

# Graduate College

## Graduate College Calendar

(Refer also to the "University Calendar")

### First Semester 2003-2004, Fall 2003

- August 18, Monday  
Class work begins
- August 29, Friday  
Last day to file a diploma application
- August 29, Friday  
Revised plan of study due in Graduate College
- August 29, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- October 31, Friday  
DRAFT of dissertation, thesis or report due in Graduate College
- October 31, Friday  
Admission to doctoral candidacy for Spring due in Graduate College
- December 1, Monday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- December 12, Friday  
Graduate College Hooding Ceremony
- December 12, Friday  
Class work ends

### Second Semester 2003-2004, Spring 2004

- January 12, Monday  
Class work begins
- January 23, Friday  
Last day to file a diploma application
- January 23, Friday  
Revised plan of study due in Graduate College
- January 23, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- January 30, Friday  
Admission to doctoral candidacy for Summer due in Graduate College
- March 26, Friday  
DRAFT of dissertation, thesis or report due in Graduate College
- April 23, Friday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- May 7, Friday  
Class work ends

- May 7, Friday  
Graduate College Hooding Ceremony
- May 8, Saturday  
University Commencement

### Summer 2004 Regular 8-Week Summer Session

- June 7, Monday  
Class work begins
- June 11, Friday  
Last day to file a diploma application
- June 11, Friday  
Revised plan of study due in Graduate College
- June 11, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- June 11, Friday  
Admission to doctoral candidacy for Fall due in Graduate College
- June 18, Friday  
DRAFT of dissertation, thesis or reports due in Graduate College
- July 16, Friday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- July 30, Friday  
Graduate College Hooding Ceremony
- July 30, Friday  
Class work ends

### First Semester 2004-2005, Fall 2004

- August 16, Monday  
Class work begins
- August 27, Friday  
Last day to file a diploma application
- August 27, Friday  
Revised plan of study due in Graduate College
- August 27, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- October 29, Friday  
DRAFT of dissertation, thesis or report due in Graduate College
- October 29, Friday  
Admission to doctoral candidacy for Spring due in Graduate College
- November 29, Monday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- December 10, Friday  
Graduate College Hooding Ceremony
- December 10, Friday  
Class work ends

### Second Semester 2004-2005, Spring 2005

- January 10, Monday  
Class work begins
- January 21, Friday  
Last day to file a diploma application
- January 21, Friday  
Revised plan of study due in Graduate College
- January 21, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- January 28, Friday  
Admission to doctoral candidacy for Summer due in Graduate College
- March 25, Friday  
DRAFT of dissertation, thesis or report due in Graduate College
- April 22, Friday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- May 6, Friday  
Class work ends
- May 6, Friday  
Graduate College Hooding Ceremony
- May 7, Saturday  
University Commencement

### Summer 2005 Regular 8-Week Summer Session

- June 6, Monday  
Class work begins
- June 10, Friday  
Last day to file a diploma application
- June 10, Friday  
Revised plan of study due in Graduate College
- June 10, Friday  
Applications for graduate credit for graduating seniors due in Graduate College
- June 10, Friday  
Admission to doctoral candidacy for Fall due in Graduate College
- June 17, Friday  
DRAFT of dissertation, thesis or report due in Graduate College
- July 15, Friday  
FINAL COPIES of dissertation, thesis or report due in Graduate College
- July 29, Friday  
Graduate College Hooding Ceremony
- July 29, Friday  
Class work ends

**Timothy J. Pettibone, Ph.D.,** *Dean*  
**Alfred F. Carlozzi, Ed.D.,** *Associate Dean*

**Craig Satterfield, Ed.D.,** *Director of Student Academic Services*

**Michael Heppler, M.Ed.,** *Assistant Director of Student Academic Services*

**Kimberly Peschka Bilder, B.B.A., B.S.,** *Coordinator of Admissions*

The Graduate College is the hub of advanced study, research and creativity at Oklahoma State University. Faculty and students share an obligation to achieve greater knowledge and to present it to the scholarly community. Research is best done in an atmosphere where common goals exist. An esprit de corps exists in the OSU academic community where the goals are to maintain regional and national recognition, to provide an exciting research environment where students and faculty can make significant contributions to the store of knowledge, and to encourage each individual to reach his or her potential.

For additional information, the Graduate College may be reached at:  
Phone: 1-405-744-6368  
FAX: 405-744-0355  
E-Mail: [grad-i@okstate.edu](mailto:grad-i@okstate.edu)  
Internet: <http://gradcollege.okstate.edu>

## Organization of the Graduate College

The Graduate College administers regulations and standards specified and established by the Graduate Faculty. The Graduate Faculty Council is elected by the Graduate Faculty to work with the



dean of the Graduate College in development and administration of policy. The Graduate Faculty Council is the executive committee of the Graduate Faculty. It formulates and reviews policies concerning with the conduct of graduate study at OSU. All new policies are referred to the Graduate Faculty Council or the general Graduate Faculty for approval.

All departmental requests for permission to offer advanced degrees are referred to the Graduate Faculty Council for recommendation.

All requests for waiver of any rules or regulations as listed in the *Catalog* must be in the form of petitions to the dean of the Graduate College. A supporting letter from the major adviser is also required.

## Graduate Council Members

Timothy J. Pettibone, Dean  
William Jaco, Vice-Chair

### Group I--Biological Sciences

Brian Kahn  
Stephen Hallgren  
David Kim Burnham

### Group II--Humanities

Linda Leavell  
Edward Jones  
W. Tom Walker

### Group III--Physical Sciences and Technology

Paul Westhaus  
Gary Young  
Dale Alspach

### Group IV--Social Sciences

Cyril Clarke  
Kathleen Briggs  
Charlotte Ownby

### Group V--Teacher

Debra Jordan  
James Leising  
Reynaldo Martinez

## Accreditation

Oklahoma State University is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. (The HLC may be reached at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60601, phone (800) 621-7440. The Internet address is: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).) Programs within the colleges are also accredited by other agencies.

In the *College of Agricultural Sciences and Natural Resources*, the forestry program is accredited by the Society of American Foresters. The landscape architecture program (Bachelor of Landscape Architecture) is accredited

by the American Society of Landscape Architects. The landscape contracting program is certified by the Association of Landscape Contractors of America. In addition, the College's teacher education program in agricultural education is accredited by the Oklahoma State Department of Education, and the Oklahoma State Department of Vocational-Technical Education.

In the *College of Arts and Sciences*, the medical technology program is accredited by the National Accrediting Association of Clinical Laboratory Science; the chemistry program is accredited by the American Chemical Society; the Ph.D. program in history is accredited by the American Historical Association; the School of Journalism and Broadcasting as well as the programs in advertising, broadcast journalism, news editorial, and public relations are accredited by the Accrediting Council on Education for Journalism and Mass Communications; the music program is accredited by the National Association of Schools of Music, the theater department by the National Association of Schools of Theater; and the public administration program in the Department of Political Science is accredited by the National Association of Schools of Public Administration. In the Department of Psychology, the doctoral program in clinical psychology is accredited by the American Psychological Association. The communication sciences and disorders program is accredited by the American Speech-Language-Hearing Association and the Oklahoma Speech-Hearing Association.

All programs in the *College of Business Administration* are fully accredited by the AACSB International - The Association to Advance Collegiate Schools of Business. The School of Accounting has separate accreditation by this body.

In the *College of Education*, the aviation programs are accredited by the Federal Aviation Administration. OSU was the first university in Oklahoma with a program that received this designation. The counseling psychology and school psychology Ph.D. programs are accredited by the American Psychological Association. The leisure studies program is accredited by the National Recreation and Park Association and the American Association for Leisure and Recreation, with accredited options in leisure service management and therapeutic recreation. All professional education programs are accredited by the National Council for Accreditation of Teacher Education, the Oklahoma State Board of Education and the North Central Association of Colleges and Schools. Technical and

industrial education is accredited by the Oklahoma State Department of Vocational-Technical Education.

In the *College of Engineering, Architecture and Technology*, bachelor's degree programs are accredited by nationally recognized accreditation organizations. Programs in aerospace engineering (an option in mechanical engineering), architectural engineering, biosystems engineering, chemical engineering, civil engineering, electrical engineering, industrial engineering and management, and mechanical engineering are accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET). Programs in construction management technology, electronics technology, fire protection and safety technology, and mechanical engineering technology are accredited by the Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET). The program in architecture is accredited by the National Architectural Accrediting Board (NAAB).

Programs culminating in a B.S. in the *College of Human Environmental Sciences* are accredited by specialized agencies. The Foundation for Interior Design Education Research (FIDER) has accredited the undergraduate interior design program. The pre-production and the production management apparel curricula has received approval from the American Apparel and Footwear (AAFA) Association. The Child Development Laboratory is licensed by the state of Oklahoma Department of Human Services (DHS) and has received a Three Star Differential Quality Certification from DHS. The Child Development Lab is also accredited by the accrediting branch of the National Association for the Education of Young Children (NAEYC). Program approval has been granted to the early childhood education program by the Oklahoma State Board of Education. The marriage and family therapy program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy. The didactic program in dietetics (DPD) and the dietetic internship program at OSU are both accredited by the Commission on Accreditation for Dietetics Education (CADE), The American Dietetic Association, 216 West Jackson Boulevard, Chicago IL 60606-6995, (312) 899-0040, ext. 5400. The School of Hotel and Restaurant Administration is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA).

The *College of Veterinary Medicine* is fully accredited by the American

Veterinary Medical Association. The Oklahoma Animal Disease Diagnostic Laboratory is accredited by the American Association of Veterinary Laboratory Diagnosticians and the Boren Veterinary Medical Teaching Hospital is accredited by the American Animal Hospital Association.

Programs at OSU's branch campuses have also received accreditation from national agencies.

The *OSU College of Osteopathic Medicine* is accredited by the Bureau of Professional Education of the American Osteopathic Association.

*OSU-Oklahoma City* is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, other programs are accredited or certified by the following institutions: Oklahoma Drug and Alcohol Professional Counselors Association, National Association for the Education of Young Children, Rehabilitative Services for Deaf and Hearing Impaired, State Health Department for Emergency Medical Technicians, Council on Law Enforcement Education and Training, National League for Nursing Accreditation Commission, 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, and American Veterinary Medical Association.

*OSU-Okmulgee* is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition, programs in automotive service technology and automotive body technology are nationally certified by the National Automotive Technicians Education Foundation, Inc. (NATEF). The dietetic technology program is accredited by the American Dietetic Association.

Programs at *OSU-Tulsa* are fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). OSU programs on the Tulsa campus carry the same accreditation as programs on the Stillwater campus. Individual programs in various colleges and schools are accredited or certified by their respective agencies.

