ACADEMIC REGULATIONS AND GRADUATE REQUIREMENTS

UNIVERSITY OF CENTRAL OKLAHOMA
Jackson College of Graduate Studies
Academic Regulations

Catalogs of Record and Degree Requirements
UCO admits students under the admission requirements of the Graduate Catalog in effect on the date of their admission approval. UCO, however, requires students to meet the graduate degree requirements in effect at the time of a graduate student’s first day of enrollment. These requirements will remain in effect for six years. In no case shall the University of Central Oklahoma be obligated to make required courses or activities available for more than six years. During continuous enrollment, individual plans of study, once approved, remain in force regardless of succeeding changes in degree programs unless the Graduate Dean, on the advice of the graduate advisor, grants a substitution for a particular course or courses. Students who have not enrolled for one year or longer must meet the admission standards in force on the date of the approval of their readmission application. As in the case of new students, UCO requires readmitted students to meet the graduate degree requirements in effect at the time of the students’ first day of reenrollment.

Types of Graduate Courses

Traditional Courses
A traditional course is a 16-week class conducted in a classroom setting where the instructor meets face-to-face with the students. The course may have lectures, discussions, activities, or demonstrations with or without web requirement.

Intersession
An intersession course is one offered in the time period between the end of one term and the start of another. Students may take a maximum of 5 credit hours per intersession.

Electronic and Hybrid Courses
Internet and other electronic courses are offered beyond the classroom setting. Hybrid courses require both electronic and in-class activities. UCO accepts these classes for credit, whether the students take them from UCO or transfer them to UCO (subject to the same restrictions on other transfer courses). Students taking UCO electronic or hybrid courses earn residential credit.

Self-Paced Online Course Admission
Self-Paced Online Courses (SPOCs) are available in six- and eight-week blocks throughout each semester. A student wishing to earn transcripted graduate credit must be formally admitted to UCO prior to enrollment in the course. Students are encouraged to consult with an academic advisor before enrolling to ensure that credit will apply. Visit the Academic Advisement website at [https://www.uco.edu/admissions-aid/advisement/](https://www.uco.edu/admissions-aid/advisement/) for more information.

In SPOCs, students work independently under the supervision of a UCO faculty member and submit coursework at their own pace. Courses completed count as credit hours toward a degree at UCO. SPOCs are considered correspondence courses. A maximum of 6 hours of SPOC/correspondence credit may be applied towards a UCO degree. It is recommended a student enroll in no more than two courses at a time.

A student must submit all required course assignments, including the final exam, no later than the final date of the course. The time it takes to complete the course is dependent on many factors such as grading timelines, university holidays, and course-specific requirements and activities. Given the flexible nature of self-paced online courses, no guarantees are made within this timeframe on the exact length of time in which a course can be completed. No SPOC can be completed in less than 30 calendar days from the date of enrollment.

Students may drop an eight week SPOC until the first Sunday after a block begins with a full refund and until the sixth Thursday after the block begins to withdraw with a ‘W’ on their transcript. Six week SPOCs may be dropped until the first Thursday after the block begins with a full refund and until the fourth Monday after the class begins with a ‘W’ on the transcript.

Upon completion of a SPOC, letter grades earned will be posted to an official UCO transcript and marked with an asterisk to indicate the course was correspondence. If a SPOC is not completed by the course end date, a grade will be determined by the course instructor based on the work completed through the final date.

SPOCs adhere to all policies and regulations set forth in Students Rights and Responsibilities regarding: 1) Honor Codes, 2) Academic Policy, 3) Grade Appeals, 4) Dishonesty Policy, 5) Conduct, 6) Enrollment, and 7) Refunds.

All standard graduate admission rules apply to them.

Categories of Graduate Credit

Graduate Credit from Graduate Courses
A student granted regular admission to the Jackson College of Graduate Studies at the University of Central Oklahoma may enroll in any courses offered for graduate credit for which he/she has completed the prerequisites.

Graduate level courses will not count toward graduate degree requirements if the student previously earned undergraduate credit for the course.

Accelerated Master’s Degrees
Students may accelerate their progress and graduate early by one of four methods:
1. As an undergraduate, earn credit under the Mixed Enrollment Policy.
2. As a graduate transfer student, transfer credit to UCO from another institution.
3. As a UCO graduate student, enroll in more than 9 graduate hours per term and/or enroll in summer terms.
4. As a graduate student, apply for admission to the Accelerated Master’s Degree Program.
4. As a student in an accelerated bachelor’s to master’s program.

Graduate Credit Earned While Still an Undergraduate (Mixed Enrollment)

Seniors at UCO who plan to go on to graduate school are eligible to take a maximum of 10 graduate credit hours (i.e. 5000-level courses) before receiving their bachelor’s degree. If the student completes 10 graduate hours as a part of mixed enrollments, the student will not be able to enroll until the bachelor’s degree is posted. They may take these hours during their last two undergraduate semesters however, if the bachelor’s degree is not posted within the first 10 graduate hours taken, the student will not be allowed to enroll in future graduate courses.

