433.
MATH 5443 -- INTRODUCTION TO COMPLEX VARIABLES
An introduction to the theory of functions of a complex variable, including analytic functions, complex integrals, Taylor and Laurent series, and conformal mappings. Prerequisite(s): MATH 2203.
MATH 5453 -- APPLIED GROUP THEORY
A case study approach to mathematical modeling. Different problems are chosen for a variety of problem areas and mathematical methodology. Prerequisite(s): Permission of the instructor.
MATH 5503 -- SYMBOLIC LOGIC
The logic of syntax, an analysis of truth-functional compound statements, truth tables, formal and indirect proofs, propositional functions and the use of quantifiers, the logic of relations, and a study of the nature of deductive systems. Prerequisite(s): MATH 2145 or 2165 or 6 hours of mathematics.
MATH 5543 -- APPLIED GROUP THEORY
Applications of group theory to finite state machines, switching functions, and error detecting codes. Sets, partially ordered sets, functions, and boolean algebras. Prerequisite(s): MATH 4583.
MATH 5563 -- INTRODUCTION TO GRAPH THEORY
Structure of graphs, tree, connectivity, planarity, colorability of graphs, digraphs. Matrices associated with a graph, and automorphism group of a graph. Emphasis on graph theoretic modeling and applications to engineering, computer science, and data structures. Prerequisite(s): MATH 3183 or 3143.
MATH 5843 -- METHODS OF TEACHING MATHEMATICS AND COMPUTER SCIENCE
General aspects of the teaching of mathematics and computer science at the secondary and junior college levels. Prerequisite(s): COMSC 2102 and MATH 4843.
MATH 5900 -- PRACTICUM IN MATHEMATICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
MATH 5910 -- SEMINAR IN MATHEMATICS
Credit will vary from 1 to 4 hours. Directed intensive study on selected problems or special topics. Prerequisite(s): Undergraduate minor or equivalent in the subject matter area and permission of the Department head and director of graduate studies.
MATH 5920 -- DIRECTED READING IN MATHEMATICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.
MATH 5930 -- INDIVIDUAL STUDY IN MATHEMATICS
Credit will vary from 1 to 4 hours. Directed intensive study on definite or special subject, based on approved outlines or plans; conference, oral and written reports. Prerequisite(s): Permission of instructor.
MATH 5940 -- SPECIAL TOPICS IN MATHEMATICS
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.
MATH 5950 -- INSTITUTE IN MATHEMATICS
Credit would vary from 1 to 8 hours. Subject matter would vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.
MATH 5960 -- INSTITUTE IN MATHEMATICS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.
MATH 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.
MATH 5980 -- GRADUATE PROJECT IN MATHEMATICS
A contemporary problem provided by business and industry and selected with consideration of the interests and abilities of the individual student. Prerequisite(s): written permission of instructor.
MATH 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study. Prerequisite(s): Permission of instructor.
STAT 5000 -- WORKSHOP IN STATISTICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master's degree.

STAT 5103 -- STATISTICAL METHODS II
This course will introduce and investigate experiments and experimental error, analysis of the variance of disproportionate data, covariance, split plot techniques, factorial arrangement of treatments, multiple regression in the estimation and analysis of variance, curvilinear regression, and enumeration data. Prerequisite(s): STAT 3103.

STAT 5123 -- MATHEMATICAL STATISTICS II
This course will introduce and investigate the central limit theorem, distribution about the mean, Student's-t, chi-squared, and Snedecor's F-distributions. Prerequisite(s): STAT 4113.

STAT 5233 -- APPLIED REGRESSION ANALYSIS
Linear regression, two-phase linear regression, polynomial regression. Analysis of variance and covariance. Prerequisite(s): MATH 3143 and STAT 4123 or 5123.

STAT 5253 -- QUALITY CONTROL
Random sample, frequency distributions of sample data, sampling distribution of a proportion and other sampling distributions. Sampling acceptance plans, rectifying inspection. The general theory of control charts. Prerequisite(s): STAT 3193 and 4303.

STAT 5303 -- NON-PARAMETRIC STATISTICS
Distribution-free statistics. Techniques of hypothesis testing with data drawn from a population that is not distributed in a particular manner. The Binomial test, the Sign test, the Median test, the Cochran Q test, etc. Prerequisite(s): STAT 3103 or 3193.

STAT 5353 -- PROBABILITY THEORY
Generating functions, Markov chains, classical probability theory, discrete sample spaces, combinatorial analysis, distributions, and random walks. Prerequisite(s): MATH 2185.

STAT 5423 -- DATA FITTING
Data fitting to a linear equation, a polynomial, an orthogonal polynomial, an exponential growth curve. Piecewise polynomial fitting. Prerequisite(s): COMSC 2102 and STAT 3153.

STAT 5523 -- TIME SERIES ANALYSIS
Trend, moving average, seasonal variation. Adjustment of a time series for seasonal variation. The cyclical fluctuation forecasting. Prerequisite(s): COMSC 2102 and STAT 3223.