Refer to the appropriate college sections in the *Catalog* for further information on accreditation of specific programs.

## Services at OSU

### Library

The Oklahoma State University Library building contains over 7 million books, documents and microforms. Graduate students are entitled to a 120 daycheck-out period for books. Through its website the Library provides more than access to 200 bibliographic databases and more than 14,000 full text journals. Students have access to all online resources from computers located in the Library or any computer with Internet access regardless of location. The following databases are examples of those provided by the Library: *Web of Science*, *LexisNexis*, *ProQuest Direct*, *SciFinder Scholar*, *PsycInfo*, and *Compendex*. A complete list of databases is available on the Internet (<http://www.library.okstate.edu/database/index.htm>).

Of interest to all graduate students is *Digital Dissertations*, an online fully searchable archive of doctoral dissertations including work from over 1,000 graduate schools and universities completed from 1861 to last semester. Citations for dissertations published after 1980 also include 350-word abstracts written by the author. OSU users of *Digital Dissertations* have free full text access to dissertations from OSU and other institutions published from 1997 forward. In addition the Library recently underwrote the cost of digitizing most OSU dissertations completed between 1961 and 1996, giving OSU users full text access more than thirty years of OSU dissertations. A few other institutions are adding their older dissertations to *Digital Dissertations* and these are also available to OSU users.

The Library funds access to more than 14,000 online full text journals including all titles from the following publishers: *Academic Press*, *Blackwell Science*, *Elsevier*, *Pergamon*, *Wiley Interscience*, *Kluwer*, *Dekker*, *Annual Reviews*, *American Institute of Physics*, *American Physical Society*, *Optical Society of America*, *Institute of Physics*, and the *Institute of Electrical and Electronic Engineers*. A complete list of full text journals is available on the Internet (<http://www.library.okstate.edu/scripts/dls/default.asp>).

With help from the Student Technology Fee, the library launched the first "floating computer lab" on campus. Forty-eight laptops are available to students for two-hour check out periods. The laptops have wireless access to the Internet anywhere in the building.

For material the library doesn't own, Interlibrary Loan Service takes requests for both books and articles online through the library website. Most articles requested through Interlibrary Loan are delivered electronically to the requestor's desktop computer.

## Computing and Information Services

Computing and Information Services (CIS) is the central provider of computing, data networking, and telephone services for Oklahoma State University. CIS also provides a variety of other important services to the campus including computer training, publications, programming support for institutional information systems, desktop computing support on site, and a comprehensive Help Desk. All OSU students are given computer access, network data storage space and electronic mail upon enrollment.

The CIS Help Desk, serving approximately 3,000 customers each month, provides diagnostic support and remedial assistance by phone, by electronic mail at [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu), or in person at 113 Math Sciences. The Help Desk is open Monday through Friday from 7:00 AM until 1:00 AM.

CIS operates a central mainframe computer system (IBM) with on-line access via TSO and the Internet. CIS also operates an extensive data storage system that is available to users from the campus network. The campus data network includes high speed ethernet connections to more than 20,000 desktops, offices, classrooms and student residence halls using a combination of fiber-optic and copper cabling. OSU's extensive data communications network provides interfaces to OneNet, MIDnet, the Internet and Internet 2. CIS supports six remote computing labs in various locations around campus with more than 400 microcomputers.

Additional information about CIS and computing at Oklahoma State University can be found on the Internet ([home.okstate.edu](http://home.okstate.edu)). The CIS website is updated frequently with timely announcements.

## Living Accommodations

Oklahoma State University offers 22 residence halls, seven family-first neighborhoods, and over 28 dining options to meet the needs of every student.

Graduate students have many options of on-campus housing. While all residence halls (including traditional halls, deluxe suites and apartments) are open to graduate students, Iba, Bost, Davis,

Kamm, Peterson-Friend, and Siltington Halls are classified as non-freshman halls. Both nine- and 12-month contracts are available, and all halls are open continuously throughout the academic year.

The family-first University Apartments features seven neighborhoods. The units are primarily two-bedroom units with some three-bedroom units available. All units are available as furnished or unfurnished. These units are available to married and graduate students, and as space is available, juniors and seniors. To be eligible, the resident must be a full-time student (nine credit hours per semester) or be enrolled in six credit hours and be employed by the University 50 percent of the time.

To apply for either housing option, an application and appropriate fee must be submitted to the Residential Life office. Space is assigned by the date on which the completed housing contract is received, so early application is essential. For more information, contact the Residential Life office (phone 405-744-5592) or on the Internet ([www.reslife.okstate.edu](http://www.reslife.okstate.edu)).

## Students with Children

Information on child care in the Stillwater community is available at the following locations on campus:

Family Resource Center—719 N. Walnut  
Nontraditional Student Services—060  
Student Union, Marie Basler, *Coordinator*  
Adult Student Organization—045 Student Union

## University Health Services

Refer to the "Student Services" section of the *Catalog*.

## Health Services

University Health Services provides medical care to OSU students. All students who pay the semester health fee are eligible to be seen at the University Clinic. Personal counseling is available from University Counseling Services.

## Graduate Assistants and Associates Health Insurance

Graduate assistants and associates are eligible for health insurance through OSU if they meet the following criteria:

Employed in a GA/TA/RA/ position throughout the fall and spring semesters at least 10 hours per week.

Enrolled in six graduate credit hours (six hours for the fall and spring semesters, three hours for the summer).

The University provides for the student's coverage on a semester-by-semester basis. Students receiving the GA/TA/RA insurance are required to pay the semester health fee. Insurance coverage is under the Legion Insurance policy administered by Academic Risk Management. Information on the policy is available on the Internet ([www.academicrisk.com](http://www.academicrisk.com)), at the Graduate College, or through University Health Services.

## Recreation

Intellectual exercising involves complete development of the mind, body and spirit. Opportunities for students to use their free time include concerts, lectures, films, and other media forms. Many student organizations function to enhance the educational experience of the student. Campus recreation offers a wide variety of organized and informal recreational programs at the Colvin Recreation Center. These activities include intramural sports, sport clubs, Outdoor Adventure, instructional classes, and adaptive programs.

## Student Union

The Student Union offers a host of programs and services making it the place to be on the Oklahoma State campus. The facilities include a bookstore, retail shops, banking services, a travel agency, a campus post office, restaurants, lounges, meeting rooms and a hotel. In the basement of the Student Union is an extensive Campus Life facility that houses a computer lab and campus organizations such as the International Student and Scholars Organization, Non-Traditional Student Organization and the Graduate Student Association.

More information about the Student Union and its offerings can be found on the Internet (<http://osunet.okstate.edu>).

## Graduate and Professional Student Association

The goal of the Graduate and Professional Student Government Association (GPSGA) is to improve all aspects of graduate education and graduate student life at OSU. The Association has representatives from each department offering a graduate degree program. Members are nominated by the department heads with membership conferred by the dean of the Graduate College. Each representative is appointed for a

term of one year if the student is in good academic standing and is enrolled in at least two credit hours.

The GPSGA also provides organizational funding as well as travel scholarships to graduate students to help defray costs incurred by attending and presenting at professional meetings. For more information consult the Internet site ([www.orgs.okstate.edu/gpsa](http://www.orgs.okstate.edu/gpsa)).

## Financial Aid

### Tuition and Fees

Refer to the section on "Costs."

### Tuition Waiver Policy for Graduate Assistants and Graduate Student Spouses

The University will waive the nonresident portion of tuition for graduate assistants who are enrolled full-time and who are employed at least one-fourth time for the entire semester in research or instruction related to their degree programs.

The nonresident tuition for summer may be waived even if the student is not employed as a graduate assistant for that period if the student held an assistantship for the preceding spring semester.

A graduate spouse of a graduate assistant is eligible to apply for a nonresident tuition waiver for graduate enrollment. Contact the Registrar's Office for details.

### Teaching and Research Assistantships

The University awards numerous teaching and research assistantships with competitive stipends. Fellowship opportunities are available through several programs. Service expected and the number of hours of graduate work a student may take are governed by the terms of the appointment. Applications should be addressed to the head of the department in which the appointment is desired.

An offer of a teaching or research assistantship is a commitment by a department or school to provide financial support to admitted graduate students. Assistantships are an investment made by a school or department and are granted primarily to enable the student to pursue an advanced degree. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistant-

ship assignment. Included in the professional obligation is the expectation that students who have accepted an assistantship will diligently pursue their degree to completion in the department or school providing the assistantship.

International students that are dependent upon an assistantship for their financial guarantee must remember that forfeiture of that assistantship may require the re-submission of a newly revised financial guarantee to the Office of International Students and Scholars. Also, if out-of-state and international students forfeit their graduate assistantships, they risk losing their out-of-state tuition waivers, as well as any health insurance coverage for graduate assistants provided by the University.

### In-state Tuition Waiver Scholarships

In-state tuition waivers are available on a limited basis for eligible graduate students. Interested students should contact the program coordinators of their graduate programs. Eligibility criteria include: Oklahoma residence, enrollment in residence credit hours, admission into an OSU graduate program, and successful completion of the FAFSA documents for the academic year in which the student is seeking aid. FAFSA packets are available in the Office of Scholarships and Financial Aid, 119 Student Union. On-line forms are accessible on the Internet ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).

*Eligibility:* U.S. citizen or permanent resident; regular admission to a graduate degree program; cumulative grade-point average greater than 3.00.

*Application:* Successful completion of the Free Application for Federal Student Aid (FAFSA) annually (packet available in Office of Student Financial Aid, 119 Student Union); apply directly to academic departments.

*Award:* Varies; awards granted by semester.

*Deadline:* Contact department for deadline. Additional information is available on the Internet ([www.gradcollege.okstate.edu](http://www.gradcollege.okstate.edu)).

### Graduate Fellowships

*Eligibility:* Grade-point average greater than 3.50; acceptance into a graduate degree program; no prior work completed on the particular degree being sought.

*Application:* Nominations are made by the student's department head.

*Award:* Variable.

*Deadline:* Variable.

## National Fellowships

Fulbright—Contact 076 Student Union, 405-744-5459.

## Oklahoma Tuition Aid Grant (Need Based)

*Eligibility:* Oklahoma resident; enrolled in a graduate degree program; making satisfactory progress toward a degree.

*Application:* Successful completion of the Free Application for Federal Student Aid (FAFSA). Grants administered and awarded by Oklahoma State Regents for Higher Education. An information packet is available in the Financial Aid office.

*Award:* Varies according to need.

*Deadline:* Priority deadline is February 1 for consideration for the subsequent fall semester.