This provision allows a student to get a head start on his or her graduate program if the student does not need a full load of undergraduate courses to complete baccalaureate requirements. The student seeking mixed enrollment must submit the following to the Jackson College of Graduate Studies (JCGS):
1. An application for admission to graduate studies
2. A Mixed Enrollment form
3. Certification from the undergraduate advisor that the student is in his/her last two semesters prior to completion of the bachelor’s degree.

Acceptance for mixed enrollment is subject to the following criteria:
1. The student must have an overall undergraduate GPA of 3.00 or higher.
2. The student’s total course load for the semester (graduate and undergraduate) must not exceed 16 hours with a maximum of 10 hours for graduate credit.
3. The maximum number of mixed enrollment in the summer is 12 hours with 8 of those hours in graduate courses.
4. Only courses in an approved accelerated program may be counted for both graduate and undergraduate credit.
5. Only three semesters (counting either or both summer terms as one semester) of a mixed enrollment are allowed until the bachelor’s degree is granted.

Mixed Enrollment for non-UCO students

Seniors at other universities who plan to go to graduate school at UCO are eligible for mixed enrollment provided that they are within thirty hours of undergraduate graduation, as long as they meet the standards listed above and under the following conditions:
1. Be admitted to UCO as an undergraduate student;
2. Provide an undergraduate transcript to the Jackson College of Graduate Studies showing an overall undergraduate GPA of 3.0 or higher, and at least junior standing from home institution;
3. Provide a letter from the home institution’s registrar indicating the student has 30 or fewer hours remaining to complete the baccalaureate degree.

Although listed as item #4. above, it should be emphasized that graduate credit earned at UCO while an undergraduate student and applied toward an undergraduate degree may not be used to satisfy graduate degree requirements at the University of Central Oklahoma.

Transfer Credit

Students may not transfer in credit for capstone courses, program projects, internships, theses, or similar non-classroom, summary, or application requirements. These requirements must be met through UCO. A maximum of 10 (ten) semester hours of graduate credit from an appropriately regionally-accredited, degree-granting institution may be transferred to a graduate degree program at the University of Central Oklahoma, unless UCO has a Memorandum of Understanding and/or a Transfer Agreement with the sending institution or its agents. These 10 hours must carry grades of “B-“ or higher, must apply to the student’s UCO program and must appear on a UCO Plan of Study. Courses must be approved by the graduate program advisor and the Dean of the Jackson College of Graduate Studies.

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

If the courses have been used to satisfy degree requirements at other universities, they cannot count toward degrees at UCO, unless UCO has a Memorandum of Understanding and/or a Transfer Agreement with the sending institution or its agents providing for an exception to this rule. Only those courses approved by graduate program advisors for credit toward UCO degrees will count toward GPA calculations. All provisions for transfer to UCO are subject to modifications in cases where UCO has a Memorandum of Understanding and/or a Transfer Agreement with the sending institution or its agents providing exceptions to the transfer rules. Limits imposed in this catalog under “Time to Degree Completion” apply equally to credits earned at UCO and to transfer credits.

Internship Credit

Internship credit may not exceed 8 credit hours.

Credit for In-Service Training

In-service courses will be counted toward a degree only when offered through a regionally-accredited institution of higher education and listed on a certified transcript from that institution. Such credit is subject to the transfer credit regulations above.

Workshop Credit

No more than six hours may be earned by the participation in workshops. No more than three hours may be earned by participation in the Oklahoma Scholar-Leadership Enrichment Program (OSLEP), 2007-2009. Graduate program advisors must approve all hours earned through workshops.

Auditing Courses for No Credit

On a space-available basis, students may audit graduate courses if they obtain written permission from the instructors.
Academic Regulations & Graduate Requirements

The instructors of audited courses are not obligated to grade or evaluate the course work or performance of auditing students. Students receive no credit for audited classes. These courses neither meet degree requirements nor count toward the GPA. Fees are the same for audited and credit courses. Students may not drop audited courses and subsequently pick them up for credit.

Extra-institutional Examinations
Extra-institutional examinations may not be taken as graduate credit.

Credit for Individual Study
Graduate credit may be earned through individual study or directed reading. A student is limited to 12 hours of individual study/directed reading with no more than 6 hours in any one discipline.

Enrollment Regulations

Enrollment Requirements
All students, except mixed enrolled undergraduate students, must be admitted before the student enrolls in a graduate course. Degree-seeking students must also be accepted by their programs before enrolling.

Enrollment Periods
Enrollment at the University of Central Oklahoma begins in April for the Summer and Fall Semester, and in November for the Spring Semester.

Enrollment Status
A full-time graduate student in each term is a student who has been admitted to the Jackson College of Graduate Studies and is enrolled in at least nine credit hours in a fall or spring semester or at least five hours in the summer sessions. In each term, the courses must be on the student’s Plan of Study or approved by the advisor as a variation from the student’s plan.