STAT 5900 -- PRACTICUM IN STATISTICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

STAT 5910 -- SEMINAR IN STATISTICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

STAT 5920 -- DIRECTED READING IN STATISTICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

STAT 5930 -- INDIVIDUAL STUDY IN STATISTICS
Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study.

STAT 5940 -- SPECIAL TOPICS IN STATISTICS
Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department's field of study.

STAT 5950 -- INTERNSHIP IN STATISTICS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department's field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

STAT 5960 -- INSTITUTE IN STATISTICS
Credit will vary from 1 to 8 hours. Subject matter will vary within the department's field of study.

STAT 5970 -- STUDY TOUR
Credit will vary from 1 to 2 hours. Subject matter will vary within the department's field of study.

STAT 5980 -- GRADUATE PROJECT IN COMPUTING
Science
A contemporary problem provided by business and industry and selected with consideration of the interests and abilities of the individual student. Permission of instructor required.

STAT 5990 -- THESIS
Credit will vary from 1 to 6 hours. Subject matter will vary within the department's field of study.

Biology (685)

BIOLOGY
The Master of Science in Biology program provides students with breadth and depth of training in Biology beyond that provided by the baccalaureate degree. Students may select either the Field/Laboratory or Literature Thesis options. Both options provide students with a Capstone experience consisting of a thesis that addresses scientific question, objectives, or hypotheses using the scientific method.

For further information you may contact:
Dr. Peggy Guthrie
H 200H
University of Central Oklahoma
Edmond, Oklahoma 73034-5209
Phone: (405) 974-5773
E-Mail: pguthrie@ucok.edu

Department of Biology

I. Admission Requirements for the M.S. in Biology:
Students seeking an M.S. in Biology must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 2.50 GPA overall, and 3.00 GPA in the last 60 hours attempted.
C. A 2.5 or higher GPA in all undergraduate hours attempted and a 3.0 or higher GPA in the last 60 hours attempted.

D. Satisfactory completion of 18 hours of Biology and 10 hours of Chemistry.

E. Submit a completed application form.

F. Submit three letters of reference from individuals acquainted with the applicant's academic record or employment record.

G. Scores from the General Test and the Subject (Biology) Test of the Graduate Record Exam (GRE). Minimum expected scores are 1000 (Verbal + Quantitative) and 600 (Subject).

H. Obtain written acceptance by a Graduate Faculty member of the Department of Biology willing to serve as major advisor.

I. Meet with the program advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the department and the CGS&R no later than the end of the first semester of enrollment.

J. Complete all prerequisites, if any, as might be determined by the student's advisor. Complete with minimum grade of "C", College Algebra, Organic Chemistry, and one course in Physics.

K. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.00 GPA, with no grade below a "C".

L. Take the advisory examination in Biology.

M. Transfer students will be required to present a letter from their previous school or university showing the student was in good academic standing at the time he or she left that university.

II. M.S. in Biology Curriculum 32 hrs

A. Graduate Course Work 26-30 hrs

BIO 5012 Introduction to Biology Research

To ensure that students are broadly educated in biology, each student must have satisfactorily completed (during either their undergraduate or graduate work) at least one 3000, 4000, or 5000 level course in each of the following core areas:

- Plant Biology
- Animal Biology
- Microbiology
- Cellular Biology
- Genetics
- Environmental Biology

The student's Advisory Committee will create a program of study for the student based on this requirement and his/her academic record.

B. Degree Options

1. Thesis (Field/Laboratory Option) 6 hrs

   This option is based on research that addresses questions, objectives, or hypotheses using original research in the field or laboratory. A maximum of six semester hours will count toward the degree upon acceptance of the thesis by the student's Advisory Committee.

2. Thesis (Literature Option) 2 hrs

   This option is based on research that addresses questions, objectives, or hypotheses using data from the literature. A maximum of two semester hours will count toward the degree upon acceptance of the thesis by the student's Advisory Committee.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

III. Comprehensive Examination

1. Each student is required to pass a final written examination which will test the candidate's proficiency in each of the areas listed under II, A above.

2. Each student is required to make an oral presentation of the thesis to the Faculty.

3. Each student is required to pass an oral examination over the thesis to be given by the Advisory Committee.

In the event of an unsatisfactory performance on the final written or oral examination, the candidate may petition to be re-examined during the graduate exam period of the following semester. Re-examination, except in extraordinary circumstances, will be allowed only once.

---

Course Description of Biology (BIO)

BIOLOGY

5000 Workshop in Biology. Credit will vary from 1 to 4 hours. Subject matter will vary within the department's field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master's degree.

5012 Introduction to Biology Research. The course is designed to guide the beginning graduate student through elementary experimental design, data collection and analysis, and the subsequent writing of a scientific research proposal. In addition, the course will provide an introduction to the biological literature and to bibliographic search strategies for finding relevant, published information in a library. Prereq: Minimum 18 hours of biological science.

5024 Freshwater Biology. A study of the origins and varieties of the world’s Freshwater Biota and the special adaptations relative to that environment. The physical and chemical parameters of the freshwater environment will also be considered. Extensive field work required. Concurrent enrollment in Biology 5024L is required. Prereq: 12 hours of Biology.