## Graduate Nonresident Tuition Waivers

*Incoming, nonresident, domestic graduate students* who are graduates of a McNair Scholar Program, or who have overcome significant family obstacles, or who are from underrepresented groups, or who can demonstrate financial need, and who do *not* hold departmental assistantships, may be considered for a waiver of their out-of-state tuition. Departments must submit a request for this waiver on behalf of their incoming graduate students.

## Presidential Fellowships for Water, Energy and the Environment

These awards are offered for doctoral level study and research in the areas of water resources, energy resources and environmental issues. Focus areas include, but are not limited to: resource development, production, use and management; biodiversity; innovative technology development; risk analysis and management; policy development and analysis; pollution prevention, assessment, reduction and clean-up. Current stipends are \$19,200 annually and may continue up to three years.

To receive additional information concerning the fellowship program, contact the Environmental Institute, 003 Life Science East, Oklahoma State University, Stillwater, OK 74078 or on the Internet (<http://environ.okstate.edu>).

## Miscellaneous Sources of Financial Aid

1. Electronic data bases that may have information are:

Community of Science (COS), data-bases of research information, including funding opportunities. COS can be accessed via the Internet (<http://www.cos.com>).

Federal Information Exchange, Inc. (FEDIX), an on-line data base of government information for colleges, universities and other organizations. FEDIX can be accessed via the Internet (<http://content.sciencewise.com/fedix/>). Science and Technology Information System (STIS), an electronic dissemination system that provides fast, easy access to National Science Foundation information and publications. STIS can be accessed via the Internet (<http://www.nsf.gov>).

2. University and public libraries have information on federal, state and private sources of aid. Factors other than financial need are often taken into account.
3. Many companies and labor unions have programs to help defray the cost of advanced education for their employees or members of their families.
4. Students should check foundations, religious organizations, fraternities or sororities, town or city clubs, community and civic organizations such as the American Legion, 4-H Clubs, Kiwanis, Jaycees, Chamber of Commerce, and the Masonic Lodge.
5. Organizations connected with a student's field of interest often provide scholarships. These organizations may be listed in the U.S. Department of Labor's Occupational Outlook Handbook, or a student can often find out more about these by contacting faculty members in the major field.

## Oklahoma State University Loans

OSU provides opportunities for students who need financial assistance. These funds are available to students who meet the eligibility requirements of the various programs and are making satisfactory progress in their college work. The Short-term Loan program provides up to a maximum of \$300 per semester for the purpose of meeting educationally-related expenses.

Additional information is available in the Office of Scholarships and Financial Aid in a data base program called FINDS. Additionally, the Research Services often has information on miscella-

neous forms of financial aid. There is no centralized location for graduate student financial aid; therefore, the student should also contact the reference section of the library for information.

## Student Employment

Career Services provides assistance to OSU students seeking part-time employment or work study programs. Students are informed of job opportunities on campus and in the Stillwater community. Applications are available in 360 Student Union. Jobs on campus usually offer 12 to 20 hours of work per week in clerical, technical, food service, or general labor positions. Rate of pay and work schedules vary.

Additional information is available on the Internet ([www.osucareerservices.com](http://www.osucareerservices.com)).

## Special Programs

### Certification Programs

Oklahoma State University offers Oklahoma State Department of Education-approved post-bachelor's certification programs for elementary school principal, school counselors, reading specialists, and secondary school. Certification is also offered in speech and language pathology and in special education.

Master's degrees are available in most of these programs and doctorates are available in many.

Post-master's level certification programs are available in: school superintendent; and school psychologist.

Inquiries concerning any aspect of the Teacher Education program should be addressed to the Office of Professional Education or the head of the department offering the program.

## Off-campus Programs

### OSU-Tulsa

Oklahoma State University offers graduate courses in Tulsa. All courses offered by OSU faculty are considered resident credit for degrees granted by Oklahoma State University.

The graduate and certification programs that Oklahoma State University offers are:

### College of Agricultural Science and Natural Resources

M.S. in Horticulture

### College of Arts and Sciences

M.S. in Computer Science

M.A. in English

Teaching English as a Second Language

### College of Business Administration

M.S. in Accounting

Master of Business Administration

M.S. in Economics

M.S. in Management Information Systems/Accounting Information Systems

### College of Education

M.S. in Counseling and Student Personnel

Community Counseling  
School Counseling

M.S. in Educational Psychology

Educational Psychology

Gifted and Talented

Developmental and Instructional Psychology

M.S. in Human Resources and Adult Education

M.S. in Educational Leadership Studies  
School Administration  
Higher Education

M.S. in Teaching, Learning and Leadership

Curriculum and Leadership Studies  
Elementary, Middle, Secondary, K-12 Education

Occupational Education Studies  
Reading and Literacy  
Special Education

Ed.D. in Educational Administration

Ed.D. in Higher Education

Ph.D. in Education

Curriculum and Social Foundations  
Occupational Education Studies  
Professional Education Studies

Ph.D. in Educational Psychology  
Education Psychology

### College of Engineering, Architecture and Technology

M.S. in Chemical Engineering

M.S. in Civil Engineering

Construction Engineering and Management

Environmental and Water Resource Engineering

Geotechnical Engineering

Transportation Engineering

M.S. in Electrical Engineering

M.S. in Engineering and Technology Management

M.S. in Environmental Engineering

M.S. in Industrial Engineering and Management

M.S. in Mechanical Engineering

## Interdisciplinary

M.S. in Environmental Science

M.S. in Natural and Applied Sciences  
Aviation and Space Sciences

M.S. in Telecommunications Management

Prior to enrollment in OSU-Tulsa courses, students should secure approval from their advisers concerning the appropriateness of any courses relative to the degree objective.

## Graduate Programs at the OSU Center for Health Sciences and College of Osteopathic Medicine in Tulsa

In 2001, the campus of OSU College of Osteopathic Medicine was renamed the OSU Center for Health Sciences (CHS), to reflect its expanding status as an academic health center with multiple academic programs. Through the CHS, Oklahoma State University offers graduate programs in biomedical sciences (M.S., Ph.D.), and forensic sciences (M.E.S.A., M.S.), as well as a dual degree tract, D.O./Ph.D.

**Biomedical Sciences.** The M.S. and Ph.D. programs in biomedical sciences are interdisciplinary programs involving the basic biomedical science disciplines of anatomy, biochemistry, cell biology, microbiology, pharmacology and physiology. The programs consist of core basic sciences medical courses, additional basic sciences graduate courses, research, thesis for the M.S., and a dissertation for the Ph.D.

**Forensic Sciences.** The graduate program in forensic sciences is an interdisciplinary program with two options to explore the broad range of disciplines, key issues for management and special areas for research within the forensic sciences.

The Master of Forensic Sciences Administration (M.F.S.A.), for individuals with academic or professional experience in forensics-related fields, is designed to develop a broad understanding of the various disciplines along with a management perspective of organizational issues within the forensic sciences. This is a 36-hour non-research program; courses are primarily online.

The Master of Science in forensic sciences (M.S.) is for individuals wanting in-depth study in special areas of forensic sciences. The 39-hour program involves a research project. Most classes will be held on campus in Tulsa or Stillwater, with 18 hours of online courses required.

## Off-campus Program in Engineering

A master's degree in engineering may be obtained with all course requirements being met at off-campus centers of Oklahoma State University, the University of Tulsa, and the University of Oklahoma. At least one-half of the hours needed must consist of courses taught by Graduate Faculty members of Oklahoma State University. The remainder of the hours may be made up of transfer credits from the University of Oklahoma earned on campus or at its off-campus centers and/or the University of Tulsa, and a maximum of eight hours of transfer credits from other institutions with approved graduate programs. All other requirements of the regular master's degree, as outlined in the *Catalog*, must be met.

Such a master's degree has the same designations as the one earned on-campus, except that the transcript will show the wording "Off-campus."

## Courses Offered through Extension

Courses offered through the extension mode are considered equivalent to courses offered through traditional formats. Any student wishing to enroll in a graduate-credit course offered through this format must make application for admission to the Graduate College at OSU.

## Correspondence Credit

Oklahoma State University does not offer graduate level courses by correspondence and does not accept credit taken by correspondence toward an advanced degree.

## Interdisciplinary Programs

Oklahoma State University has a series of multidisciplinary graduate programs designed to provide students with a breadth of knowledge that is not ordinarily found in traditional programs. Descriptions are given below of the following multidisciplinary programs:

Agriculture  
Control Systems Engineering  
Engineering and Technology  
Management  
Environmental Science  
Food Science  
Management Information Systems/  
Accounting Information Systems

Manufacturing Systems Engineering  
Natural and Applied Sciences with  
programs of study in

Aviation and Space Sciences  
Gerontology  
and Graduate Certificate  
Interdisciplinary Sciences  
Health Care Administration  
Natural Sciences  
Photonics (M.S.)  
Photonics (Ph.D.)  
Plant Science  
Telecommunications Management  
Veterinary and Biomedical Sciences

## Agriculture

The Master of Agriculture degree is designed for students interested in graduate professional training with a strongly applied research orientation. The degree is offered in the following areas of emphasis: agricultural economics, agricultural education, agronomy, animal science, entomology, forestry, horticulture and landscape architecture, and plant pathology. The purpose of this degree is to provide a program which will give additional specialization in technical fields as well as increased breadth of training.

Students who are interested in working toward the Ph.D. degree are encouraged to follow the regular Master of Science degree program. The Master of Science program provides a greater basic of applied research emphasis in the area of specialization than the Master of Agriculture program.

A baccalaureate degree in agriculture or a related field is required for admission to the MAg program. The candidate must meet requirements for acceptance into the Graduate College and be recommended by the departmental graduate committee responsible for the area of emphasis.

## Environmental Science

Director Will Focht, Ph.D.  
Program Coordinator Talya  
Henderson

The environmental science graduate program at Oklahoma State University is based on the premise that an understanding of, and solution to, environmental problems require the application of skills and knowledge derived from multiple disciplines. Graduate Faculty members from the agricultural, biological, physical, and social sciences, as well as from education and engineering, contribute to the master's and doctoral curricula. Important resources include campus research and learning institutes and laboratories, cooperative programs with public and private agencies, and off-

campus research and teaching facilities. Many of these are staffed by personnel drawn from more than one discipline and address problems that are transdisciplinary in scope and solution. The program is designed to utilize these resources to serve students who interests transcend the traditional demarcations of knowledge and whose goals include broad understanding obtained by crossing disciplinary boundaries in the classroom, laboratory and field.

Graduates from the environmental science graduate program are expected to have skills and knowledge that are applicable to a wide range of environmental research, management and planning vocations. Government, industry, consulting firms, non-government organizations, and educational institutions offer employment opportunities for environmental science graduates.