Enrollment Status and Assistantships
Full-time graduate students with teaching assistantships, research assistantships, or graduate assistantships (a graduate assistantship is a graduate intern employed in a non-academic department) must enroll in at least five graduate hours, except that in their final semester, full-time graduate students working as TAs, RAs, or GAs may take a minimum of three hours. The summer minimum for TAs, RAs, and GAs is three graduate hours, or a commitment to enrollment as a full-time graduate student in the fall.

Enrollment Status and Financial Aid
Enrolling in fewer than nine hours in any fall, spring, or summer term even if receiving a teaching assistantship, research assistantship or graduate assistantship may affect a student’s eligibility for financial aid. Students should direct questions about their own financial aid to the Financial Aid Office.

Credit for Individual Study
Graduate credit may be earned through individual study or directed reading. A student is limited to 12 hours of individual study/directed reading with no more than 6 hours in any one discipline.

Enrollment Periods
Enrollment at the University of Central Oklahoma begins in April for the Summer and Fall Semester, and in November for the Spring Semester.

Enrollment Status
A full-time graduate student in each term is a student who has been admitted to the Jackson College of Graduate Studies and is enrolled in at least nine credit hours in a fall or spring semester or at least five hours in the summer sessions. In each term, the courses must be on the student’s Plan of Study or approved by the advisor as a variation from the student’s plan.

Enrollment Status and Assistantships
Full-time graduate students with teaching assistantships, research assistantships, or graduate assistantships (a graduate assistantship is a graduate intern employed in a non-academic department) must enroll in at least five graduate hours, except that in their final semester, full-time graduate students working as TAs, RAs, or GAs may take a minimum of three hours. The summer minimum for TAs, RAs, and GAs is three graduate hours, or a commitment to enrollment as a full-time graduate student in the fall.

Enrollment Status and Financial Aid
Enrolling in fewer than nine hours in any fall, spring, or summer term even if receiving a teaching assistantship, research assistantship or graduate assistantship may affect a student’s eligibility for financial aid. Students should direct questions about their own financial aid to the Financial Aid Office.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Fall FT Minimum Hours</th>
<th>Spring FT Minimum Hours</th>
<th>Summer FT Minimum Hours</th>
<th>Last Sem. FT Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Student w/o TA, RA, or GA</td>
<td>9</td>
<td>9</td>
<td>5</td>
<td>No Minimum</td>
</tr>
<tr>
<td>Grad Student with TA, RA, or GA</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Grad Student with Financial Aid</td>
<td>9</td>
<td>9</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>

Advisement
The graduate program advisors for graduate degree programs advise students on enrollments and program requirements. After admission, a student meets with his/her graduate program advisor to develop his/her individual plan of study. It is important that the student work closely with his/her advisor to ensure that all program requirements are met.

Graduate program advisors are not always on campus during semester breaks. Students should make appointments to ensure their availability.

Course-Load Limits
Without advance written approval, graduate students may enroll in no more than 12 graduate hours during the fall or spring semester (16 weeks) or 9 hours during the summer. With written approval from the graduate dean, a student may enroll in 15 graduate hours during spring or fall semesters or 12 graduate hours during the summer term. Overload permission forms are available in the Jackson College of Graduate Studies. Traditional courses, workshops, intersessions, institutes, and course work taken electronically or at other institutions are included in this total. Up to five hours of intersession credit are allowed immediately following each semester. Graduate enrollments above maximums will not be applied toward a master’s degree at the University of Central Oklahoma.

Students may enroll in sixteen (16) or fewer hours of mixed-enrollment (graduate and undergraduate) credits in a regular semester, including no more than 10 hours of graduate credit. The maximum number of mixed-enrollment in the summer is 12 hours with 8 of those hours in graduate courses.

Graduate students on academic probation may only enroll for a maximum of 10 (ten) graduate hours in the fall and spring and 6 (six) graduate hours in the summer.

Changing Programs
Students who wish to change from one graduate program to another must meet all admission requirements for the new degree program, meet with their new graduate program advisor to complete the Graduate Program Change Request form (available in the Jackson College of Graduate Studies) and submit the request along with a formal plan of study for their new program, to the Jackson College of Graduate Studies. Students must meet all admission requirements for their new programs, including those involving the undergraduate GPAs.
Add, Drops and Withdrawals

Adds

Students may add classes anytime before the end of the first week of classes. Please refer to the Class Schedule online under Web Registration Deadlines for specific deadline dates at: http://www2.uco.edu/registrar/sched/

Drops

Pre-Semester Drops: Students may drop a class before the first day of the semester either at the Enrollment Management Office or online. No records of courses dropped before the start of the semester will appear on transcripts. There are no financial penalties for such drops.

Early Semester Drops: As long as they do not withdraw from all classes, students may drop classes before the end of the second week of the fall or spring semesters by completing the appropriate forms either at the Enrollment Management Office or online. No record of courses will show on transcripts. There are no financial penalties for such drops.