5024L Freshwater Biology Lab. Lab for BIO 5024.

5103 History of Biology. The origin and growth of biological thought and the people associated with it. The philosophy and development of scientific thought resulting in changing paradigm leading to the scientific method and modern experimental science. Prereq: 12 hours of biological science including 3 hours of courses numbered in the 3000 level or above.

5113 Biogeography. Study of the distribution of organisms, both past and present. Includes concepts from ecology, evolution, and systematics. Prereq: 12 hours in Biology, including a course in Ecology and permission of instructor.

5124 Herpetology. Amphibians and reptiles: their evaluation, morphology, taxonomy, ecology, physiology and behavior. Concurrent enrollment in BIO 5124L is required. Prereq: 15 hours of Biology Science and BIO 2263.
### Course Description for Biology cont’d

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5124L</td>
<td>Herpetology Lab. Lab for BIO 5124 Herpetology.</td>
<td>Prereq: 12 hours of Biology and BIO 1404.</td>
<td></td>
</tr>
<tr>
<td>5204L</td>
<td>Plant Ecology. Principles of vegetation analysis</td>
<td>and the interaction of plants with their environment. Characterization of</td>
<td>important biomes (grassland, deciduous forest, etc.) with investigations at the population, community and ecosystem levels. BIO 5204L, which includes field work, must be taken concurrently. Prereq: 12 hours of Biological Science including BIO 2263</td>
</tr>
<tr>
<td>5204L</td>
<td>Plant Ecology Lab. Lab for 5204 Plant Ecology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5254L</td>
<td>Animal Behavior. A study of the genetic, physiological, ecological, and evolutionary basis of behavior with emphasis on adaptation of behavioral processes. Methods of studying behavior are considered. BIO 5254L, which includes field work, must be taken concurrently. Prereq: 12 hours of Biological Science, including BIO 1404</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5254L</td>
<td>Animal Behavior Lab. Lab for BIO 5254.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5264L</td>
<td>Mammalogy. Mammals: their taxonomy, anatomy,</td>
<td>ecology, distribution, behavior and natural history. The course consists of</td>
<td>three hours lecture and three hours laboratory per week. BIO 5264L, which includes field work, must be taken concurrently. Prereq: 12 hours of Biology including BIO 1404.</td>
</tr>
<tr>
<td>5264L</td>
<td>Mammalogy Lab. Lab for BIO 5264.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5294L</td>
<td>Plant Taxonomy. Classification of the vascular</td>
<td>plants with emphasis on distribution and identification of local flowering</td>
<td>plants. BIO 5294L, which includes field work, must be taken</td>
</tr>
<tr>
<td>5294L</td>
<td>Plant Taxonomy Lab. Lab for BIO 5294.</td>
<td>plants with emphasis on distribution and identification of local flowering</td>
<td>concurrently. Prereq: 12 hours of Biology including BIO 1304.</td>
</tr>
<tr>
<td>5303L</td>
<td>Physiological and Biochemical Adaptations. A</td>
<td>comprehensive study of the physiological and biochemical strategies which</td>
<td>help organisms adapt to various environmental conditions. Prereq: One course in Organic Chemistry and 12 hours of Biological Science to include at least one advanced class in Cell Physiology, Cell Biology or Biochemistry.</td>
</tr>
<tr>
<td>5303L</td>
<td>Physiological and Biochemical Adaptations Lab.</td>
<td>help organisms adapt to various environmental conditions. Prereq: One course</td>
<td>in Organic Chemistry and 12 hours of Biological Science to include</td>
</tr>
<tr>
<td>5304L</td>
<td>Plant Anatomy. Advanced studies of vascular plant</td>
<td>in Organic Chemistry and 12 hours of Biological Science to include at least</td>
<td>one advanced class in Cell Physiology, Cell Biology or Biochemistry.</td>
</tr>
<tr>
<td>5304L</td>
<td>Plant Anatomy Lab. Lab for BIO 5304.</td>
<td>one advanced class in Cell Physiology, Cell Biology or Biochemistry.</td>
<td></td>
</tr>
<tr>
<td>5354L</td>
<td>Microtechnique. The course is designed to introduce</td>
<td>the graduate student to manual and machine techniques of tissue processing</td>
