

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 transcribed 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/> 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.

Graduate Credit Earned While Still an Undergraduate (Accelerated Degree Pathway)

Juniors at UCO may apply to an accelerated degree pathway. Acceptance for Accelerated Degree Pathways is subject to the following minimal criteria. Departments and programs may have more strict criteria.

Qualifications:

Academic Regulations and Graduate Requirements

Mixed Enrollment - Transfer Credit

1. Current UCO undergraduate students in the last semester of their junior year, soon to be entering senior year (within 30 hours of graduation).
2. As a graduate transfer student, transfer credit to UCO from another institution.

Applying:

1. Junior undergraduate UCO students interested in an Accelerated Degree Pathway shall submit the application materials for the Accelerated Degree Pathway. Program application materials may include items such as: official updated UCO transcript, letters of recommendation, written statement of intent, writing sample, etc. Applicants should confirm the needed materials prior to applying.
2. Department/program Accelerated Degree Pathway application deadlines (if applicable) will be listed on the Graduate College website and/or graduate program degree sheet.
3. The department/program will notify the Graduate College of the program's recommendation. If accepted, it is the responsibility of the accepted student to complete the graduate admissions application.

Enrollment:

1. Accepted Accelerated Degree Pathway students may take up to ten (10) graduate credit hours as determined by their program. These ten (10) graduate credit hours taken will count as credit on both the undergraduate and graduate transcripts of the student upon completion of the undergraduate degree.
2. Accelerated Degree Pathway students will be held to both the undergraduate-level and graduate-level academic standards as outlined by the university undergraduate and graduate catalogs. No grade below "C" is acceptable for graduate credit and no more than six semester hours of "C" shall be applied toward the degree. Students who enter Accelerated Degree Pathways, which allow double-counting of graduate courses for undergraduate degrees, may not subsequently drop out and still double-count those credits.
3. Students who drop out or who skip a fall or spring semester while in an Accelerated Degree Pathway may not subsequently count those graduate credits toward a graduate degree at UCO.

Graduate Credit Earned While Still an Undergraduate (Mixed Enrollment for UCO Students)

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 students to get a head start on

their graduate programs if they do not need a full load of undergraduate courses to complete baccalaureate requirements. Students 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. Mixed enrollment students may not count courses for both graduate and undergraduate credit.
5. Only two semesters (counting either or both summer terms as one semester) of a mixed enrollment are allowed until the bachelor's degree is granted.

Graduate Credit Earned While Still an Undergraduate (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. Fill out the Mixed Enrollment Packet available here: <https://www.uco.edu/graduate/files/graduate-mixed-enrollment.pdf>;
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

Academic Regulations and Graduate Requirements

Enrollment - Changing Programs

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; transfer courses are approved or disapproved at the discretion of the graduate program advisor and Graduate College Dean.

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 signed or approved by the Graduate College Dean 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 "Degree Time Limit" 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. 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.

Prior Learning Credit

The University of Central Oklahoma (UCO) provides students with opportunities to receive graduate credit for knowledge and achievements gained through non-academic, prior learning experiences, such as military service, professional trainings, or other relevant work experience. Students may be granted a maximum of six (6) graduate credit hours for prior learning experiences through national standardized tests, departmental exams, portfolio assessment, and/or other departmentally-approved assessments subject to Regents' policy.

Students must be enrolled or eligible to enroll to have prior learning considered for graduate credit. If prior learning credit is approved, then it will be applied after students successfully complete twelve (12) hours of graduate credit at UCO. Any credit awarded for prior learning experiences will count toward the maximum of ten (10) hours of transfer credit allowed. Prior learning credit, once evaluated and approved, will appear on students' transcripts as a neutral grade of "P" or "pass" and will not figure into their grade point averages.

Academic departments and programs are responsible for conducting prior learning assessments or approving existing prior learning assessments relevant to their degree programs. Departments have discretion to determine "passing" and "not passing" grading criteria. As per Regents' Policy 3.16.3, any assessments created or adopted must be valid, reliable, and replicable to a degree that external evaluators would arrive at the same scores as the faculty conducting the assessments. Students taking departmental exams may not test out of a course in which they are currently enrolled. A failed exam may not be repeated, and a failed portfolio may not be resubmitted.