Late Semester Drops with Permission: As long as the student does not withdraw from all classes, students may undergo unusual circumstances, as defined by the university, drop classes after the end of the second week of classes of the fall and spring semesters. Examples of unusual circumstances include emergencies, hospitalization, military deployments, and moving to out-of-state jobs. Poor academic performance or lack of deadline compliance does not merit approval. Requests to drop in this manner require documentation, instructor confirmation of relevant information, and permission of the Director of Admissions and Records. All approved drops show on transcripts as either “Withdraw” if the student is passing the course or “F’s” if not passing. Withdrawals are not official until processed by Enrollment Services. Students who abandon their studies without formally withdrawing will receive grades of “F.” The student is responsible for full payment of tuition and fees.

Note: A late withdrawal can have a significant negative impact on financial aid.

Summer Semester Drops and Withdrawals:

1. Regular Summer Semester (8 weeks) - financial penalties will apply after the first week of class.
2. Block I and Block II Semester (4 weeks) - financial penalties will apply after the first three days of class.

Please refer to the Class Schedule online under Web Registration Deadlines for specific deadline dates at: www.uco.edu/registrar/admit/enrollinfo.htm

Administrative Withdrawals from Courses for Non-Attendance: The university may withdraw students for failure to attend between the end of the second week and the end of the eleventh week of class. The university charges students who withdraw in this manner an amount equal to 25 percent of the courses' original costs for tuition and fees. Withdrawals are not official until processed by Enrollment Services.

Grading System

The following system of grading is used at the University of Central Oklahoma.

Grades Used in Calculating Grade Point Average

<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</td>
<td>1</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>U</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>P</td>
<td>PASS</td>
</tr>
</tbody>
</table>

Note: For the purpose of calculating grade point average (GPA) UCO converts grades listed on the transcripts of other institutions to UCO's 4.0 grading scale. UCO does not recognize “plus” or “minus” grades, so, for example, transferred...
Academic Regulations &
Graduate Requirements

Grade Appeals - Academic Probation & Suspension

grades of B+ or B- would be recorded at UCO as B with a point value of 3.0.

SYMBOLS USED TO INDICATE COURSE STATUS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Note</th>
<th>Symbol</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>INCOMPLETE</td>
<td>W</td>
<td>WITHDRAWAL</td>
</tr>
<tr>
<td>AW</td>
<td>ADMINISTRATIVE</td>
<td>N</td>
<td>GRADE NOT REPORTED</td>
</tr>
<tr>
<td>AUD</td>
<td>AUDIT</td>
<td>X</td>
<td>THESIS IN PROGRESS</td>
</tr>
</tbody>
</table>

P  Passing - given for workshops, student teaching, physical education activity courses, and extrainstitutional credits.

S  Satisfactory - given for 0-level (non-collegiate/developmental) courses.

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

I  Incomplete - given at the instructor’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an “F” grade and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. Students have one year to resolve incomplete grades. In extenuating circumstances, the instructor may grant exceptions. “I” grades not changed by the instructor to a letter grade, within one year, will remain as a permanent “I” and not contribute to the student’s GPA. “F” grades cannot be changed to “I” grades.

W  Withdrawal - given when a student initiates a withdrawal by the established procedures and deadlines.

N  Not Reported - given when an instructor fails to submit grades by the established deadline.

AUD—given when students formally audit classes.

AUD-U—given when a student enrolled for audit but did not meet the instructor’s attendance and/or participation requirements for auditors.

X  Thesis in Progress

Grade Appeals
In cases where graduate students wish to appeal a final grade, they must follow the Academic Appeal Policy located online under the UCO Academic Affairs Website at: http://www.uco.edu/academic-affairs/students/grade-appeals.asp.

Prerequisites and Corequisites
A prerequisite is a course, skill, or knowledge required to be completed PRIOR to taking another course. Prerequisites are established for courses requiring a specific background knowledge or skill level for successful completion. Many courses have more than one prerequisite.

Corequisites are complementary courses which require concurrent enrollment and which together comprise a body of knowledge or skills for the student.

Prerequisites and corequisites are established for the benefit of students. Insufficient background knowledge is an obstacle to success and often results in frustration, lower grades, and withdrawal.

Meeting prerequisites and corequisites is the responsibility of the student. (Exceptions must be cleared by the appropriate department or instructor.) Prerequisites and corequisites are listed in the catalog and on the Web class listings. Some prerequisites may be taken concurrently, and are listed as such in the course descriptions.

Students who pre-enroll in a course which requires a prerequisite or corequisite in which the student is currently enrolled may be dropped from that course by the university if they subsequently fail or drop the prerequisite/corequisite course.

Repeating Courses
Students may repeat up to three graduate courses in which they earned grades of “B” or lower. A graduate course may be repeated a maximum of one time (excluding withdrawals) unless the student’s program specifically designates it as a repeatable course. When a course is repeated, regardless of the grade earned, the original and subsequent grade(s) is/are included on the permanent record. The credit for the course, however, is counted only once toward satisfying graduation credit requirements. The grade which will be used in computing the student’s graduation GPAs is the highest grade for the course. Courses which are no longer offered cannot be repeated. Cross-listed courses appearing under more than one course prefix are considered the same course for repeat counting. JCGS requires a cumulative grade-point average of 3.00 for “B,” or better in all graduate work.