<td>and staining procedures. Microphotography, phase and fluorescence</td>
</tr>
<tr>
<td>5354L</td>
<td>Microtechnique Lab. Lab for BIO 5354.</td>
<td>tissue processing and staining procedures. Microphotography, phase and</td>
<td>fluorescence microscopy are also included. Prereq: Minimum 12 hours</td>
</tr>
<tr>
<td>5454L</td>
<td>Cell Physiology. A detailed analysis of cell</td>
<td>structures and functions. Includes study of the molecular composition,</td>
<td>structure, and function of cell organelles and a physical-chemical</td>
</tr>
<tr>
<td>5454L</td>
<td>Cell Physiology Lab. Lab for BIO 5454.</td>
<td>cell organelles and a physical-chemical analysis of cell activities. BIO 5454L</td>
<td>must be taken concurrently. Prereq: 12 hours of Biological Science</td>
</tr>
<tr>
<td>5504L</td>
<td>Mycology. A general survey covering the morphology,</td>
<td>physiology, ecology, reproduction, and economic importance of fungi,</td>
<td>including those of medical importance, with laboratory experience in</td>
</tr>
<tr>
<td>5504L</td>
<td>Mycology Lab. Lab for BIO 5504.</td>
<td>including those of medical importance, with laboratory experience in their</td>
<td>collection, cultivation, and identification. BIO 5504L must be taken</td>
</tr>
<tr>
<td>5504L</td>
<td>Aquatic Entomology. A study of the taxonomy,</td>
<td>morphology, ecology, and evolution of aquatic insects occurring in North</td>
<td>America. Laboratory will emphasize collection and identification of</td>
</tr>
<tr>
<td>5504L</td>
<td>Aquatic Entomology Lab. Special lab for BIO 5524.</td>
<td>aquatic insects. A collection is required. Concurrent enrollment in BIO 5524</td>
<td>L is required. Prereq: 15 hours of Biological Science including BIO 1404</td>
</tr>
<tr>
<td>5603L</td>
<td>Advanced Mammalian Physiology I. A comprehensive</td>
<td>survey of basic physiological properties of living systems, detailed study</td>
<td>of the nervous, muscular, and cardiovascular systems, with human</td>
</tr>
<tr>
<td>5603L</td>
<td>Advanced Mammalian Physiology I. A comprehensive</td>
<td>survey of basic physiological properties of living systems, detailed study</td>
<td>of the nervous, muscular, and cardiovascular systems, with human</td>
</tr>
<tr>
<td>5703L</td>
<td>Evolution. The theory and processes of evolution</td>
<td>with emphasis on the importance of these as unifying concepts of biology.</td>
<td>Both historical and modern concepts are incorporated. Prereq: 12 hours</td>
</tr>
<tr>
<td>5703L</td>
<td>Evolution. The theory and processes of evolution</td>
<td>with emphasis on the importance of these as unifying concepts of biology.</td>
<td>Both historical and modern concepts are incorporated. Prereq: 12 hours</td>
</tr>
<tr>
<td>5723L</td>
<td>Biometrics. This course will focus on univariate</td>
<td>and selected multivariate statistical techniques used in Biology. Emphasis</td>
<td>will be on data collection, presentation, hypothesis formation and</td>
</tr>
<tr>
<td>5723L</td>
<td>Biometrics. This course will focus on univariate</td>
<td>and selected multivariate statistical techniques used in Biology. Emphasis</td>
<td>will be on data collection, presentation, hypothesis formation</td>
</tr>
<tr>
<td>5743L</td>
<td>Molecular and Population Genetics. An advance study</td>
<td>of the major topics in modern genetic theory and research including</td>
<td>behavior, developmental, molecular, and immunogenetics. A background</td>
</tr>
<tr>
<td>5743L</td>
<td>Molecular and Population Genetics. An advance study</td>
<td>of the major topics in modern genetic theory and research including</td>
<td>behavior, developmental, molecular, and immunogenetics. A background</td>
</tr>
<tr>
<td>5763L</td>
<td>Biology of Cancer. This course is designed to</td>
<td>develop students’ understanding of the structure, function and reproduction</td>
<td>of normal cells and how cancer cells are different. Classifications</td>
</tr>
<tr>
<td>5763L</td>
<td>Biology of Cancer. This course is designed to</td>
<td>develop students’ understanding of the structure, function and reproduction</td>
<td>of normal cells and how cancer cells are different. Classifications</td>
</tr>
</tbody>
</table>

