ADMISSION TO
GRADUATE STUDIES

UNIVERSITY OF CENTRAL OKLAHOMA
Jackson College of Graduate Studies
Admission to Graduate Studies

All students must gain admission to the Jackson College of Graduate Studies (JCGS) before enrolling in graduate courses. All degree-seeking students must gain admission to the Jackson College of Graduate Studies and be accepted by their programs before enrolling in graduate courses. Undergraduate students, wishing to enroll in graduate courses may do so under the “Academic Regulations” section on "Mixed Enrollments" or on “Accelerated Degree Pathways” without first gaining admission to graduate studies.

1. How to Apply for Graduate Admission at UCO

An online application can be found at: www.uco.edu/graduate. The applicant should read the appropriate section of this catalog to find out if letters of recommendation, test score reports, or other documents are required for admission. When all required documents are received, our office will send the submitted documents to the respective program advisor for review and acceptance. Applicants are welcome to call the office of the Jackson College of Graduate Studies (405.974.3341), visit in person (NUC 404), or access the JCGS website at: www.uco.edu/graduate.

2. When to Apply

Applicants who have already completed bachelor degrees may apply as early as one year in advance of intended enrollment.

Applicants who are currently enrolled as undergraduates and who plan to go directly to graduate school are encouraged to submit their application materials prior to bachelor’s degree graduation. The Jackson College of Graduate Studies and the specific graduate programs may make tentative graduate admission and acceptance decisions based on grades posted one semester before graduation. Admission (or rejection) of an individual applicant will not be finalized, however, until the undergraduate degree is completed and all grades and the degree are posted on the official transcript.

For all programs, applicants are advised to apply well in advance of the semester in which they intend to begin classes. Certain programs have specific application deadlines as indicated in the program sections of this catalog. In addition, there are specific application deadlines for international students. (See the International Graduate Students heading later in this chapter.)

Some programs accept students for any semester, and others confine acceptance to specific times because of curriculum sequencing and/or capacity considerations. Check the specific program section of this catalog to determine the admission cycle for the program in which you are interested.

Students who have not yet received their bachelor’s degree must submit a letter from their undergraduate university’s Registrar’s office verifying graduation.

Students in an Accelerated Degree Pathway should refer to the “Admission Prior to Posted Bachelor’s Degree” section of this catalog.

3. Application Materials

All materials for admission to graduate studies must be emailed, mailed or hand delivered to the admissions desk of the Jackson College of Graduate Studies.

- Nigh University Center, Room 404
- University of Central Oklahoma, Box 117
- 100 N. University Drive
- Edmond, OK 73034

Email: gradcoll@uco.edu

A. UCO Graduate Admission Application form. The application form is required for ALL new graduate students including those currently enrolled as undergraduates at UCO. To apply online go to www.uco.edu/graduate. Click the “Apply Now” link at the top of the homepage. (Note: a completed application form is also required for readmission of former graduate students who have not been enrolled for over one year or who were suspended regardless of the length of non enrollment.)

B. Non-refundable application fee of $60. (Paid by credit card while applying online.)

C. Official (not student) copies of transcripts. Applicants must submit transcripts from ALL regionally-accredited institutions of higher learning attended at the undergraduate and graduate level, and any degree(s) earned must be posted on the appropriate transcript(s). Important note: applicants who apply while still enrolled as undergraduates may submit unofficial transcripts for evaluation purposes, but must submit an official transcript showing degree posted before admission can be finalized.

D. Scores from the GMAT or GRE (if required by the program). See the Admission Examinations section for the specific major to determine if the GMAT or GRE is required. Information about how to take these admission exams is provided under a heading later in this chapter.

E. Letters of recommendation and other documents (if required by the program). See the section of this catalog for the specific program to determine if letters and/or other documents must be submitted. It is recommended that applicants contact the program office directly for additional details.

F. Appropriate visa and evidence of English Language Proficiency (for international students only). See the
International Graduate Student heading later in this chapter for complete information about admission of international students to graduate study at UCO.

4. Immunizations
   Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. Contact the Jackson College of Graduate Studies for more information by calling (405) 974-334, or by visiting www.uco.edu/graduate.