The University offers a number of courses that use the same course prefix and number but have variable content from semester to semester. Students receive credit for learning new content so the grade and semester hours earned each time count toward the student’s grade point average (GPA), and total credits. These courses are referred to as “repeatable courses” or “courses that are repeatable for credit,” as listed in their official catalog descriptions. Examples for repeatable courses include, but are not limited to, applied music, independent study, internship, thesis research, and variable topics courses.

Academic Probation and Suspension
Graduate students must maintain an overall graduate grade point average of 3.00 or higher to remain in “good academic standing” with the University and the Jackson College of Graduate Studies.

A. Academic Probation
1. A student, regardless of admission status, will be placed on academic probation if:
   a. The student has completed nine graduate hours;
C. Readmission After Suspension

1. A student who wishes to be considered for readmission must submit a written appeal for readmission to the dean of the Jackson College of Graduate Studies within 30 days of issuance of their suspension. This is the only opportunity for the student to provide information relating to the substance of his/her appeal, thus, the student must include all information which he/she wants to have considered. The Admissions and Retention Committee of the Graduate Council will review the appeal and recommend readmission or dismissal to the Graduate Council.

2. The graduate dean will notify the student of the Council's decision regarding dismissal or readmission.

3. If the Graduate Council approves readmission, the student must fill out a new application to graduate college, pay the $60 non-refundable application fee, and will continue on academic probation. The student must maintain a graduate GPA of 3.00 each semester.

4. Failure to achieve a graduate GPA of 3.00 or above during any semester after readmission will result in immediate dismissal from graduate studies at UCO with no reprieve for further graduate work.

5. Within 30 days of issuance of the notification, the student may appeal the decision in writing to the graduate dean but only on a claim that an university official had failed to follow proper procedures or laws. The dean will not reevaluate the facts of the student’s case, but if the dean finds that procedural errors may have occurred, the dean will resubmit the student’s appeal to the Admissions and Retention Committee which will recommend readmission or dismissal to the Graduate Council. The Council’s decision would then be final.

6. Department chairs and graduate advisors can dismiss students from their programs for failing to meet program standards, but only JCGS can suspend students from graduate studies. JCGS can allow students to transfer to other graduate programs if the students are in good standing with JCGS’ rules, and the new program is willing to accept them.

Honors and Awards

Graduation with Honors

The University of Central Oklahoma grants degrees “with honors” to students who complete the master’s degree with grade-point averages of 4.00 for all graduate work attempted. Students who complete two graduate degrees are allowed to earn honors for one degree without regard for the student GPA in the second degree.

Recognition of graduation with honors at the commencement ceremony is based on the student’s current retention GPA and will not include pending courses during the last semester of enrollment.

President’s Honor Roll

Graduate students who earn all “A's” in a Spring or Fall semester in which they complete at least nine hours of residence graduate work, are listed on the President’s Honor Roll.

The E.C. Hall Graduate Scholar Award

During the fall and spring semesters, each college and the Forensic Science Institute will, using their own criteria, select an E.C. Hall Scholar, following the procedures below. December masters’ graduates will be eligible for the spring semester award. May and summer masters’ graduates will be eligible for the fall award.

Early in the term, JCGS will supply each of the colleges and FSI with a list of those who graduated in the appropriate time period with a 4.0 GPA. Each College and FSI will review their list, using their own criteria, and select an E. C. Hall Scholar from that list, and simultaneously nominate that person to the Jackson College of Graduate Studies for the E. C. Hall Outstanding Graduate Student Award. The Graduate College will then notify each of these Scholars of their nomination and direct them to submit a two-page narrative showing their scholarly, creative, and/or professional achievements during their time as UCO graduate students.

From among these six college-level E.C. Hall Scholars, the Admissions and Retention Committee, together with the two assistant graduate deans, will select the E.C. Hall Outstanding Graduate Student Award. The Graduate College will then notify each of these Scholars of their nomination and direct them to submit a two-page narrative showing their scholarly, creative, and/or professional achievements during their time as UCO graduate students.

Exceptions and Waivers

Exceptions or waivers to any graduate studies requirement must be formally requested in writing and approved by the graduate program advisor, the Chair of the Department, Dean of the College, and the Graduate Dean.
Graduation Requirements

Formal Application for Graduation

In order to graduate with a master’s degree, a student must submit a formal Graduation Application to the Jackson College
of Graduate Studies (JCGS) by the deadline established for the term (fall, spring, or summer) that the student intends to
graduate.