**Programs of Study.** The breadth of offerings at Oklahoma State University affords flexibility to the student interested in specific aspects of the environment. A student can design a unique degree plan to target a particular focus area that meets his or her professional goals. The student's graduate committee assists in this process to assure focus, breadth, and quality of the degree plan. Areas of concentration span a variety of areas such as education, economics, political science, geography, geology, civil and environmental engineering, recreation, forestry, toxicology, biology, chemistry, plant and soil science, and agriculture. The flexibility of this program allows the student to focus on an environmental topic not normally addressed by a single discipline.

**The Master of Science Degree.** To obtain an M.S. degree in environmental science, a student must complete a 36-credit hour course of study. These hours must include a nine-hour core curriculum (ENVR 5300, three hours in social science and three hours in physical science). A minimum of 21 additional course credit hours, including a general ecology course, if not taken prior to admittance, are selected by the student in consultation with his or her graduate committee. Finally, the student must complete a research component, which can include a six-hour thesis, two-hour report, or three-hour creative component. Specific details about the master's degree program can be obtained from the program coordinator.

Though a student can tailor a plan of study in any environmental area, specialized curricula have been developed in environmental management; environmental education; watershed management; and environmental chemistry, toxicology, and risk assessment. Environ-

mental management students must include a three-hour capstone practicum course (ENVR 5500) and a three-hour internship (ENVR 5600) in their plans of study.

**The Doctor of Philosophy Degree.** To obtain a Ph.D. degree in environmental science, a student must complete a 60-hour plan of study beyond the masters degree program. The plan must include at least 36 credit hours of course work consisting of a six-hour skill component, a general ecology course if not taken prior to admittance, ENVR 5300, and a minimum of 24 credit hours that reflect the biological, social and physical aspects of the concentration area selected by the student (which must include at least one social science and one physical science course). Finally the student must complete at least 15 credit hours of dissertation research.

Specialized curricula have been developed for the doctoral degree as for the master's degree discussed above, with the addition of disaster and emergency management. Environmental management and disaster and emergency management curricula must include the advanced practicum (ENVR 6500) and a six-hour internship (ENVR 6600).

**Admission.** To apply to the environmental science graduate program, a student must first submit an application and academic transcripts to the Graduate College (application forms can be obtained from them). In addition, the student must submit a statement of academic, research and professional goals; three letters of recommendation; and a Graduate Record Examination (GRE) report directly to the Environmental Science Graduate Program. A TOEFL score of at least 577 (or 233 if the electronic test is taken) is required of all international students. Applicants must demonstrate knowledge of the fundamentals and principles of chemistry, biology, and mathematics or else they will be required to obtain this knowledge in addition to their regular plan of study.

All applications to environmental science graduate programs should be submitted at least 60 days before the opening of the semester for which enrollment is first intended. International students should supply all application materials by March 1 for fall enrollment, and July 1 for spring enrollment.

**Financial Assistance.** Tuition waiver scholarships are available through the Graduate College for environmental science students. Such scholarships are available only for domestic students who have completed the FAFSA. Priority is given to minority students and those who can demonstrate financial need. For

consideration, applicants should complete the FAFSA and the tuition waiver form found on the internet ([http://environ.okstate.edu/Envisci/forms/tuition\\_waivers.pdf](http://environ.okstate.edu/Envisci/forms/tuition_waivers.pdf)).

Graduate research assistantships and other funding opportunities are often available through faculty members participating in the environmental science program or through one of the several research institutions or centers on campus. The initial application should specify an interest in an assistantship.

Additional information about the environmental science graduate program can be found on the Internet (<http://environ.okstate.edu/es>).

## Food Science

Program Coordinator Stanley E. Gilliland, Ph.D.

The following departments participate in the food science program: Agricultural Economics, Animal Science, Biochemistry and Molecular Biology, Biosystems and Agricultural Engineering, Horticulture, Plant and Soil Science, and Nutritional Sciences.

Food science is an interdisciplinary graduate program designed to provide an opportunity for students to acquire basic knowledge of food industry encompassing the biological and physical sciences. The increasing complexity of the problems involved in the production, processing, and utilization of food demands increased fundamental knowledge to solve these problems. There is a great demand for personnel with advanced training in the broad area of food science to staff research and quality assurance facilities of industry, universities and the federal government.

**Admission Requirements.** Admission to either the Master of Science or Doctor of Philosophy degree programs requires an undergraduate major in animal science, biochemistry, dairy science, food science, human nutrition, microbiology or poultry science. Students majoring in other curricula may qualify by remedying specific undergraduate deficiencies recognized by the student's graduate committee. A student enrolling in a degree program must have been accepted by an adviser prior to official admission.

The GRE is required for admission. Three letters of reference, sent to the program coordinator, are also required.



## Manufacturing Systems Engineering

Program Coordinator John W. Nazemetz, Ph.D.

This interdisciplinary master's degree is designed to address the needs of manufacturing managers, particularly those in small- to medium-size firms, in all aspects of manufacturing systems, including management as well as the hardware aspects of manufacturing.

Jointly sponsored by the schools of Electrical and Computer Engineering, Industrial Engineering and Management, and Mechanical and Aerospace Engineering, this program produces graduates capable of direct contributions in the design, selection, and implementation of up-to-date computerized manufacturing systems.

To pursue this degree a student enrolls in one of the three schools listed above and is advised by a faculty member in that school. The student's advisory committee is composed of members from each of the three schools. For more information students should contact the program coordinator in the School of Industrial Engineering and Management.

## Natural and Applied Sciences

Aviation and Space Sciences  
Program Coordinator Steve Marks, Ed.D.

Gerontology  
Interim Program Coordinator Esther Winterfeldt, Ph.D.

Interdisciplinary Sciences  
Program Coordinator Timothy J. Pettibone, Ph.D.

Health Care Administration  
Program Coordinator Mike Branson, Ph.D.

Natural Sciences  
Program Coordinator Timothy J. Pettibone, Ph.D.

The Master of Science in natural and applied sciences consists of four programs, each with different specializations designed to address the needs of students with specific interests. The four are aviation and space sciences, gerontology, interdisciplinary sciences and natural sciences. Within interdisciplinary sciences there is a well-defined specialization in health care administration. For detailed information on these programs of study, students should contact the program coordinators. Bulletins describing the requirements of each program are also available from the Graduate College.

**Programs of Study.** *Aviation and Space Sciences.* Students will take a minimum of 11 credit hours of core courses from research, organizational theory, and administration and management. The remaining courses, to total a minimum of 32 credit hours, will come from the multidisciplinary course list or additional courses from the core list. Other courses may substitute upon approval from the advisory committee. Students may select the research component—thesis, report, or creative component—with approval of the advisory committee. Six credit hours are allowed for the thesis option and two credit hours are allowed for the research report. Credit hours allowed for the creative component varies.

*Gerontology.* In addition to the general admission criteria, students in gerontology must meet three conditions to be eligible for admission:

1. Overall grade-point average of at least 3.00;
2. GRE score with a 900 minimum score (total verbal and quantitative) or an MAT score of at least 35.

Gerontology offers two plans to obtain a master's degree. The first plan requires 36 credit hours, including a creative component and/or an internship. The second plan includes a thesis and requires a minimum of 33 credit hours, including six hours for the thesis. The student's advisory committee will assist the student in selecting the courses for the plan of study which best address the student's professional and personal goals.

*Gerontology Graduate Certificate.* The graduate certificate in gerontology, approved by the Oklahoma State Regents for Higher Education, will provide documentation that students have completed a program of instruction and educational experiences in the field of gerontology at the graduate level.

Admission into the program is based on the following criteria:

1. Applicants must have met the University's graduate admission requirements and be currently pursuing a master's or doctoral degree from one of the academic departments at OSU.
2. A student who has already completed a master's or doctoral degree from Oklahoma State University or another accredited institution would also be eligible to complete the gerontology certificate requirements.
3. Students must complete a minimum of 21 graduate credit hours involving at least six different courses of formal instruction, in addition to three credit hours of creative or basic applied research activities related to aging populations.

Upon satisfactory completion of the program, students will receive a certificate and a notation on their transcripts. For more information, contact the Graduate College, 202 Whitehurst, or the Gerontology Institute office, 136 Human Environmental Sciences.

*Interdisciplinary Sciences.* This program is for students who wish to increase their competence in a particular thematic area by taking a series of courses in several disciplines. This multidisciplinary approach provides educational opportunities leading to a variety of careers. Interdisciplinary sciences consists of no fewer than three separate fields of study with at least six hours in each field. No more than 15 hours may be taken in any one area. The advisory committee will assist the student in formulating the plan of study.

**Admission Requirements:** An undergraduate grade-point average of 3.00 is required for unqualified admission. Students with a grade-point average between 2.50 and 3.00 may be admitted on a probationary basis.

Applications to the program should include:

1. a cover letter indicating the personal goals and professional objectives to be obtained from the program;
2. transcripts from all schools previously attended;
3. three letters of recommendation from persons who can describe abilities, interest, and motivation as a student;
4. a proposed course of study with an endorsement from an OSU faculty adviser

Particular courses are not specified for the degree; the advisory committee can assist in selecting appropriate courses. The course of study must include at least 21 credit hours at the graduate level (5000 or above). Up to nine graduate hours can be transferred from a regionally-accredited graduate program with consent of the advisory committee. The student chooses any of the three master's degree plans:

1. a 30-hour plan with six-hour research thesis;
2. a 32-hour plan with a two-credit hour formal report; or
3. a 36-hour plan with a well-defined, creative ad scholarly component.

*Health Care Administration.* This specialization within interdisciplinary sciences is designed for individuals who seek to pursue a career in the field of health care management. The program requires students to take core courses in health care administration and research methods along with a series of electives

selected from applicable courses in business and social sciences. The multidisciplinary approach to the health care administration discipline provides students with a unique perspective on the complex issues facing the profession today.

*Natural Sciences.* This program is for science teachers or other individuals who desire a broader program than that offered in departmental programs. The goal of the program is to provide the student with a breadth of training in science and related areas. To enter the program, the student should have completed a minimum of 30 undergraduate credit hours of science, with biological, physical, and earth sciences represented.

**Admission Requirements:** An undergraduate grade-point average of 3.00 is required for unqualified admission. Students with a grade-point average between 2.50 and 3.00 may be admitted on a probationary basis.

Applications to the program should include:

1. a cover letter indicating the personal goals and professional objectives to be obtained from the program;
2. transcripts from all schools previously attended;
3. three letters of recommendation from persons who can describe abilities, interest, and motivation as a student;
4. a proposed course of study with an endorsement from an OSU faculty adviser.