---

### University of Central Oklahoma Graduate Catalog 2001-02

---

**Graduate Catalog 2001-02**
and methods of treatment will be included. Prerequisite: 15 hours of Biology including BIO 2314.

5843 Virology. A detailed study of the nature and structure on host cells. Also included will be the viral genetics, molecular cloning, pathogenesis of viral diseases, mechanism of host resistance and a survey of tumor and cancer causing viruses. Concurrent enrollment in BIO 5843L is required. Prerequisite: 12 hours of Biology including BIO 2314

5843L Virology Lab. Special lab for BIO 5843.

5853 General Methods of Teaching Science. An advanced course in the special problems associated with the teaching of secondary science. The development of an appropriate philosophy and a variety of teaching methods will be stressed. Prerequisite: Admission to teacher education is required plus 24 hours of Science courses.

5853L General Methods of Teaching Science Lab. Lab for BIO 5853.

5900 Practicum in Biology. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5910 Seminar in Biology. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5920 Directed Reading in Biology. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5930 Individual Study in Biology. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.

5940 Special Topics in Biology. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.

5950 Internship in Biology. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Supervised practical experience gained in a professional field by an advanced or graduate student.

5960 Institute in Biology. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study.

5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.

5990 Thesis. Credit will vary from 1 to 6 hours. Subject matter will vary within the department’s field of study.

For Forensic Sciences

FORENSIC SCIENCE

The M.S. in Forensic Sciences is a program designed to provide graduate education for existing or future law enforcement personnel, forensic laboratory analysts and forensic nursing professionals. The program offers options in Technical Investigations, Criminalistics and Nursing. The Technical Investigations option is designed for those individuals who have a background or an interest in some aspect of law enforcement which involves crime scene investigation. The Criminalistics option is intended for those interested in or involved in analyzing evidence and will require a strong background or major in the physical or natural sciences. The Nursing option is designed for registered nurses who hold a bachelor’s degree in nursing or a related field, and who wish to pursue a forensics career.

I. **Admission Requirements for the M.S. in Forensic Sciences Program:**

Students seeking an M.S. in Forensic Sciences must fulfill the following requirements before they will be formally admitted to the program:

A. Gain admission to the University.

B. Apply for admission to the CGS&R, Room 404, UC.

Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 2.75 GPA overall.

C. Attain a GPA of 2.75 or higher in all undergraduate hours attempted or have earned a Master’s degree from an accredited institution.

D. Attain a combined score of 1000 on any two of these three GRE sub-scales:
   1. either verbal and quantitative,
   2. verbal and analytical,
   3. or quantitative and analytical.

   These must be submitted before acceptance to the program.

E. Meet with the assigned advisor to develop a plan of study. A copy of this plan of study, signed by the student and advisor, must be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.

F. Complete all prerequisites, if any, for the elected option as determined by the student’s advisor.

G. Transfer students will be required to present a letter from their previous school or university showing the student was in good academic standing at the time he or she left that university.

II. **Advisement**

The Director of the program in concert with the program’s Academic Advisement Committee will assign an advisor from among the graduate faculty from the appropriate department. The advisor will develop the plan of study and advise the graduate student during the course of his/her graduate studies.

III. **M.S. in Forensic Sciences Curriculum 34 hrs**

Students must complete a minimum of 34 hours of graduate level work, including a core of 13 hours and a minimum of 21 additional hours in one of the options.

A. Core Courses 13 hrs

   CRIMJ 5313 Ethics and Testimony
   PLTSC 5323 The Constitution & Criminal Procedure
   FORSC 5143 Crime Scene Investigation and Reconstruction
   FORSC 5102 Physical Aspects of Forensic Science
   FORSC 5202 Biological Aspects of Forensic Science

B. Option Requirements 21 hrs

   1. Criminalistics Required Courses 18-20 hrs
   
   FORSC 5112 Physical Aspects of Forensic Science Laboratory
   FORSC 5212 Biological Aspects of Forensic Science Laboratory
   FORSC 5323 Forensic Toxicology and Laboratory
   FORSC 5313 Death Investigation
   FORSC 5333 Advanced Forensic Serology & Lab.
**Course Description for Forensic Science**

**FORSC 5000 Workshop in Forensic Sciences.** Credit will vary from 1 to 4 hours. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master's degree.

**FORSC 5143 Crime Scene Investigation and Reconstruction.** This course provides a comprehensive review of ethics in the criminal justice system and specific ethical dilemmas that confront forensics specialists in the investigation, collection and preservation of evidence and presentation of testimony and physical evidence in a court of law. Topics include ethics, arrest, search and seizure, evidentiary standards, methods of evidence presentation and evidentiary standards and procedures for courtroom testimony. This course will conclude with an in-depth analysis of the ethical responsibilities of the forensics specialist as an expert witness in courts of law. Prereq: CRIMJ 3643, PLTC 5323.

**FORSC 5112 Physical Aspects of Forensic Science Laboratory.** This is a laboratory course that utilizes advanced microscopic, chemical, and instrumental methods applied to crime scene samples. This course includes principles and methods of analysis of microscopic and macroscopic evidence such as glass, soil, paper, inks, and dyes, paints and other coating materials, explosives, fibers, drugs, and other materials classifiable as trace evidence. Prereq: CHEM 2104 and FORSC 5102.

**FORSC 5102 Physical Aspects of Forensic Science.** This is a survey of the physical aspects of forensic science. Topics include operation and function of a forensic science laboratory, fingerprint identification, firearms and tool marks identification, document examination, trace evidence examination, and crime scene investigation. Prereq: One semester of college chemistry with laboratory.

**5112 Physical Aspects of Forensic Science Laboratory.** This is a laboratory course that utilizes advanced microscopic, chemical, and instrumental methods applied to crime scene samples. This course includes principles and methods of analysis of microscopic and macroscopic evidence such as glass, soil, paper, inks, and dyes, paints and other coating materials, explosives, fibers, drugs, and other materials classifiable as trace evidence. Prereq: CHEM 2104 and FORSC 5102.