DEADLINES FOR GRADUATION APPLICATION

- Fall Semester Graduation: Sept. 15
- Spring Semester Graduation: Feb. 15
- Summer Term Graduation: Feb. 15

GRADUATION FEE

There is a non-refundable $45 graduation fee that must be paid to the Bursar’s Office in person (NUC 134) or electronically (see below). There is an additional $25 fee for processing late applications. Please note, the University will process late applications as time allows, but students who apply late are NOT guaranteed to have their applications fully processed prior to the end of the semester or summer term.

PROCEDURES FOR GRADUATION APPLICATION

Option 1: Apply in person by paying the graduation fee at the
Bursar’s Office and then presenting the receipt and completed
form to the JCGS (NUC 404).

Option 2: Apply online by going to:
www.uco.edu/graduate/graduation/mgradapp.asp and clicking
the link to Graduation Information. The fee will be charged
electronically to the UCO student account.

Once the Graduation Application has been submitted, a final
degree check will ascertain if all requirements have been met.
This process will normally take one to four weeks depending
on workload after which the student will be notified in writing
of the results of the degree check. Call the Graduate Program
Specialist at 974-3417 with any questions.

If a student fails to complete requirements during the se-
mester for which he or she applied for graduation, the student
must contact the JCGS to have his or her application rolled
forward to a subsequent term. There is an additional fee for
such changes (except for change from Spring to Summer of
the same calendar year).

Commencement Ceremonies

Recipients of master’s degrees are strongly encouraged to
participate in the University’s formal commencement ceremo-

nies, which are held at the end of fall and spring semesters.

Students who graduate at the end of the summer term are
eligible to participate in the previous spring ceremony. The
dates for commencement exercises are announced on cam-
pus well in advance so that students may order invitations and

invite friends and family.

Several weeks in advance of the ceremony specific infor-
mation regarding academic regalia (caps & gowns) and the
particulars of the exercises (times, place, marching order, etc.)
will be provided to students who have applied for graduation.

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.

Requirements for All Master’s Degrees

Student Responsibility for Requirements. The final re-
sponsibility for knowing and meeting the requirements in this
catalog, including those of the university, college, department
and degree program, and especially those requirements nec-
sessary for graduation, lies with the student alone. Faculty and
staff can and will advise students, but final responsibility for
satisfying all requirements remains with the student.

Program Requirements: Courses and Credit Hours

To graduate, a student must meet the course and total
hour requirements specified in the catalog at the time that
the student first enrolled in the program. All master’s degree
programs contain at least 32 graduate hours, and some
require more.

In some cases because of transfer-hour calculation, change
in course hours at UCO, substitution, or other factors a student
may meet a course requirement with a course that carries
fewer hours than the one specified in the program curriculum.
In such cases the student must obtain credit for additional
hours in order to reach the program minimum.

In certain cases as recommended by the student’s graduate
program advisor, a student who is deficient in certain areas
may have additional course work mandated.

Changes in Requirements

To graduate, a student must meet the specific requirements
specified in the catalog at the time that the student first en-
rolled in the program unless either the university or program
requirements change before he or she completes all require-
mences. In that case, the student may choose to meet either
the requirements specified in the catalog at the time that
the student first enrolled in the program or the requirements in
the newest catalog. The student must meet the entire set of
requirements in one catalog or the other, not a mixture of
requirements from the two catalogs. With the approval of the
program’s graduate advisor and the graduate dean, however,
some requirement substitutions may be allowed. Students
whose enrollment is not continuous must meet the require-
mements in effect at the time of readmission.

Grade Point Average

JCGS requires a cumulative grade-point average of 3.00
or “B”, or better in all graduate work. No grade below “C”
is acceptable for graduate credit, and no 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
Double-Major Application Procedure
1. Applicants seeking two majors within the same master’s degree submit one application and application fee, just as if they were seeking only one major. In their application, they must clearly specify that they are seeking double majors.
2. Graduate programs may accept the applicants to either or both of the requested majors. Acceptance to one of the majors does not guarantee acceptance for the other.
3. Based in part on program acceptances, the Jackson College of Graduate Studies grants a single admission to the student, applicable to either or both majors.
4. If a student is already pursuing one major in a degree program, and later decides to seek a second major, he or she must file a new Plan of Study to cover both majors.
5. Once the degree is conferred, an additional major cannot be added.

Concurrent Master’s Degrees
A student may seek concurrent master’s degrees in any two areas of their choosing. To pursue concurrent degrees, the student must be admitted to both programs before 12 credit hours of program work are completed in either program. In the requirements for concurrent degree programs are:
1. Applicants seeking concurrent master’s degrees submit two applications and pay two application fees, one for each degree program.
2. All degree requirements, including research tools, foreign languages, comprehensive examination, thesis and deficiencies, must be met for both programs.
3. Up to 20 percent of the total graduate credit hours required for both degrees taken individually may be double counted, e.g. counted as credit for both master’s programs.
4. The double-counted courses must be appropriate for each degree.