Particular courses are not specified for the degree; the advisory committee can assist in selecting appropriate courses. However, not more than two-thirds of the courses for the degree may be taken in any one of the areas of biological, physical or earth sciences. The course of study must include at least 21 credit hours at the graduate level (5000 or above). Up to nine graduate hours can be transferred from a regionally-accredited graduate program with consent of the advisory committee. The student chooses any of the three master's degree plans:

1. a 30-hour plan with six-hour research thesis;
2. a 32-hour plan with a two-credit hour formal report; or
3. a 36-hour plan with a well-defined, creative and scholarly component.

## Photonics

Program Coordinator Paul Westhaus, Ph.D.

An interdisciplinary program in photonics has been established at Oklahoma State University by the academic departments of Chemistry, Electrical and Computer Engineering, and Physics. Students may pursue a Master of Science (M.S.) degree in photonics with specialization in chemistry, electrical engineering, physics or biophotonics. A multidisciplinary program of course work is tailored to the goals of each individual student as he or she is mentored by a chosen faculty member from the department of specialization and guided by the advisory committee.

The faculty emphasize both basic and applied interdisciplinary research. To accomplish this in addition to a myriad of state-of-the-art laser systems, the OSU campus houses a molecular beam epitaxial (MBE) growth and analysis facility and unique optoelectronic THz beam systems. Current research programs include optical fiber communications and optical circuits for computing as well as high speed optoelectronic applications to fundamental and applied problems in the THz frequency range. Other investigations center on the preparation and characterization of specialty-doped insulators and semiconductors for use as lasing materials, non-linear optical crystals for data storage and holographic applications, and photonic-based chemical, physical, and biochemical environmental sensors. Research programs in the biomedical applications of lasers at both the basic research and clinical application levels seek to understand the interaction of light with biological materials at the tissue, cellular and molecular levels.

Students benefit from a strong research collaboration with their faculty advisers. Most directly, one photonics degree option requires the active involvement of the student in faculty-guided original research. With such an option the student works side-by-side with an advisor in pushing back the frontiers of knowledge of photonic processes. Other non-thesis options require a report or some other creative component. Those students choosing the non-thesis options (see the requirements below) still indirectly benefit through their course work taught by faculty actively engaged in these ongoing discoveries.

**Program Options and Degree Requirements.** There are three options leading to the M.S. degree in Photonics. All options require a minimum of 24 credit hours of course work, with at least one

course taken outside the student's specialization. Beyond this, the first (30-credit-hour) option requires six credit hours of original research culminating in the successful defense of a master's thesis. The second (32-credit-hour) option requires six additional credit hours of course work and a two credit hour report. The third (36-credit-hour) option requires 12 additional credit hours of course work with a creative component. For the second and third options at least two courses must be from outside the field of specialization; an oral presentation of the report or the creative component by the student must be acceptable to the advisory committee.

A detailed plan of study specific to the specialization and option chosen is formulated by the student in consultation with the advisory committee.

**Admission Requirements.** Although the photonics program is administered through the Graduate College with admission recommended by the Photonics Program Committee, the student will be a member of one of the three specialization departments and choose an adviser and form an advisory committee from that department. Also, teaching assistantships are administered through each particular department. Admission to the photonics program (by the Program Committee) and the awarding of financial support (by the departments) are done independently. Additional information and application forms may be obtained from the Department of Physics.

Applications should include:

- a. a cover letter indicating the department of specialization and whether the student wishes to be considered by that department for a fellowship or teaching assistantship;
- b. a personal statement of interests and goals, noting especially how they relate to the degree in photonics;
- c. transcripts of all previous academic work (an unofficial transcript will suffice for the application; official transcripts are required by the Graduate College after admission.)
- d. the names of three persons who have been requested to submit letters of reference to the Department of Physics. The student is expected to contact the references.

**Financial Aid.** A student pursuing an original research project may receive support as a research assistant (RA) through grants and contracts to the individual faculty member who serves as the adviser. Other students, even as they pursue research, and those students pursuing the non-thesis option may be supported as teaching assistants (TAs) in

academic departments of their specialization. Outstanding students may be selected for fellowship awards available in the respective departments.

## Plant Science

Program Coordinator Chuck Tauer, Ph.D.

Solutions to current problems in plant science often require integration of knowledge from a number of disciplines. The Plant Science program at Oklahoma State University provides the opportunity for the exceptional Doctor of Philosophy student to develop an academic and research program tailored to his or her individual interests and needs. Faculty participating in this program come from the departments of Biochemistry and Molecular Biology, Botany, Entomology and Plant Pathology, Forestry, Horticulture and Landscape Architecture, Microbiology and Molecular Genetics, and Plant and Soil Science. The multidisciplinary nature of this program allows students to experience many facets of plant science and affords them the flexibility to seek employment in a variety of settings in the plant sciences. Students, in consultation with their graduate committees, develop a program in one of three specialization areas (cellular and molecular, organismal, or ecological), but are expected to develop a sound foundation across all disciplines of plant study.

**Admission Requirements.** Application for admission must first be made to the Graduate College. Additional information required by the plant science steering committee includes a statement defining plant science interests, a resume, three letters of reference, an abstract of the Master of Science thesis (if applicable), GRE scores (the Advanced Biology GRE is also desirable), and a minimum TOEFL of 570 paper, or 230 computer (if applicable). A student must be accepted by a faculty adviser prior to official admission.

**Financial Assistance.** Students seeking financial assistance should inquire directly to the department(s) and faculty of interest within the plant science program.

### Steering Committee

Chuck Tauer, Forestry

Andrew J. Mort, Biochemistry and Molecular Biology

Ming Yang, Botany

Jacqueline Fletcher, Entomology and Plant Pathology

Stephen W. Hallgren, Forestry

Jeffrey Anderson, Horticulture and Landscape Architecture

Robert Burnap, Microbiology and Molecular Genetics

Mike Anderson, Plant and Soil Science

## Telecommunications Management

Program Director Mark Weiser, Ph.D.

In response to industry's need for skilled and knowledgeable telecommunications management graduates, Oklahoma State University offers a Master of Science degree in telecommunications management. This program is offered through traditional means to on-campus students as well as via distance learning technologies to students at remote locations.

The telecommunications management program draws on the combined expertise of three OSU colleges—the College of Arts and Sciences, the College of Business Administration, and the College of Engineering, Architecture and Technology. As a result, students will have a traditional home department to achieve a depth of knowledge in one discipline, while developing broad knowledge in business, technical and communication disciplines.

This program prepares graduates for managing the voice, video, and data technologies in a competitive environment. Graduates of this program are likely to be employed by providers or users of telecommunications and network technologies.

**Telecommunications Management Curriculum.** The program curriculum consists of 35 credit hours, including six core courses, one laboratory, one practicum, and four electives. Students may choose either a part-time or full-time sequence. Full-time students can complete the program in one and one-half years while part-time students may be able to complete it in two years.

**Admission Requirements.** Qualified graduates of colleges and universities of recognized standards are eligible to seek admission to the OSU Graduate College. Applicants must submit the completed application form to the Graduate College with official transcripts of all academic work and degrees received.

In addition to the OSU Graduate College's standard requirements, the telecommunications management program admissions committee will review students' letters of recommendation, GMAT or GRE scores, previous academic performance, and telecommunications experience.

Program information can be accessed via the Internet (<http://www.mstm.okstate.edu>).

## General Regulations

Full authority on all academic decisions within the Graduate College rests with the dean of the Graduate College. The Graduate College policies and procedures described in the *Catalog* are for informational purposes. They are subject to regular review and may be revised at any time by the dean of the Graduate College in consultation with the Graduate Council.

## Responsibilities

*All graduate students are expected to read and to comply with the written regulations. The regulations presented in the Catalog may be supplemented by written departmental or program requirements available at departmental offices. Admission to a specific graduate program obligates the student to adhere to the policies of that program.*

General regulations in the following sections relate to requirements for admission, enrollment, and academic standing. Subsequent sections outline requirements for the following degrees: master's, Doctor of Philosophy, Doctor of Education, and Specialist in Education. Particular attention should be given to timing and substantive requirements for matriculation, especially admission, the plan of study, residence, language proficiency, research and thesis or report, and graduation. The regulations are prescribed by the Graduate Faculty with the intent of assuring high-quality graduate programs and effective interaction of Graduate Faculty members and graduate students.

## Admission to the Graduate College

Qualified graduates of colleges and universities of recognized standing are eligible to seek admission to the Graduate College. *Applicants must submit the completed application form to the Graduate College, with official transcripts of all academic work and degrees received. The application fee must accompany the Application for Admission.*

1. The student should request all institutions previously attended to send two official transcripts to the Graduate College, 202 Whitehurst, Oklahoma State University, Stillwater, OK 74078.

2. To be official, the transcript must show the complete scholastic record, bear the official seal of the institution, and be signed by the issuing officer.

To assure adequate time, application forms and transcripts should be received at least 30 days prior to the department application deadline. *Transcripts and other documents become the property of Oklahoma State University.*

## Standardized Test Scores

Many departments require standardized test scores, such as the Graduate Record Examination (GRE). Applicants must contact the appropriate department for information regarding departmental requirements for these tests.

## International Student Admission

International applicants are expected to submit applications, financial affidavits, transcripts, and results of the Test of English as a Foreign Language (TOEFL) examination by March 1 for fall enrollment and by August 1 for spring enrollment.

**TOEFL.** As a condition of admission to regular graduate study at OSU, all persons for whom English is a second language are required to present a score of 550 (213 computer based) or above on the TOEFL regardless of the number of semesters or terms completed in other institutions of higher education, including OSU, or prior enrollment in English language programs. Some departments require a score above 550 (213 computer based). Students should contact the department for specific TOEFL requirements. Persons who present a TOEFL score of 500 (173 computer based) or above and who demonstrate unusual academic promise may be admitted to graduate study on probationary status, but the number of such persons will not exceed two percent of the regularly enrolled graduate student population of the previous fall semester.

*Submission of the TOEFL score with the application is never waived.*

**English Proficiency Test for International Students.** Before international students can complete their first enrollment, they are required to take the Test of English Language Proficiency (TELP). This test is required in addition to the TOEFL. It is administered on the Stillwater campus before each regular semester through University Testing and Evaluation (111 N. Murray). Students who do not score sufficiently high on the TELP are required to enroll in English 0003 to enhance their English skills. This class must be taken and completed during the

first semester of graduate study at OSU. A waiver of this requirement can be granted to a student who:

1. has achieved on the TOEFL a score of 600 (250 computer based) or higher and a score of 5.0 or higher on the Test of Written English (TWE) or Essay. or
2. has completed two full-time semesters of study in an accredited United States college or university.

**Spoken English Proficiency for Employment.** OSU policy requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity. Employment requires demonstrated proficiency on the Test of Spoken English (TSE) as determined by the University. Other spoken English examinations are not acceptable as substitutes for the TSE. This test may be taken on campus or at any of the many testing sites provided by the Educational Testing Service. This test score is used as a condition of employment, not a condition for admission to the Graduate College.