5. Admission Examinations
   Some UCO graduate programs require students to submit GMAT or GRE scores for admission. It is the applicant’s responsibility to complete the exam, pay fees, and have scores forwarded to UCO. (Scores more than five years old are not acceptable.) Information about how to take the examinations follows:

   A. Graduate Management Admission Test (GMAT)
      The GMAT (or GRE) is required for all students seeking an MBA degree at UCO. Test scores must be submitted before the student will be admitted to the program. The computer version of the GMAT is offered every day except Sunday, holidays and the first two days of the month at the Pearson Professional Center of Oklahoma, 5100 N. Brookline Ave., Ste. 282, Oklahoma City, OK 73112. Phone 405-917-7325 for appointment. For regularly updated information about the availability of test centers, call 405-917-7325 or 1-800-247-8731. UCO School code for testing purposes is 6091.
      See the website at: www.mba.com for GMAT information, sample questions and testing sites.

   B. Graduate Record Exam (GRE)
      The GRE is required for students seeking several graduate degrees at UCO (see list below). Examination scores must be sent to the Jackson College of Graduate Studies. Examination schedules and expenses are the responsibility of the student. No scores more than five years old will be accepted. The computer version of the GRE is offered every day except Sundays and holidays at the Prometric Learning Center, 3545 NW 58th, #210, Oklahoma City, OK 73112. Phone 405-917-7325 for appointment. For regularly updated information about the availability of test centers, call Prometric at 405-917-1724 or 1-800-473-2255. UCO school code for testing purposes is 6091.

   C. Degrees Requiring GRE
      The degrees requiring the Graduate Record Exam are as follows:
      - Biology (M.S.)
      - Business Administration (MBA)
      - Family and Child Studies (MS, MFT)
      - Forensic Science (M.S.)
      - Engineering Physics (M.S.)
      - Psychology (M.A.)

6. Admission Standards
   All master’s degree programs at UCO require that students hold an accredited bachelor’s degree (or equivalent for international students). Exception to Degree Pathway policies are in the “Graduate Credit Earned While Still an Undergraduate (Accelerated Degree Pathway)” section of this catalog. Usually, the undergraduate major will be in a field directly relevant to the master’s degree major. Some programs may, however, choose to admit students holding less directly relevant bachelor’s degrees if, in the discretion of the program, the student is prepared, or can become prepared by prerequisite coursework or other activity, for work in the graduate field.
   Each program has established a minimum undergraduate grade point average (GPA) standard for regular admission (see p.17.) In addition, some programs have also established minimum GMAT or GRE scores and/or specified a minimum index computed using GRE and GPA. If a program requires letters of recommendation and/or other documents, the submission of such is a minimum requirement for program admission.
   A completed post baccalaureate degree from an appropriately regionally-accredited institution with at least a 3.00 GPA may also be used to determine eligibility for admission.

Categories of Admission

Regular Admission:
   The Jackson College of Graduate Studies processes applications for admission and responds either by denying the student for admission or by accepting the student under one of the categories below. All students must be admitted, and degree-seeking students must also be accepted by their programs, before enrolling in graduate courses.
   Most students admitted to graduate study at UCO will be classified as “regular” graduate students. This means they have completed a bachelor’s degree or post baccalaureate degree and they face no further admission requirements as long as they remain in good academic standing and in continuous enrollment (i.e., no break longer than one-year).

Conditional Admission (GPA):
   Conditional Admission (GPA) relates to undergraduate grade point average (GPA). If the graduate program determines that there is good reason to believe that an applicant will be successful despite the applicant’s lower than minimum undergraduate GPA, the program may, at its discretion, request admission of the student on a Conditional Admission (GPA) basis provided that the applicant’s undergraduate GPA is no lower than 2.50 (if graduation occurred within five years prior to the application) or 2.25 (if graduation occurred more than five years previous to the date of application), or the applicant has completed at least 6 graduate hours at an accredited institution or institutions and earned a minimum 3.00 GPA for all graduate hours attempted. Conditional Admission (GPA) students must meet all other criteria for all students. Some
Conditional Admission (Transcript): Students, who have completed all steps for program acceptance and graduate admission, including the filing of a partial transcript with evidence of expected completion of a bachelor’s degree within the current semester or the following summer, but without the filing of a final undergraduate transcript showing the actual completion of the bachelor’s degree, will be admitted as Conditional Admission (Transcript) students. These students may not enroll in graduate classes beyond those allowed under the Mixed Enrollment Policy until they have shown evidence of obtaining of bachelor’s degrees.

Deferring Admission Students are admitted for the semester in which they apply. A student, who has been accepted, may defer admission for 12 months from the start date of the semester for which he or she was admitted, provided that the student still meets all admission requirements at the time of UCO enrollment and has reported all credit hours attempted at other higher education institutions since the time of UCO graduate admission. Students seeking deferrals must make their requests to JCGS by email. UCO will not charge a second application fee to students so deferred. Students may gain a deferment for their admissions only once. Beyond the deferral's deadline, students must reapply for admissions and again pay an application fee.