Sequential Master’s Degrees
A student may seek a sequential master’s degree subject to the following additional considerations.
1. Applicants seeking sequential master’s degrees submit two applications and pay two application fees, one for each degree program.
2. The subsequent degree cannot be in the same specific area as the first degree. In the case of dispute regarding similarity, the dean of the Jackson College of Graduate Studies will make the determination.
3. The student must complete a minimum of 32 additional graduate hours not included in any previous degree; i.e., a specific course may not be used to complete the course or hour requirements for more than one degree unless the transfer of these courses to UCO fall under a Memorandum of Understanding and/or Transfer Agreement between UCO and another institution. See “Transfer Credit.”
4. The Graduate Advisor may waive a research methods course if the student has already taken such a course in another master’s degree program in the same or in a
related field. Students must still complete the same number of hours required for the current degree program by substituting another course approved by the advisor. An official transcript from an appropriately regionally-accredited institution with a master’s degree posted is required for admission to a sequential master’s degree program.

Requirements for Certain Degrees

Comprehensive Exams

Comprehensive exams, required for certain master’s degrees, must 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.

Continuous Enrollment Required for Thesis or Project

All programs involving a master’s thesis or special project require the student to be in continuous enrollment (fall and spring semesters) in a 5990 course (thesis) or 5980 course (project) until all requirements for the degree are completed.

NOTE: Students must submit their completed thesis and projects to their instructors in a timely manner. If a student submits his or her thesis or project too late for the instructor and/or committee to evaluate it and meet the deadline for submitting grades for that term, the student must enroll in at least one additional hour of thesis credit in the following term even though the thesis or project has been completed and submitted. This will delay the student’s graduation by one semester.

Thesis

Some master’s programs require or allow a thesis. The thesis should conform to discipline-specific standards and provide an original contribution to its academic field. Students completing a thesis must follow the instructions of their thesis committees concerning the development and preparation of their theses. The thesis committee should, however, be open to innovative ways of organizing and presenting the information. Additionally, the thesis must comply with the JCGS and Chambers Library requirements, as explained below.

Guidelines for Thesis Writers

1. A graduate student has the primary responsibility for successful completion of his/her degree. A graduate student should be committed to his/her graduate education and should demonstrate this by efforts in the classroom and in research. A graduate student is expected to maintain a high level of professionalism, self-motivation, engagement, scholarly curiosity, and ethical standards.

2. A graduate student should be knowledgeable of the policies and requirements of their department, the Graduate College, and the university, including policies and deadlines governing thesis work. Thesis-related requirements and timelines appear in the “Graduation Requirements” section of the Graduate Catalog.

3. In selecting a thesis advisor, a graduate student should work with a faculty member whose scholarly and research interests coincide with those of the student. The student should keep in mind that it is up to the discretion of the faculty member to work on a thesis committee, and therefore the student should comport themselves with courtesy and respect toward the thesis advisor and committee members at all times during the process.

4. A graduate student should meet regularly with their thesis advisor and provide updates on their progress. They should meet all deadlines established by the thesis advisor and other committee members.

5. A graduate student should work with the thesis advisor to select a thesis committee. Graduate students should approach potential committee members about serving on their committee in a timely manner, no later than the semester before the semester they intend to defend. The student should meet with the committee members as often as required by committee members and as needed to make steady progress by the student.

6. A graduate student working on a thesis is expected to demonstrate the intellectual commitment, initiative in research and writing, and work ethic necessary to carry the project through to completion. They should comport themselves according to the highest standards of academic conduct and professional ethics in their discipline.

7. A graduate student should be responsive to the advice of their thesis advisor and open to constructive criticism from their committee. The student should realize that effective theses often require multiple revisions, which can extend the amount of time required to complete the thesis project. The timetable to completion depends upon the thesis advisor’s approval of the thesis for defense.

8. A graduate student should comply with all institutional policies, including academic program requirements. At the beginning of the semester in which the student plans to defend the thesis, the student should contact all committee members to apprise them of the pending thesis defense.

9. A graduate student should acknowledge primary responsibility to develop a career following the successful completion of a Master’s degree.

Thesis Committee

Students should consult their graduate program advisors early in their master’s programs for requirements regarding thesis committee and thesis preparation.

Once a student’s thesis committee has been formed, the student must submit a signed copy of the Graduate Thesis Committee Form on the JCGS website. Students can obtain the forms from their program department.

Thesis Hours

The maximum number of thesis hours which may be applied toward any graduate program is six (6).

Once enrolled in thesis hours, a student must remain continuously enrolled in thesis hours during each fall and spring semester until full completion of all thesis requirements have been met.
Thesis Grading

Thesis hours completed during the development and preparation of a thesis but prior to its final completion will be assigned an “X” grade and will contribute to the “Hours Attempted” and “Hours Earned” sections of the student’s transcript. The “X” grade will not, however, contribute to the graduate GPA.

Once the thesis is completed, the thesis committee chair will assign a Passing or Failing grade (“P” or “F”). While a grade of “P” will not contribute to the graduate GPA, an “F” grade will contribute to the overall graduate GPA and will prevent the student from graduating.