**International Teaching Assistant Program.** Any international teaching assistant is required to participate in the international teaching assistant orientation and evaluation workshop offered at the beginning of the fall and spring semesters. Students must receive an evaluation of "pass" prior to teaching in the classroom.

## Types of Admission

When the applicant's file is complete, the faculty in the department or program of the student's area of interest is asked to review the material and recommend an admission status to the dean of the Graduate College. The final decision for admission to the Graduate College is determined by the dean on the basis of the department's recommendations, prior academic performance of the applicant, and availability of space, facilities, and faculty advisers in the program. The decision is conveyed to the applicant by means of a letter. Opportunities for receiving graduate credit and graduate degrees are dependent on the admission status granted to the student.

**Admission Without Qualification.** Students planning to work toward a graduate degree in a recognized graduate program may be admitted without qualification provided they meet all Graduate College and departmental requirements.

**Provisional Status.** A student can be admitted provisionally upon recommendation of the major department at Okla-

homa State University and concurrence by the dean of the Graduate College. Admission with provisional status is granted to an applicant who does not meet one or more of the major program's admission requirements or when the applicant does not have the necessary academic background. The department can require course remediation, higher test scores, or that other departmental criteria be met prior to the student's full admission into the major program. The first obligation of a student admitted provisionally is to meet all of the conditions specified at the time of admission. Failure to meet these conditions could result in the dismissal from the major department.

**Probation Status.** A student can be admitted with probation status upon recommendation of the major department at Oklahoma State University and concurrence by the dean of the Graduate College. Admission with probation status is granted to an applicant who has attained less than an acceptable grade-point average in all previous academic course work. A student admitted on a probationary basis must make at least a "B" grade in each course during the first nine to 12 hours of enrollment. The student may be granted full graduate standing after performing at an acceptable academic level in the first nine to 12 hours of enrollment. Failure to meet the required level of academic performance while in a probationary status may result in dismissal from the Graduate College. A student who has been in full graduate standing or special student status may be placed on probation if academic performance in courses taken in graduate status at Oklahoma State University falls below a "B" average or the student makes grades below "B" two semesters in a row.

**Special Student Status.** An applicant may be admitted to the Graduate College as a special student if he or she does not have immediate plans to become a degree candidate but wants to take graduate courses, prerequisites or other courses. Admission to the Graduate College as a special student means only that the student will be permitted to enroll in courses through the Graduate College. It does not necessarily imply that the student has been or will be admitted to a program leading to an advanced degree or that the student will be able to obtain a graduate degree.

Requirements:

1. A special student must meet all of the academic requirements described for unqualified admission except that he or she need not be admitted or recommended for admission by a department or program.

2. The student is responsible for filing a new application for admission to the Graduate College should he or she wish to become a degree candidate. The application will be evaluated by faculty of the department or program and the dean of the Graduate College to ascertain admissibility to the degree program.
3. As such work is not guided by a plan of study or approved by an adviser, no more than nine semester credit hours of course work taken while a special student may be used on a plan of study to meet requirements for a degree.
4. Special students are subject to the same academic regulations as those students admitted into degree programs.
5. *International students with an F-1 visa may not enroll as special students.*

## Transfer of Graduate Credits

Transfer of graduate credits to the Graduate College is possible only when the student was formally admitted to the graduate college at another accredited institution and the course(s) was certified as graduate credit by that institution.

The work must be recommended by the adviser as a part of an approved plan of study. The acceptance of transferred work requires the recommendation of the student's advisory committee and approval by the dean of the Graduate College at the time a program of study is planned. A maximum of nine credit hours with a grade of "B" or better in each course can be accepted as transfer credits toward a master's degree. Doctoral students must complete at least 30 hours of their program at OSU. However, no more than nine hours may be transferred from institutions that do not grant doctoral degrees.

## Departmental or Program Requirements

The General Regulations of the Graduate College are minimum requirements that must be met by all graduate students at OSU. Students are also subject to any additional requirements that are determined by their major department. Departments may require additional admissions material such as test scores (GMAT, GRE, vita, or recommendation letters. Students should contact the major department directly to inquire about additional admissions materials or test score requirements. Any additional information should be mailed directly to the graduate coordinator of the major department.

## Readmission to the Graduate College

A prospective student must enroll for courses at OSU within a year after his or her admission date to retain active status. A prospective student who does not enroll within one year must reapply for admission. A student who interrupts enrollment for one year must re-apply for admission, or obtain approval from the department to continue admission, and will then be subject to the regulations in effect at the time of readmission. A student who interrupts enrollment for greater than two years must re-apply for admission.

## Audit

A student who does not wish to receive credit in a course may, with the approvals of the student's adviser and the instructor of the course concerned, attend the class strictly as a visitor. A student who applies to audit a course promises that he or she will not use the audit to avoid the rule against excessive hours, and that he or she will not petition or ask in any way for the privilege of taking an examination to obtain credit after he or she has audited the course. (Laboratory courses, private music lessons and art courses are not open for audit.)

If a student is already enrolled for credit in a course, but wishes to change to auditing that course, the student must officially drop the course (or, if appropriate, withdraw), at the time the student changes to audit.

A student who has established a permanent record at OSU may have the audited course recorded on his or her transcript with "AU" appearing in place of the grade. Not later than one week after the close of that semester, the student must present to the Office of the Registrar the instructor's copy of the audit form with a signed statement from the instructor, on the reverse side, that it is appropriate for the course to be recorded on the student's transcript. Any individual 65 years or older may audit a class at no charge.

## Enrollment

Students with a bachelor's degree are expected to register in the Graduate College unless they want to obtain another bachelor's degree. If they register as an undergraduate, the courses taken cannot be given graduate credit at a later date.

Students in the Graduate College may enroll in a course which does not carry graduate credit or audit courses if such courses are recommended by an adviser and approved by the dean of the Graduate College.

Students will be permitted to enroll (late fee will be charged) or to add a course through the first week of a regular semester or third day of a summer session. For short courses, students will not be permitted to enroll after the first day of the course.

## Enrollment Procedure

1. Enrollment forms (Trial Schedules) are available in the Graduate College.
2. Continuing graduate students have their Trial Schedule forms approved and signed by their departmental advisers. Special students have their Trial Schedule forms approved in the Graduate College prior to enrolling.
3. Students enrolling for the first time in graduate courses must have trial schedule forms signed by their advisers.
4. Graduate students complete the enrollment process in the Sectioning Office located in 321 Student Union.

## Computer Enrollment

Continuing graduate students are eligible to enroll via the SIS web enrollment system. New and readmitted graduate students cannot enroll through the web. Complete instructions for computer self-enrollment are included in the Class Schedule book. Eligible students can add and drop courses on the web through the non-restricted enrollment period (<http://osu.okstate.edu/sis>). Consult class schedule book for dates.

## Minimum and Maximum Hours of Enrollment

Any graduate student using the facilities and faculty resources of the University must be enrolled. Every graduate student is expected to satisfactorily complete no fewer than six semester credit hours during each 12-month period until the degree is awarded. Students who are involved in research throughout the year are expected to enroll each semester.

Regardless of the number of hours taken, a student may not count more than 16 credit hours taken in the fall or spring semester toward a degree.

During the summer session, a student may not count toward a degree more than nine credit hours taken in any session during the eight-week summer session. No more than three credit hours

taken during the first summer session (intersession) may count toward a degree. Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

**Faculty Members.** No member of the faculty, with the rank of associate professor or above or equivalent rank at the time of completing the requirements, may be granted a degree from this institution. This regulation applies to faculty members in the schools of engineering holding the rank of assistant professor or above.

**Enrollment Guidelines and Regulations for Graduate Assistants and Fellows.** Graduate students employed by the University part-time may register only for the amount of credit recommended by the head of the major department. In general, students employed 20 hours per week may not register for more than 10 semester credit hours of course work for a semester and five hours during a summer session. Other employment will permit registration for an appropriate number of hours. Graduate students whose employment is such that results will be used for a thesis, however, may register for additional thesis credit as recommended by the research adviser and approved by the department head.

Any graduate student holding an assistantship or fellowship of .50 (or greater) must enroll in at least six resident semester credit hours during the fall and spring semesters and at least three resident semester credit hours for each summer session.

If a graduate assistant enrolls in more credit hours than allowed for percentage of time employed, the student should seek the guidance of the department head.

#### Employment—Enrollment

*If employed: Petition the department to take:*

	<i>Fall/Spring</i>	<i>Summer</i>
100% or full time	more than 6 hours	more than 3 hours
75% or 3/4 time	more than 7 hours	more than 3 hours
60%	more than 8 hours	more than 4 hours
50% or 1/2 time	more than 10 hours	more than 5 hours
30–40%	more than 12 hours	more than 6 hours
25% or 1/4 time	more than 13 hours	more than 7 hours

**Full-time or Half-time Status.** Full-time or half-time status of graduate students is:

<i>Regular Semester</i>	
<i>Full-time</i>	<i>Half-time</i>
9 or more hrs.	4–8 hrs.
<i>Summer Session</i>	
<i>Full-time</i>	<i>Half-time</i>
4 or more hrs.	2–3 hrs.

The Office of the Registrar considers employment as a teaching or research assistant when determining enrollment status. A student holding less than a 0.50 FTE graduate assistant appointment must be enrolled in a minimum of nine credit hours during the fall or spring semester, or three hours during the summer semester, to qualify for an assistantship.

#### Enrollment and Financial Assistance.

For the purpose of receiving monetary assistance through the Office of Student Financial Aid, the amount of the award is related only to the total number of credit hours in which enrolled. Certifiable enrollment status, based upon a combination of enrollment and employment, only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

**Continuous Enrollment.** A graduate student must maintain continuous enrollment during the entire research phase of the program. Such enrollment is not limited by the maximum number of credit hours of thesis or dissertation which may apply to the degree. Students who are using physical or faculty resources of the University are expected to be enrolled during each semester in at least two credit hours. In order to enroll in a given semester, a student must have received grades for at least six semester credit hours (including "I" and "R" and excluding "W") in the 12 months prior to the beginning of that semester.

Failure to maintain continuous enrollment requires submission of a new application for readmission to the graduate program. If readmitted, all requirements in effect at the time of readmission, must be completed.

## Research Involving Human Subjects

If the thesis, dissertation, formal report or creative component involves the use of human subjects, the research project is governed by federal regulations that require review by the OSU Institutional Review Board (IRB). Approval to conduct the research must be obtained from the IRB before the research is started.