**FORSC 5313 Death Investigation.** This course is a comprehensive study of the multidisciplinary scientific principles and techniques which comprise the modern basis of human death investigation. Emphasis is placed on forensic pathology and the pathophysiology of natural and unnatural death. Complementary techniques from physical anthropology, radiology and
odontology are integrated through didactic presentations and case studies. Prereq: FORSC 5143 and 5202
5323 PLTSC The Constitution and Criminal Procedure. This course covers the constitutional boundaries established by the Supreme Court for gathering evidence at a crime scene, questioning witnesses/suspects, arresting suspects and seizing evidence as well as the constitutional rights of the accused at trial. Pre: graduate standing.
5323 Forensic Toxicology and Laboratory. This course is a comprehensive study of the scientific principles and techniques which comprise modern forensic toxicology. Emphasis is placed on modern instrumental techniques used in the toxicological analysis of biological samples. Prereq: CHEM 3454, FORSC 5102, or permission of instructor. Concurrent enrollment in FORSC 5323L required
5323L Forensic Toxicology Laboratory. Laboratory to accompany FORSC 5323. Prereq: CHEM 3454, FORSC 5102 or permission of instructor. Concurrent enrollment in FORSC 5323 is required
5333 Advanced Forensic Serology and Laboratory. This lecture and laboratory course presents advanced principles of serology with forensic laboratory applications. This course includes the theory and practice of techniques used to identify and individualize biological samples of forensic interest. Prereq: FORSC 5202. Concurrent enrollment in FORSC 5333L is required
5333L Advanced Forensic Serology Laboratory. Laboratory to accompany FORSC 5333. Prereq: FORSC 5202. Concurrent enrollment in FORSC 5333 is required
5413 Bloodstain Pattern Analysis I. This comprehensive course investigates the significance of bloodstain patterns found at violent crime scenes. Using bloodstain pattern analysis the student will learn to identify the occurrences that took place during and after a violent attach. Topics include the physical laws of fluids and the application physics and trigonometry to bloodstain pattern analysis. Several practical exercises are used to assess the skill and knowledge of the student. Prereq: FORSC 5102 and 5202
5423 Bloodstain Pattern Analysis II. This is the second course in the study of bloodstain pattern analysis. The course provides a comprehensive review of this highly specialized crime scene reconstruction tool. Students will utilize current literature, case studies, laboratory experiments and computer simulation to gain experience in using bloodstain patterns in reconstructing crime scenes. Emphasis is given to the mathematical formulas and calculations involving trigonometry and physics. Emphasis is also given to preparing students to become qualified as expert witnesses for court testimony. Prereq: FORSC 5413
5443 Forensic Arson Investigation. This is a comprehensive course on fire investigation emphasizing the use of specialized forensic techniques for the identification of causes of fires. Major topics included in this course are the chemistry of fire, how to diagram the fire scene, common types of building construction and the effects of construction on how structures burn. Proper collection of physical evidence, documentation, analysis and preservation as related to fire investigations will be emphasized. Prereq: FORSC 5102
5900 Practicum in Forensic Sciences. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
5910 Seminar in Forensic Sciences. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study.
5920 Directed Reading in Forensic Sciences. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prereq: Permission of instructor.
5930 Individual Study in Forensic Sciences. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prereq: Permission of instructor.
5940 Special Topics in Forensic Sciences. Credit will vary from 1 to 4 hours. Introduces a new topic or course on a temporary basis. Subject matter will vary within the department’s field of study.
5960 Institute in Forensic Sciences. Credit will vary from 1 to 8 hours. Subject matter will vary within the department’s field of study. Prereq: Permission of instructor.
5970 Study Tour. Credit will vary from 1 to 2 hours. Subject matter will vary within the department’s field of study.
5980 Project in Forensic Sciences. A contemporary problem provided by business and industry and selected with consideration of the interests and abilities of the individual student. Prereq: Permission of instructor.
5990 Thesis. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Prereq: Permission of instructor.

Industrial and Applied Physics (670)

INDUSTRIAL & APPLIED PHYSICS

The Department of Physics & Engineering offers graduate study leading to the Master of Science in Industrial and Applied Physics (MSIAP). As technology advances, the boundaries between traditional physics and other academic disciplines blur. As a result, new and exciting opportunities are appearing for the application of physics to problems outside of traditional physics. The MSIAP program is designed so that its graduates can pursue careers in diverse interdisciplinary fields in industry and technology. The program also provides advanced study in applied physics for traditional students and those intending to pursue the Ph.D. in Physics and Engineering.

The MSIAP program requires 32 semester credit hours beyond the BS degree, and for well prepared students, can be completed in about two years. Course work in the core fields of physics is required of all students. Additional advanced courses are chosen with the guidance of the student’s Advisory Committee. Students generally choose their research advisors by the end of their first year of graduate study.

The MSIAP program encourages students to select elective courses from disciplines other than physics, such as chemistry, computing science, mathematics, business, and
management. This enables students to tailor programs of study according to their particular interests and situations. The majority of physics course offerings for the MSIAP are scheduled in the evening for the convenience of working students.

Students may write a thesis in fulfillment of requirements or by completing formal class work and writing a report. The MS thesis or report must be defended in a final oral presentation.