Timing of Thesis

Any student who has completed all course work must complete his/her thesis within two academic years (two fall and two spring semesters) beginning with enrollment in the first thesis course. Any exception request to extend beyond two years must be made in writing to the graduate dean.

Public Thesis Defense

A graduate student who submits a thesis must publicly defend his/her thesis with a representative from the Graduate Council and a thesis defense committee present. The Thesis Defense Scheduling Form may be obtained on the JCGS website and should be completed and submitted by the Thesis Committee Chair. The Graduate Council Thesis Defense Form may be obtained on the JCGS website and should be completed by the Graduate Council Representative. JCGS policy requires two weeks to schedule a Graduate Council Representative, and thesis defense scheduling deadlines must be met; these are:

- November 22, 2019 for Fall 2019
- April 24, 2020 for Spring 2020
- July 14, 2020 for Summer 2020

Abstract

The student is required to prepare an Abstract for faculty use in his/her thesis defense. The intent is to cause the thesis student to verbalize his/her rationale for key research decisions and thus to assist him/her in defending those rationales before his/her committee. The document must include:

1. Statement of the Problem or Issue
2. Brief Summary of the Literature
3. Thesis Statement
4. Statement of the Research Methodology. Examples of Qualitative Analysis, most applicable to studies of small groups, whole populations, or non-repetitive or non-repeatable phenomena include but are not limited to: Case study, participant observation, narrative, biography, focus group, textual and contextual, qualitative theory, philosophical and artistic. Examples of Quantitative Analysis, most applicable to studies of population samples and to repetitive or repeatable phenomena include but are not limited to: Scientific, survey, quantitative theory, statistical, and predictive.
5. Brief Summary of Findings
6. Confirmation, Modification, or Denial of Thesis
7. Statement of the Significance of the Findings
8. Suggestions for Future Research

A student presenting a thesis in partial fulfillment of the requirements for the Master of Arts degree in English with a major in Creative Writing shall follow an alternative form in preparing his/her Abstract, which must include the following elements:

1. Description of the Form or Genre of the Creative Project
2. Summary of Relevant Creative Work by Other Artists in the Genre of the Creative Project
3. Statement of the Objectives of the Creative Project
4. Identification of Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
5. Description of Strategies Employed to Meet the Major Creative, Conceptual, or Technical Challenges Posed by the Creative Project
6. Statement of the Significance of the Creative Project and of Its Implications for the Field

Thesis Format Requirements

A candidate completing his/her thesis for his/her master’s degree must submit the original title page, signature page, abstract page and summary to the JCGS no later than the last day of classes in the same term they plan to graduate. These documents must be on file to graduate. For additional information, contact the Academic Program Specialist at:

Elise Ellis
Academic Program Specialist
eellis5@uco.edu
405-974-3417

Submission Requirements for Thesis

Following successful public defense of the thesis, students must submit the thesis in both paper and electronic formats. For additional information, visit Chambers Library website at http://library.uco.edu/services/thesis.cfm or call Special Collections at 405.974.2882.

1. Paper Submission Process

a. Each student completing a thesis for the master’s degree program must submit two (2) copies of his/her thesis for binding to Archives & Special Collections in the Max Chambers Library.

b. The primary responsibility for content, form and style of the thesis rests with the student and the student’s thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting it to the library for binding.

c. Both copies of the thesis must be presented with an original signature page signed by all members of the thesis committee, on white 25%-100% cotton or rag paper and not bound or punched.

d. After the thesis returns from the bindery, one copy will be placed in the Archives Thesis Collection for reference only, and the second copy will be forwarded to the academic department which supervised the work. A full text, electronic version of the thesis will be made available through the UCO Chambers Library online catalog.
e. It takes approximately two months for the binding process to be completed. Students may pick-up their additional copies in the Archives & Special Collections Monday through Friday from 8:30am to 4:30pm.

<table>
<thead>
<tr>
<th>Thesis Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$24.00 Cost for binding two hard copies of thesis, paid by cash or check at Archives and Special Collection Department at the Library (2 copies @ $12 each)</td>
</tr>
<tr>
<td>$24.00 Total Required Costs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Thesis Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12.00 Cost per copy for additional student-requested copies of Thesis.</td>
</tr>
<tr>
<td>$65.00 Costs to have thesis registered with US Copyright Office (Optional, made with credit card payment on the ProQuest website).</td>
</tr>
<tr>
<td>$5.00 Mailing fee if you wish to have your copies mailed.</td>
</tr>
</tbody>
</table>

2. Electronic Submission Processes

After a successful public defense of the thesis, students must submit one (1) electronic copy of the thesis to:
  
  http://dissertations.umi.com/uco. The electronic copy must be the same, content and pagination as the paper copy submitted for binding.

Instructions are available at:
  
  http://dissertations.umi.com/uco. For questions regarding the electronic thesis submission process, please contact:

Nicole Willard
Archivist
Chambers Library
nwillard@uco.edu
405-974-2885

For additional information contact the Library's Archives & Special Collections at 405-974-2882 or go to our Website at: www.uco.edu/graduate/current/thesisprep.asp