## The Process

When the research plans have been finalized, the IRB application should be completed and submitted as directed to the IRB office in 415 Whitehurst for review. After the conditions for approval, have been satisfied, the IRB office will send a letter stating that the research project is authorized to begin. Each research project is governed by a protocol number, and the approval is for a maximum of one calendar year. If your research extends beyond one year, a request for continuation must be submitted. If any aspect of approved research protocol changes, approval for the change must be obtained from the IRB by submitting a modification form.

Failure to obtain IRB approval will result in the University's rejection of the thesis, dissertation or formal report. While the Graduate College does not monitor the process resulting in a creative component, it does not negate the student's responsibility to obtain IRB approval if human subjects are involved in that creative activity.

An investigator's failure to obtain approval for any research project using human subjects also puts the University in non-compliance with its assurance with the federal government that states all research involving human subjects will receive IRB review and approval.

This section is meant to be informational only, and does not contain a complete description of the IRB review process. All of the forms and guidance for completing the application are available on the IRB web site. The IRB office is located in 415 Whitehurst.

## Enrollment During the Research Phase

Because enrollment reflects the involvement of University faculty members, the graduate student must maintain continuous enrollment in thesis and/or problems courses for credit during the entire research phase of the program. Such enrollment is not limited by the maximum number of credit hours of thesis which may apply toward a degree.

In particular, students must be enrolled in at least two hours during the semester in which they take their final examination or meet other requirements. They must also be enrolled in at least two hours during the semester in which they graduate.

# Academic Regulations

Refer also to the sections on "Adding Courses," "Dropping Courses," and "Withdrawing from the University."

## Graduate-credit Courses

Courses numbered 5000 and above are primarily for graduate students. Seniors who have obtained prior approval may enroll in 5000 level courses. The majority of courses on the master's and doctoral plans of study will be 5000 level and above.

Courses numbered 3000 and 4000 that are identified by an asterisk in the "Course Listings" of the *Catalog* can be taken by graduate students. Graduate students enrolled in these courses will be considered as taking the courses for graduate credit and expected to fulfill all academic requirements as proposed by the professor.

Courses numbered 3000 and 4000 that are identified by an asterisk may be used to meet requirements for a graduate degree on the plan of study if approved by the student's advisory committee and the dean of the Graduate College. Courses that are not identified by an asterisk may not be used to fulfill requirements for a graduate degree.

## Academic Standing

**Minimum Grade Requirements.** A grade-point average of "B" (3.00) is required to (1) maintain good standing as a graduate student and (2) meet requirements for a degree. In determining whether a student has met minimum requirements for a degree, grades for courses on the plan of study are averaged separately from other courses not on the plan of study. In order to continue enrollment in the Graduate College, a student is expected to maintain a cumulative graduate GPA of at least 3.00. In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the plan of study. This course work does not include the research hours (those used to fulfill the thesis, report or creative component requirements) on the plan of study. The student must also have at least a 3.00 GPA in the hours designated as research hours on the plan of study. The grade-point averages for research hours and course work hours are figured separately.

After a plan of study has been approved, a course with a grade below a "B" cannot be replaced on the plan with-

out approval of the dean of the Graduate College.

A course with a grade below "C" cannot be used as part of the minimum number of semester credit hours required for the degree.

Some departments have more stringent requirements. The major department should be consulted concerning minimum grade requirements.

**Academic Warning and Strict Academic Probation.** Grades below "B" are considered below the acceptable standard for graduate students. Any student who receives such a grade will be sent a letter of warning from the Graduate College. If a student's overall GPA drops below a 3.00 or makes grades below "B" two semesters in a row, the student is subject to being placed on *strict academic probation*. A student on *strict academic probation* is required to earn a minimum grade of "B" in each course during the next semester of full-time enrollment or two semesters of part-time enrollment. Failure to do so may result in suspension from the University.

Departments are notified when students in their programs have been given academic warnings, been placed on strict academic probation, or been suspended. The department has the option to request that the student be granted a one semester reprieve from an academic suspension. However, further requests for continuance of students who have violated conditions of their probations are not usually granted.

**Grades for Thesis (5000) and Dissertation (6000).** The grade of "R," indicating research progress, may be assigned to thesis (5000) and dissertation (6000) courses until the research is finished. Advisers also have the option of assigning a letter grade each semester. By assigning the grade of "R," the adviser acknowledges that the student has made progress on thesis or dissertation research. Upon completion of the thesis or dissertation, the adviser submits a Change of Grade form to have the final grade entered for the thesis or dissertation.

The "R" grade can also be assigned in a course identified as the creative component portion of a master's degree. Each department in which a creative component is an option has identified one class in which "R" may be assigned if more than one semester is required to complete the creative component. Upon completion of the creative component, the adviser submits a Change of Grade form to have the final grade entered.

**Pass-No Pass Grading System.** Graduate students may take a course utilizing the Pass-No Pass grading system with

the consent of their major advisers, but courses taken under this system *cannot* be used on a plan of study to meet graduate degree requirements.

**Grade Appeals.** A student may appeal a grade given by an instructor in a case in which he or she believes the grade awarded is inconsistent with announced grading policy. The student should consult the "*Student Rights and Responsibilities*" or contact the Office of the Executive Vice-President for information regarding initiating the appeals process.

## Application for Diploma—Graduation

At the time of enrollment for the last semester or summer session of work toward a degree, the student completes an Application for Diploma card. Completion of that card initiates clearance procedure toward graduation by the Graduate College and the Office of the Registrar. The student is billed for the graduation fee along with tuition. If all requirements for the degree are not met according to deadlines specified in the Graduate College Calendar, the student must complete a new Application for Diploma at the time of re-enrollment. *Applications for diplomas are to be submitted during the first two weeks of a regular semester or the first week of a summer session.*

## Records and Transcripts

All permanent records are stored in the Office of the Registrar in Whitehurst Hall. Requests for grades, transcripts and diplomas should be made to that office.

A graduate student who does not complete the requirements in time to receive the degree at the end of the semester may secure a statement from the Office of the Registrar when all requirements for the degree have been satisfied. Such a statement will not be issued until all grades for the semester have been recorded.

## Master's Degree Programs

Accounting, MS

Agricultural Economics, MS

Agricultural Education, MS

Agriculture, MAG (Agricultural Economics; Agricultural Education; Animal Science; Entomology; Forest Resources; Horticulture; Plant Pathology and Plant and Soil Sciences)

Animal Science, MS

Architectural Engineering, MArchE  
 Architecture, MArch  
 Arts Management, MA  
 Biochemistry and Molecular Biology, MS  
 Biomedical Sciences, MS  
 Biosystems Engineering, MS  
 Botany, MS  
 Business Administration, MBA  
 Chemical Engineering, MS  
 Chemistry, MS  
 Civil Engineering, MS  
 Communication Sciences and Disorders, MS  
 Computer Science, MS  
 Control Systems Engineering, MS  
 Counseling and Student Personnel, MS  
 (Community Counseling; Elementary School Counseling; Secondary School Counseling; Student Personnel Services)  
 Design, Housing and Merchandising, MS  
 Economics, MS  
 Educational Leadership Studies, MS  
 (Higher Education; School Administration)  
 Educational Psychology, MS  
 (Educational Research; Gifted and Talented; School Psychology)  
 Electrical Engineering, MS  
 Engineering and Technology Management, MS  
 English, MA  
 Entomology, MS  
 Environmental Engineering, MS  
 Environmental Science, MS  
 Fire and Emergency Management Administration, MS  
 Food Science, MS  
 Forensic Science, MS  
 Forensic Science Administration, MFSA  
 Forest Resources, MS  
 Geography, MS  
 Geology, MS  
 Health and Human Performance, MS  
 (Applied Exercise Science; Health Promotions; Physical Education)  
 History, MA  
 Horticulture, MS  
 Hospitality Administration, MS  
 Human Development and Family Science, MS  
 Human Environmental Sciences, MS  
 (Family Financial Planning; Non-profit Service Administration; Nutrition)  
 Human Resources and Adult Education, MS  
 Industrial Engineering and Management, MS

International Studies, MS  
 Leisure Studies, MS  
 Management Information Systems/  
 Accounting Information Systems, MS  
 Manufacturing Systems Engineering, MMSE  
 Mass Communications, MS  
 Mathematics, MS  
 Mechanical Engineering, MS  
 Microbiology, Cell and Molecular Biology, MS  
 Natural and Applied Sciences, MS  
 (Aviation and Space Sciences; Gerontology; Interdisciplinary Sciences; Health Care Administration; Natural Sciences-Photonics)  
 Nutritional Sciences, MS  
 Pedagogy and Performance, MM  
 (Applied Music; Conducting)  
 Philosophy, MA  
 Physics, MS  
 Plant Pathology, MS  
 Plant and Soil Sciences, MS  
 Political Science, MA  
 Psychology, MS  
 Quantitative Financial Economics, MS  
 Sociology, MS  
 Speech, MA  
 Statistics, MS  
 Teaching, Learning and Leadership, MS  
 (Curriculum and Leadership Studies; Elementary/Middle/Secondary Education/K-12 Education; Occupational Educational Studies; Reading and Literacy; Special Education)  
 Telecommunications Management, MS  
 Theater, MA  
 Veterinary Biomedical Sciences, MS  
 Wildlife and Fisheries Ecology, MS  
 Zoology, MS

## Abbreviations:

MA	Master of Arts
MAG	Master of Agriculture
MArch	Master of Architecture
MArchE	Master of Architectural Engineering
MBA	Master of Business Administration
MFSA	Master of Forensic Science Administration
MM	Master of Music
MMSE	Master of Manufacturing Systems Engineering
MS	Master of Science

**Admission to a Program.** Some departments require that any student seeking a master's degree take an examination (i.e. GRE, GMAT) before being admitted to a

program of study. For more information, contact the head of the major department.

**Basic Requirements.** The master's degree may be earned by one of three plans:

Plan I—with thesis, 30 credit hours, consisting of 24 hours of course work and six hours of research;

Plan II—with report, 32 credit hours, consisting of 30 hours of course work and two hours of research;

Plan III—with no thesis or report, 32 credit hours of course work including the creative component. The creative component may be a special report, an annotated bibliography, a project in research or design, or other creative activity, as designated by the advisory committee.

The number of credits specified for each plan are minimums set by the Graduate College. Departmental requirements may exceed these minimums.

The major department, with the approval of the dean of the Graduate College, decides which alternatives are open to the candidates. Some departments also require a minimum number of semester credit hours of upper-division and graduate courses in the major field, including courses taken as an undergraduate.

A student who holds a D.V.M., M.D., D.O., D.D.S., LL.B., J.D., or equivalent professional degree may receive up to nine hours credit toward a master's degree, subject to the recommendation of the advisory committee and the approval of the dean of the Graduate College. However, a student receiving this credit may not transfer additional hours to OSU from other graduate programs.