Readmission Students who have not enrolled and completed a graduate course at UCO for a minimum period of one year must apply for readmission as graduate students to the Jackson College of Graduate Studies, must meet the requirements for the program at that time, and must pay the non-refundable application fee.

Readmission for Conditional Admission Students Conditional Admission (GPA) students who voluntarily and officially withdraw from UCO before earning graduate grades or who withdraw with GPAs of at least 3.0 with no graduate grades of “C or Lower” may be readmitted as Conditional Admission (GPA) students. Conditional Admission (GPA) students, who leave voluntarily and officially withdraw but do not meet these standards and those who leave involuntarily (such as through dismissals or administrative withdrawals) and seek readmission must meet all requirements for Regular Admission.

Non-Degree Seeking Students Non-Degree students are those who wish to take graduate-level courses, and are not seeking admission to a graduate program at the University of Central Oklahoma. Students seeking certificates within degrees are degree-seeking. Students seeking certificates outside of degrees are non-degree seeking. To be admitted as a non-degree seeking graduate student at UCO, the student’s undergraduate transcripts must show a minimum 2.50 overall GPA or 2.75 in the last 60 hours of course work.

Non-degree students may enroll for a maximum of twelve graduate hours per semester. Taking a course as a non-degree student does not constitute admission to a program or guarantee later applicability of these courses toward a program. If non-degree students subsequently achieve admission to
a graduate degree program, courses taken in “non-degree” status will be evaluated by the graduate program advisor to determine their applicability to the degree. A maximum of ten graduate hours taken as a non-degree candidate may be applied toward a master’s degree. These rules apply unless UCO has a Memorandum of Understanding and/or a Transfer Agreement with another institution or its agents providing for an exception to this rule.

Graduate students will be allowed to change their status from non-degree to degree seeking or vice versa at the beginning of each semester. Exception: programs which admit students only once a year. In those cases, student status changes are limited to the programs’ admission periods. Those seeking to become degree-seeking would still have to meet all regulations, including graduate program advisor approval.

Admission Prior to Posted Bachelor’s Degree
1. Until the degree is posted, the student may only enroll in a total of ten (10) graduate hours. If the student completed 10 graduate hours as a part of mixed enrollments, the student will not be able to enroll until bachelor’s degree is posted.
2. If the bachelor’s degree is not posted within the first 10 graduate hours, the student will not be allowed to enroll in future graduate courses.
3. Students in the last semester of an Accelerated Degree Pathway will be allowed to enroll for the following semester, but will be administratively dropped if the undergraduate degree is not posted by the week before classes begin.

International Graduate Students
The University of Central Oklahoma welcomes international students and encourages them to enroll in graduate programs for which they are qualified. International individuals wishing to attend UCO should first contact the University’s Office of Global Affairs. This office will assist international applicants with the application process and advise them regarding visa requirements.

Office of Global Affairs
Nigh University Center, Room 137
University of Central Oklahoma, Box 163
100 N. University Drive
Edmond, OK 73034 USA
Telephone: 405-974-2390
E-mail: international@uco.edu

International students must meet the Jackson College of Graduate Studies admission standards for all students. In addition, the special regulations for international students must be met, unless UCO has a Memorandum of Understanding, unless UCO has a Memorandum of Understanding and/or a Transfer Agreement with the sending institution or its agents providing for exception to these regulations.

A. Enrollment and the F-1 and J-1 Visas
While studying at the University of Central Oklahoma, an international graduate student on F-1 visa status must maintain full time enrollment each semester to preserve his/her US Citizenship and Immigration Services (USCIS) status.

B. Undergraduate Degree and Transcripts
Admission to graduate study at UCO requires the completion of a bachelor’s degree or a post baccalaureate degree from an accredited institution in the U.S. or the equivalent degree from another country. The determination of equivalence is made by UCO using generally accepted academic resources.

All graduate school applicants, including international students, must submit official copies of transcripts before their admissions can be finalized. UCO recognizes that obtaining official file copies of international transcripts can sometimes be difficult and time consuming. Accordingly, in some cases the Jackson College of Graduate Studies (JCGS) may grant admission based on examination and photocopying of documents, including a certified document from the student’s institution stating that all requirements for the bachelor’s degree have been satisfied, in the applicant’s possession pending receipt of official documents. Official documents must be received by the JCGS before the student’s admission can be finalized.