For further information please contact
Dr. Weldon Wilson
H 221
University of Central Oklahoma
Edmond, OK 73034-5209
Phone: (405) 974-5470
Fax: (405) 974-3824
E-Mail: wwilson@ucok.edu

Department of Physics

I. Admission Requirements for the M.S. in Industrial and Applied Physics Program

Students seeking an M.S. in Industrial and Applied Physics must fulfill the following requirements before they will be formally admitted to the program:
A. Gain admission to the University. Requirements
B. Apply for admission to the CGS&R, Room 404, UC.
   Note: No student will be admitted to this program or to the CGS&R who does not meet the program admission standard of 3.00 GPA overall, and 3.00 GPA in the last 60 hours attempted.
C. Meet with the assigned advisor and work out a formal plan of study. A copy of this plan of study, signed by the student and the advisor, should be filed with the advisor and the CGS&R no later than the end of the first semester of enrollment.
D. Complete all prerequisites, if any, as determined by the graduate advisor. Transcripts must indicate credit in at least 24 hours of physics, or the equivalent, and mathematics through Calculus. Students with deficiencies will be advised to complete 3000 and 4000-level courses in physics as preparation for the 5000-level courses.
E. Earn eight hours of graduate credit at the University of Central Oklahoma with a minimum 3.00 GPA, with no grade below a ‘C’.
F. Transfer students will be required to present a letter from their previous school or university showing the student was in good academic standing at the time he or she left that university.

II. Industrial & Applied Physics Curriculum 32 hrs

Requirements for the MS Degree in Industrial and Applied Physics include the completion of 32 credit hours of graduate-level courses beyond the B.S. and the submission of an acceptable thesis or report based on independent research activities.
A. Core Courses 21 hrs
   The following core courses must be completed:
   PHY 5013 Mathematical Physics II
   PHY 5443 Quantum Mechanics
   To complete the core requirements, five of the following courses must also be completed:
   PHY 5103 Classical Mechanics
   PHY 5143 Kinetic Theory & Statistical Mechanics
   PHY 5163 Applied Optics
   PHY 5203 Applied Electrodynamics
   PHY 5323 Acoustics
   PHY 5553 Applied Problems-Semiconductor Physics
   PHY 5553 Applied Problems-Computational Physics
   PHY 5553 Applied Problems-Quantum Electronics
   PHY 5553 Applied Problems - Spectroscopy
   PHY 5553 Applied Problems - Nonlinear Systems
   PHY 5553 Applied Problems - Fiber Optics
   PHY 5553 Applied Problems - Optical Info. Processing
B. Electives to total 32 hours 11 hrs

In addition to the core courses, eleven semester credit hours of graduate-level electives must be completed in physics, mathematics, computer science, chemistry, business, management, or related fields as approved by the student’s advisement committee. For students electing the thesis option, up to six semester hours of these electives may be thesis research credits. For students not electing the thesis option, two semester hours of these electives must be PHY 5922 Directed Reading in Physics: Research Experience.

III. Thesis Option

The focus of the MSIAP program is a thesis based on research conducted under the supervision of a faculty advisor. While a non-thesis degree option is available, students are strongly encouraged to choose the thesis option.

Any graduate student entering in the Fall, 2001 semester and thereafter who elects or is required to submit a thesis must publicly defend the thesis before the student will be allowed to graduate. A representative of the College of Graduate Studies and Research will be present at the defense.

IV. Research Areas

Faculty are involved in the following research: Electronics, instrumentation, computer modeling, characterization of optical materials, lasers and fiber optics, optical properties of solids, laser application, interferometry, molecular collisions and interactions with solid surfaces, quantum few-body problems, data acquisition and automation, digitization of sounds, acoustics, analysis of biological molecules x-ray diffraction, nonlinear phenomena, computational physics biomedical engineering.

Course description

PHYSICS (PHY)

5000 Workshop in Physics. Credit will vary from 1 to 4 hours. Subject matter will vary within the department’s field of study. Normally involves lecture, films, guest speaker, etc. A grade of “P” or “F” is given. No more than 2 hours of workshop may be counted on a master’s degree.