Students are advised that some graduate programs may not grant credit for prior learning, and students are responsible for any costs associated with evaluating prior learning for credit even if credit is not granted. Prior learning credit cannot count towards non-transcripted badges, micro-credentials, or graduate certificates, and prior learning credit does not count as credit taken in residence. Furthermore, a prior learning credit experience transcribed at the graduate level may not be awarded for both undergraduate and graduate credit, unless the corresponding graduate courses are part of an approved Accelerated Degree Pathway (ADP). Direct instruction or coursework from technology centers shall not be awarded credit through this policy.

To learn more about the process for having prior learning assessed for graduate credit, please contact the Jackson College of Graduate Studies at 405-974-3341 or gradcoll@uco.edu. For questions related to how a specific program assesses prior learning for graduate credit, please reach out

to the graduate program advisor listed on the degree sheet for the relevant program.

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 in their final semester when 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.

Student Status	Fall FT Minimum Hours	Spring FT Minimum Hours	Summer FT Minimum Hours	Last Sem. FT Minimum Hours
Grad Student w/o TA, RA, or GA	9	9	5	No Minimum
Grad Student with TA, RA, or GA	5	5	3	3
Grad Student with Financial Aid	9	9	6	9

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 and accelerated degree pathway (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 at <https://www.uco.edu/graduate/files/graduate-program-change.pdf>), 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.

Adds, 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: <https://www3.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 under 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” if not passing. The student is responsible for full payment of tuition and fees.

Students who abandon their studies without formally dropping their courses will receive grades of “F.”

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

Please refer to the Class Schedule online under Web Registration Deadlines for specific deadline dates.

Withdrawals from All Courses

Pre-Semester Withdrawals: Students may withdraw from all of their classes before the first day of the semester at the Enrollment Management Office. No records of courses withdrawn before the start of the semester will appear on transcripts. There are no financial penalties for such withdrawals.

Early Semester Withdrawals. Students may withdraw from all classes before the end of the second week of classes of the fall and spring semesters by completing the appropriate forms at the Enrollment Management Office. No record of courses will show on transcripts. There are no financial penalties for such withdrawals. Withdraws are not official until processed by Enrollment Services.

Late Withdrawals with Permission: Under unusual circumstances, as defined by the university, students may withdraw from all classes after the end of the second week of classes of fall and spring semesters. Examples of unusual circumstances include emergencies, hospitalization, and moving to out-of-state jobs. Poor academic performance or lack of deadline compliance does not merit approval. Requests to withdraw in this manner require documentation, instructor confirmation of good standing, and permission of the Director of Admissions and Records. All approved withdrawals 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:

<https://www.uco.edu/admissions-aid/enrollment-services/dates-deadlines-summer>

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

Grade	Note	Points/Hour
A	EXCELLENT	4
B	GOOD	3
C	AVERAGE	2
D	BELOW AVERAGE	1
*F	FAILURE	0

Grades Not Used in Calculating Grade Point Average

Grade	Note
S	SATISFACTORY
U	UNSATISFACTORY
P	PASS

*Failure - given when students 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 but is allowed to drop or withdraw after the established deadlines.

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 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

Symbol	Note	Symbol	Note
I	INCOMPLETE	W	WITHDRAWAL
AW	ADMINISTRATIVE WITHDRAWAL	N	GRADE NOT REPORTED
AUD	AUDIT	X	THESIS IN PROGRESS

Academic Regulations and Graduate Requirements

- P Passing - given for workshops, student teaching, physical education activity courses, and extra institutional 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.
 AUDIT—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: <https://www.uco.edu/academic-affairs/academics/academic-grade-appeals>.

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 to clear students for graduate requirements is the highest grade given for course credit. 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, regardless of admission status, 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. Condition Admission (GPA) students begin graduate study with conditional admission requirements; these graduate students are required to meet conditional admission criteria to avoid administrative withdrawal.