C. International Grades
For the purpose of calculating Grade Point Averages (GPAs), UCO converts grades listed on the transcripts of other institutions to UCO’s 4.0 grading scale. Because UCO does not grant grades of “plus” or “minus,” a grade of “B+” from another institution, as an example, is recorded at UCO as a grade of “B,” and given the value of 3.0.

D. English Language Proficiency
All students for whom English is a second language must present evidence of proficiency in the English language as required by the Oklahoma State Regents for Higher Education (OSRHE). The following are acceptable ways for potential graduate students to present such evidence of English proficiency:

1. Test of English as a Foreign Language (TOEFL)
   a. Score between 500 - 549 on the paper exam
   b. Score of 550 or higher on the paper exam
   c. Score of 213 or higher on the computer exam
   d. Score of 79 or higher on the internet exam
2. International English Language Testing System (IELTS) score of 6.5.
   Students in limited categories may present evidence of completion of a minimum 12-week course of study at an OSRHE-approved English language school, with at least two-thirds of the 12 weeks of instruction at an advanced level. The categories include those who score as follows on the TOEFL exam:
   a. Score between 500 - 549 on the paper exam

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b. Score between 173 - 212 on the computer exam
c. Score between 61 - 78 on the internet exam
d. Score of 6.0 on International English Language Testing System (IELTS)

4. Complete a baccalaureate or graduate degree from an appropriately accredited college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.

5. Attend an appropriately regionally-accredited US college or university for a minimum of three full-time semesters of satisfactory graduate work.

F. International Internships

Qualified international juniors, seniors, and graduate students are eligible for International Student Internships both on and off campus. The U.S. Bureau of Citizenship and Immigration Service has approved internships as “Curricular Practical Training.” That means that interns may earn money working off-campus as well as on campus. Intern wage rates vary, but they are never lower than $7.25 per hour. For complete information, access the Office of Global Affairs website at: https://oga.uco.edu/

Master's Degrees, Programs, and Majors

The University of Central Oklahoma offers the following master’s degrees: Master of Business Administration (MBA), Master of Education (MEd), Master of Science (MS), Master of Arts (MA), Master of Fine Arts (MFA), Master of Music (MM), Master of Public Administration (MPA), and Professional Science Master’s (PSM).

A master’s degree is composed of a program with one or more majors. All majors (and therefore, all programs) require a minimum of 32 credit hours. If the program contains only one major, then the program and major have the same title and same number of credit hours. In programs with more than one major, each major has its own title and its own 32 or more hours of requirements, approximately 50% of which must duplicate hours in the other major or majors within the same program. These duplicated hours form a common core of courses for that program.

Graduate Certificates

Across the U.S., Graduate Academic Certificate (GAC) programs allow students and professionals to focus their learning in advanced areas of expertise related to employment and to validate this specific learning with a credential. At UCO, GAC programs are part of the university’s metropolitan mission, in that they prepare students to meet specific needs of OKC metropolitan employers.

All UCO certificate programs fit into one of two categories:

A. Academic Certificates--for-credit, transcripted and offered through Academic Affairs, or
B. Professional Certificates--non-credit, not transcripted, and offered through the Center for eLearning and Customized Education (CeCE).

This catalog refers only to the academic certificates, offered at the graduate level. GACS are post-bachelor’s programs composed of transcripted, sequenced, credit-bearing courses, fewer in number than those hours required for master’s degrees. In some cases, programs add related non-course requirements, but all courses and other requirements must be part of a coherent body of work-related, specialized content.

A. At UCO, GACS, though usually housed within master’s degree programs (embedded certificates), may also be outside of them (non-embedded certificates).
B. Because of Oklahoma State Regents for Higher Education (OSRHE) rules, Higher Learning Commission rules and in most cases, U.S. Department of Education rules, UCO GAC programs, or master’s degree programs in which they are housed, lead to vocational outcomes for the students enrolled in them and therefore, students in those programs can become eligible for federal financial aid. Certificates and degrees leading to terminal degrees and thus to employability in education fields are among those with outcomes considered to be vocational.