5013 Mathematical Physics II. A continuation of PHY 33094, this course discusses in more depth the mathematical preparation required for solutions to boundary value problems...
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5003</td>
<td>Nuclear Physics</td>
<td>PHY 4183 and PHY 4003</td>
<td>The study of nuclear phenomena, including nuclear reactions, nuclear structure, and nuclear processes.</td>
</tr>
<tr>
<td>5004</td>
<td>Applied Electrodynamics</td>
<td>PHY 3014 and MATH 2203</td>
<td>The application of electrostatics, mechanics, heat transfer, quantum mechanics, and acoustics. The mathematical topics may include curvilinear coordinates, Fourier analysis, Fourier transforms, partial differential equations, Green’s functions, tensor analysis and group theory. Prereq: PHY 3094.</td>
</tr>
<tr>
<td>5023</td>
<td>Thermophysics</td>
<td>PHY 3014 and PHY 3884</td>
<td>Thermophysics is a formulation of the laws of thermodynamics at the beginning graduate level. The course will provide students with a background in the principles of conservation of energy, the direction of spontaneous processes based on entropy considerations, and the conception of the approach to constant entropy as a system approaches the absolute zero of temperature. Prereq: PHY 2114 and MATH 2203.</td>
</tr>
<tr>
<td>5033</td>
<td>Nuclear Physics</td>
<td>PHY 4103 and 9 additional hours upper division level physics</td>
<td>The purpose of this course is to acquaint the students with the fundamental physics of solids. The emphasis will be on crystal lattices, elastic scattering of waves, bonding, atomic vibrations, electron states, dielectric and optical properties, and semiconductors. Prereq: PHY 3104 and 9 additional hours upper division level physics.</td>
</tr>
<tr>
<td>5043</td>
<td>Solid State Physics</td>
<td>The study of uniaxial and biaxial crystals, gaussian beam propagation, optical resonators, laser systems, q-switching and mode locking, line broadening and electro-optic modulations. Prereq: PHY 3263 and PHY 4003.</td>
<td></td>
</tr>
<tr>
<td>5063</td>
<td>Analytical Mechanics</td>
<td>PHY 3104 or concurrent enrollment</td>
<td>A vector analytical approach to particle and rigid-body dynamics including a brief introduction to Lagrange’s and Hamilton’s equations, and special relativity. Prereq: PHY 3063.</td>
</tr>
<tr>
<td>5071</td>
<td>Nuclear Radiation Laboratory</td>
<td>A laboratory course providing a thorough understanding of the types of nuclear radiation, their origin, characteristics, detection and interaction with matter. Prereq: PHY 3104 or concurrent enrollment.</td>
<td></td>
</tr>
<tr>
<td>5103</td>
<td>Kinetic Theory and Statistical Mechanics</td>
<td>A treatment of the kinetic theory of gases, including transport phenomena and an introduction to classical and quantum statistical mechanics. Prereq: PHY 4123 and PHY 3884.</td>
<td></td>
</tr>
<tr>
<td>5163</td>
<td>Applied Optics</td>
<td>PHY 3263 and PHY 4003</td>
<td>The study of uniaxial and biaxial crystals, gaussian beam propagation, optical resonators, laser systems, q-switching and mode locking, line broadening and electro-optic modulations. Prereq: PHY 3263 and PHY 4003.</td>
</tr>
<tr>
<td>5203</td>
<td>Applied Electrodynamics</td>
<td>PHY 4183 and PHY 4003</td>
<td>The application of electromagnetic theory (Maxwell’s equations) to the description of static and time dependent electric and magnetic fields, electromagnetic radiation, wave guides, transmission lines, and related problems. Prereq: PHY 4183 and PHY 4003.</td>
</tr>
<tr>
<td>5323</td>
<td>Acoustics</td>
<td>PHY 3104</td>
<td>A study of vibrations and wave motion as related to the production of sound and music. Prereq: PHY 4003.</td>
</tr>
<tr>
<td>5352</td>
<td>Introduction to Research in Physics</td>
<td>PHY 3104, MATH 3103</td>
<td>A participatory examination of the skills and techniques used in research including formulating hypotheses, searching literature, evolving measuring techniques, reporting observations, developing conclusions, and writing reports.</td>
</tr>
<tr>
<td>5443</td>
<td>Quantum Mechanics</td>
<td>PHY 3104, MATH 3103</td>
<td>An introduction to the theory of quantum mechanics and its applications. Topics include the historical development of quantum mechanics, the Schroedinger equation and its applications, the theory of operators, the theory of angular momentum, the hydrogen atom, and perturbation theory. Prereq: PHY 3104, MATH 3103</td>
</tr>
<tr>
<td>5553</td>
<td>Applied Problems</td>
<td>A course designed to acquaint the graduate student with methods and approaches for assessing and solving the pragmatic problems in industry and technology. Permission of instructor required.</td>
<td></td>
</tr>
<tr>
<td>5643</td>
<td>Directed Study</td>
<td>A directed study of a specialized aspect of industrial or applied physics. A maximum credit of four hours may be awarded for a non-thesis program and a maximum of six credit hours awarded in a thesis program.</td>
<td></td>
</tr>
<tr>
<td>5900</td>
<td>Practicum in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5910</td>
<td>Seminar in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5920</td>
<td>Directed Reading in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5930</td>
<td>Individual Study in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5940</td>
<td>Special Topics in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5950</td>
<td>Internship in Physics</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
<tr>
<td>5960</td>
<td>Institute in Physics</td>
<td>Supervised practical experience gained in a professional field by an advanced or graduate student.</td>
<td></td>
</tr>
<tr>
<td>5970</td>
<td>Study Tour</td>
<td>Supervised practical experience gained in a professional field by an advanced or graduate student.</td>
<td></td>
</tr>
<tr>
<td>5980</td>
<td>Practicum in Physics</td>
<td>Supervised practical experience gained in a professional field by an advanced or graduate student.</td>
<td></td>
</tr>
<tr>
<td>5990</td>
<td>Thesis</td>
<td>Subject matter will vary within the department’s field of study.</td>
<td></td>
</tr>
</tbody>
</table>