A. Academic Probation

1. A student will be placed on academic probation if:
 - a. The student has completed nine graduate hours; and
 - b. The student's cumulative graduate grade point average (GPA) falls below 3.00.
2. While a student is on academic probation, the student may not enroll in more than ten (10) graduate credit hours in regular semesters and six (6) graduate credit hours in the summer semester.

B. Academic Suspension

1. A student will be placed on academic suspension if:

- a. the student's cumulative graduate GPA falls below 2.00 in any semester;
or
 - b. the student fails to achieve a minimum graduate GPA of 3.00 in any semester while on probation.
2. A suspended student may not take graduate courses for at least 16 weeks while awaiting adjudication from the Graduate Council.

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 a 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 associate graduate dean, will select the E.C. Hall Outstanding Graduate Student, based on the students' significant scholarly, creative, and/or professional achievements.

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

Academic Regulations and Graduate Requirements

Time to Degree Completion

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

- Go to <https://www.uco.edu/graduate/current-students/graduation> and click the "Apply For Graduation" button;
- If you do not have a final plan of study on file with the Graduate College, then attach one to the application;
- Fill out the form and select "Submit." 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 semester 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 ceremonies, 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 campus well in advance so that students may order invitations and invite friends and family.

Several weeks in advance of the ceremony specific information 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 responsibility for knowing and meeting the requirements in this catalog, including those of the university, college, department and degree program, and especially those requirements necessary 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 enrolled in the program unless either the university or program requirements change before he or she completes all requirements. 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 requirements 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 average, but grades of "C", "D" and "F" are included in the calculation of GPAs. Only credits earned within the eight years immediately prior to the student's graduation will count towards

Academic Regulations and Graduate Requirements

their graduation. The overall GPA on the student's transcript will still include all grades and credits earned, including those eight years and older. Please see *Degree Time Limit* below for related information.

Degree Time Limit

Courses leading to a graduate degree/certificate must be completed within eight years from the date of a student's initial enrollment in the program for which they were admitted. No course credit will be applied toward the graduate degree/certificate for work completed more than eight years before the date on which a student's degree is to be conferred. This time limit applies to credit earned at the University of Central Oklahoma as well as credit transferred to UCO from other accredited institutions.

Concurrent and Sequential Double Master's Degrees

Double Majors

Graduate students may earn two majors within the same master's program provided that they are accepted into both and meet all requirements for each major. UCO gives to graduate students with double majors one degree and one diploma but lists both majors on the transcript. Both majors must be completed in the same semester. Where identical hours are required for two or more majors, students may count those hours toward each major, provided that the student completes no fewer than 18 separate credit hours in each major, excluding the cross-listed courses. A student may not submit the same thesis, capstone project, internship, observation experience or other external project to meet the requirements of two different majors.

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

Academic Regulations and Graduate Requirements

Thesis cont'd

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 in. 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

Academic Regulations and Graduate Requirements

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:

- December 2, 2022 for Fall 2022
- April 28, 2023 for Spring 2023
- July 14, 2023 for Summer 2023.

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 Programs 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 <https://library.uco.edu/services/thesis/> 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 and Special Collections in the 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 and Special Collections Monday through Friday from 8:30am to 4:30pm.

Thesis Costs	
\$40.00	Cost for binding two hard copies of thesis, paid by cash or check at Archives and Special Collection Department at the Library (2 copies @ \$20 each)
\$40.00	Total Required Costs
Optional Thesis Costs	
\$20.00 paid by check or cash	Cost per copy for additional student-requested copies of Thesis.

Academic Regulations and Graduate Requirements

\$65.00	Costs to have thesis registered with US Copyright Office (Optional, made with credit card payment on the ProQuest website).
\$5.00	Mailing fee if you wish to have your copies mailed.

2. Electronic Submission Processes

After a successful public defense of the thesis, students must submit one (1) electronic copy of the thesis to:

<https://www.etdadmin.com/main/home?siteId=69>.

The electronic copy must be the same, content and pagination as the paper copy submitted for binding.

Instructions are available at:

<https://www.etdadmin.com/main/home?siteId=69>. 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 and Special Collections at 405-974-2882 or go to our Website at:

<https://library.uco.edu/services/thesis/>.