C. Students seeking certificates within degrees are degree-seeking students. Students seeking certificates outside of degrees are non-degree seeking students.
D. Although housed within master’s degree programs, certificates may be earned after completion of a bachelor’s degree, during and/or as a part of, a master’s degree, or after completion of a master’s degree.
E. All rules applicable to master’s degree programs also apply to UCO Graduate Academic Certificate programs, except that in GAC programs:

1. GAC students must earn a minimum of 12 credit hours.
2. GAC students may apply no grade below a “C” and no more than one grade of “C” to a certificate.
3. GAC students may apply GAC program courses to both the certificate and its master’s degree, but certificate hours may apply to only one certificate program.
4. GAC students must earn at least 50% of their certificate’s total credit hours in residence at UCO facilities or through UCO off-site or online instruction approved by HLC and OSRHE.

F. UCO GAC programs may establish more rigorous requirements.
G. UCO GAC programs embedded within degree programs require the same undergraduate or graduate prerequisite courses as required for their degrees. Prerequisite hours cannot count within the minimum hours required for certificate
or degree completion. Graduate Catalog wordings state clearly the total number of prerequisites, course requirements, and GPAs required to complete the certificate.

H. UCO Graduate Programs must include the requirements for their embedded certificates on their degree “Plan of Study” form.

I. Successful completions of GACS result in transcript notations.
### College of Business
- Business Administration, M.B.A. 2.75 or 2.75
- Healthcare, M.B.A. 2.75 or 2.75
- Business Analytics, M.S. 2.75 or 2.75

### College of Education & Professional Studies
- Adult Education,
  - Lifelong and E-Learning, M.Ed. 2.75 or 2.75
  - Interdisciplinary Studies, M.Ed. 2.75 or 2.75
  - Student Personnel, M.Ed. 2.75 or 2.75
  - Talent Development, M.Ed. 2.75 or 2.75
- Athletic Training, M.S. 2.75 or 2.75
- Bilingual Educ./TESL, M.Ed. 2.75 or 2.75
- Early Childhood, M.Ed. 2.75 or 2.75
- Educational Leadership, M.Ed. 2.75 or 2.75
- Elementary Education, M.Ed. 2.75 or 2.75
- Family & Child Studies, M.S.
  - Family Life Educator, M.S. 2.75 or 3.00
  - Infant/Child Specialist, M.S. 2.75 or 3.00
  - Marriage & Fam. Therapist, M.S. 2.75 or 3.00
- Library Media Education, M.Ed. 3.00 or 3.00
- Nutrition & Food Science, M.S. 2.75 or 2.75

### College of Liberal Arts
- Composition and Rhetoric, M.A. 3.00 or 3.00
- Creative Writing, M.A. 3.00 or 3.00
- Crime Intelligence Analysis, M.A. 2.75 or 3.00
- Criminal Justice Mgmt. & Admin., M.A. 2.75 or 3.00
- Gerontology, M.A. 2.75 or 2.75
- History
  - General, M.A. 2.75 or 3.00
  - Museum Studies, M.A. 2.75 or 3.00
- Liberal Studies, M.A. 2.75 or 3.00
- Literature, M.A. 3.00 or 3.00
- Political Science
  - General, M.A. 2.75 or 3.00
  - Internat’l. Affairs, M.A. 2.75 or 3.00
- Addictions Counseling, M.A. 2.75 or 3.00
- Public Administration
  - Public & Nonprofit Mgmt., M.P.A. 2.75 or 3.00
  - Urban Management, M.P.A. 2.75 or 3.00
-TESL, M.A. 3.00 or 3.00

### College of Mathematics & Science
- Applied Math & Comp. Sci., M.S. 3.00 and 3.00
- Applied Mathematical Science
  - Mathematics, M.S. 3.00 and 3.00
  - Teaching, M.S. 3.00 and 3.00
  - Statistics, M.S. 3.00 and 3.00
- Biology, M.S. 2.50 and 3.00
- Computational Science
  - Computer Science, P.S.M 2.75 and 3.00
  - Computational Mathematics, P.S.M 2.75 and 3.00
  - Computational Engineering, P.S.M 2.75 and 3.00
- Computer Science, M.S. 3.00 and 3.00
- Engineering Physics 2.75 and 3.00
  - Biomedical Engineering, M.S. 2.75 and 3.00
  - Electrical Engineering, M.S. 2.75 and 3.00
  - Mechanical Engineering, M.S. 2.75 and 3.00
  - Physics, M.S. 2.75 and 3.00
- Nursing, M.S. 3.00 or 3.00

### Forensic Science Institute
- Forensic Science, Chemistry, M.S. 3.00
- Digital Forensics, M.S. 3.00
- General, M.S. 3.00
- Molecular Biology, M.S. 3.00
- Non-Degree-Seeking 2.50 or 2.75