**Residence Requirements.** Candidates for a master's degree must complete a minimum of 21 semester credit hours from OSU if they follow Plan I, or 23 semester credit hours if they follow Plan II or III. Nine semester credit hours of the 30 or 32 required for the degree may be completed by courses taken at another accredited college or university.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU graduate plan of study.

**Advisement.** The student should go to the department head, who may assign an adviser or advisory committee to assist the student in planning and pursuing the entire program for a degree. The advisory committee must include a minimum of three members of the Graduate Faculty.



**Level of Courses Applied to Graduate Degree.** Graduate students must enroll in no fewer than 21 semester credit hours of 5000- and 6000-level courses through Oklahoma State University as presented on the plan of study to meet requirements for the master's degree.

**Plan of Study.** The plan of study for the degree must be submitted to the Graduate College *prior to completion of the 17th graduate credit hour* of enrollment for a master's program. The student should secure the plan of study forms from the Graduate College, (also available from the Graduate College Internet site <http://gradcollege.okstate.edu>), develop the plan with the adviser, and submit it to the Graduate College.

The plan of study is subject to modification. All changes must have the approval of the adviser and a final plan of study incorporating all changes should be filed in the Graduate College by the end of the second week of the semester in which the degree is to be conferred.

Graduate credit, up to a maximum of nine hours, used to obtain one master's degree can be counted toward completion of another master's degree.

**Major Subject or Field.** A major field of study may cross departmental or school lines subject to the decision of the major department or school.

Before receiving a master's degree, the student must have completed in the major department or field a minimum of 16 semester credit hours above the prerequisites required for graduate work in that subject or field.

**Minor Subject or Field.** A minor may vary from six to 15 semester credit hours. A student may minor in two departments if the requirements are met for each and the major department and both minor departments approve.

**Language Requirements.** A candidate for the master's degree may be required to demonstrate a reading knowledge of a modern foreign language. Any such requirement of the department is included on the plan of study and is to be filled out at the time the preliminary plan is approved by the student's adviser.

A foreign language requirement for a master's degree may be met either by examination or by college credit, according to individual department requirement.

**Written Examinations.** Some departments require a written examination covering the major and minor fields. It is usually taken before the thesis or report has been completed. Arrangements for taking the examination should be made with the department at least three weeks in advance. The written examination

## Summary of Procedure for Master's Degree

Dean-Dean of Graduate College; GCO-Graduate College Office; DH-Department Head; TA-Temporary Adviser; Adviser-Person designated by department head to advise; Comm-Committee

Procedure	Initiate through Approved by	Time
1. Apply for admission. (Follow instruction sheet carefully. If relevant, see "Requirements for Admission to Teacher Education" in the "College of Education.")	Dean Dean	Complete 30 days prior to enrollment, (international students see section on International Admission for deadlines) or by departmental deadline.
2. Read "General Regulations" and "Master's Degree" sections, then secure registration materials in the Graduate College.	GCO	
3. Secure assignment of a temporary adviser from major department head and enroll for the first semester.	DH & TA Dean	
4. Plan program with advice of department head or designated Graduate Faculty member and submit plan of study.	Adviser Dean	Prior to completing the 17th credit hour.
5. Proceed with course work and research assignment.	Adviser	
6. Take comprehensive written examinations if required by major department.	Adviser	
7. Complete the Diploma Application and make any corrections needed on plan of study.	GCO	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated degree date only. File new diploma application if conferring of degree is delayed.)
8. Complete research, prepare final draft copy of thesis or report and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the examining committee and to the Graduate College. The final draft must be complete and legible. Ordinary proofreading marks and minor handwritten additions, changes, etc. are permitted, but the copy should be in such condition that it can be read easily and understood clearly. The style should be determined by the advisory committee. The <i>Graduate College Style Manual</i> (available for download from Graduate College Internet site) lists specific requirements for formatting the document. The adviser must sign the copy submitted to the Graduate College.	Dean Adviser	Deadlines published yearly.

Procedure	Initiate through Approved by	Time
9. Take final examination or defense and have committee chairperson notify Graduate College of the examination results immediately following conclusion of the examination.	Adviser Dean	Deadlines published yearly.
10. Make any changes in thesis or report as required by examining committee and by the Graduate College. Advisory committee members sign final copies of thesis or report. The Graduate College makes the final decision on acceptance of the thesis or report. Candidate submits four approved copies of thesis and six approved copies of the abstract or one copy of a report and six approved copies of the abstract.	Adviser Dean	Deadlines published yearly.
11. Pay binding fee in the Office of the Bursar and return form to the Graduate College.	GCO	Form to be obtained from the Graduate College after the thesis has been formally accepted by that office.
12. Arrange for cap, gown and hood at Student Union Bookstore and attend Graduate College Convocation.		

must be passed before a final examination is scheduled, if a thesis or report option is used.

A student who fails all or part of the written examination should consult the chairman of the examination committee to find out what must be done before taking another examination.

**Thesis or Report.** Any student working on a thesis or report should obtain a copy of the *Graduate College Thesis Dissertation Handbook* available from the Graduate College or the Internet (<http://www.gradcollege.okstate.edu>). A thesis or report must conform to the format specifications set forth in this manual. The style of the document is to be determined by the advisory committee and should be reflective of publications in the student's discipline.

After completing the research, the student prepares a draft copy (complete and legible) of the proposed thesis or report, and submits it, along with the abstract, to each member of the examining committee, and to the Graduate College. The draft copy must be signed by the adviser and be submitted to the Graduate College no later than the stated deadline (see "Graduate College Calendar").

**Thesis.** The student must submit to the Graduate College four final copies of the thesis with six copies of the abstract no later than the stated deadline (see "Graduate College Calendar"). The thesis copies become the property of the University. Two copies are filed in the Library and two copies are kept by the major department. There is a binding fee, payable at the Office of the Bursar.

**Report.** The student must submit to the Graduate College one final copy of a report, with six copies of the abstract. It must be bound in a pressboard cover as described in the *Graduate College Thesis Dissertation Handbook*. The copy of the report must be submitted to the Graduate College no later than the stated deadline (see "Graduate College Calendar").

**Final Examination.** If the thesis or report option is used, the student arranges with the major department for the final examination after the draft copy of the thesis or report has been filed in the Graduate College and distributed as described in the preceding section. The final examination may be oral or written or both.

The final examination is primarily a defense of the thesis or report. If the defense is judged inadequate, a decision on whether to permit re-examination will be made by the advisory committee. Examinations are open to all members of the Graduate Faculty, and may be

attended by anyone else who obtains the permission of the committee.

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory completion of the final examination, the candidate will make changes in the thesis or report as required by the committee and by the Graduate College, and submit it in final form signed by the committee to the Graduate College.

A student who fails to pass either a written or oral final examination should consult the chairman of the examining committee. Another examination cannot be given for two months after a failure, and a department may limit the number of times that the examination may be repeated.

If the creative component option is used, the department head or adviser must notify the dean of the Graduate College that the student has satisfactorily completed all departmental requirements.

**Time Limit.** Students are expected to complete the requirements for the master's degree within seven years from first enrollment after admission to the master's degree program. Any extension of this time limit must be approved by the Graduate Council.

Courses taken more than 10 years prior to actual graduation will not be accepted on a plan of study.

**Special Requirements for Selected Master's Degrees.** Requirements for the Master of Agriculture, Master of Architecture, Master of Architectural Engineering, Master of Business Administration, and Master of Engineering are described in detail elsewhere in the *Catalog*. Each degree has requirements that are program specific and exceed the minimal requirements specified by the Graduate College.

## Doctor of Philosophy Degree Programs (Ph.D.)

Agricultural Economics

Agricultural Education

Animal Breeding and Reproduction

Animal Nutrition

Biochemistry and Molecular Biology

Biomedical Sciences

Biosystems Engineering

Business Administration (Accounting; Finance; Management; Marketing)

Chemical Engineering

Chemistry

# Summary of Procedure for Doctoral Degree

Dean-Dean of Graduate College; DH-Department Head; TA-Temporary Adviser; Comm-Committee; Ch-Chair of Committee

Procedure	Initiate through Approved by	Time
1. Apply for admission. (Follow instruction sheet carefully.)	Dean Dean	Complete 30 days prior to enrollment, (international students see section on International Admission for deadlines) or by departmental deadline.
2. Secure assignment of a temporary adviser from major department head and enroll.	DH & TA Dean	
3. Select the appointment of advisory committee.	TA Dean	
4. Prepare plan of study with assistance of committee. Submit one original approved copy to Graduate College.	Comm Dean	Prior to completion of the 28th credit hour.
5. Fulfill foreign language requirement or attain other required proficiencies.		Prior to qualifying examination.
6. Complete major portion of course work and plan dissertation program with committee.	Ch Dean	As early in the research stage as possible.
7. Apply for and take qualifying examination.	Ch	As early in the doctoral program as feasible.
8. Submit results of qualifying examination and/or application for admission to candidacy.	Comm Dean	Not less than six months prior to Commencement in which degree will be conferred.
9. Verify accuracy of plan of study in Graduate College. Secure committee approval for any necessary changes. Check on time limit for the degree.	Comm Dean	Within the first two weeks of the semester or summer session in which degree is to be conferred.

Procedure	Initiate through Approved by	Time
10. Complete the Diploma Application.	Dean	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated time only. File new diploma application if conferring of degree is delayed.)
11. Complete research, prepare final draft copy of dissertation and submit it at least one week prior to the examination, along with a copy of the abstract, to each member of the committee and to the Graduate College. The final draft must be complete and legible. Ordinary proof-reading marks and minor handwritten additions, changes, etc., are permitted, but the copy should be in such condition that it can be read easily and understood clearly. The format must follow the <i>Graduate College Style Manual</i> recommendations; however, the style is to be determined by the advisory committee. The adviser must sign the copy submitted to the Graduate College.	Ch Comm Dean	Deadlines published yearly.
12. Schedule dissertation defense. Committee chairperson notifies Graduate College of the results immediately following conclusion of the examination.	Ch Dean	
13. Make any changes in dissertation required by examining committee and by the Graduate College. Advisory committee members sign final copies of dissertation. The Graduate College makes the final decision on acceptance of the dissertation. Candidate submits four approved copies of the dissertation and six approved copies of the abstract.	Ch Comm Dean	Deadlines published yearly.
14. Pay binding and microfilming fees in the Office of the Bursar; complete survey of Earned Doctorate and microfilming and return all forms to the Graduate College.		Form to be obtained from the Graduate College after dissertation has been formally accepted by that office.
15. Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate College Hooding Ceremony.		

Civil Engineering  
 Computer Science  
 Crop Science  
 Economics  
 Education (Curriculum and Social Foundations; Occupational Education Studies; Professional Education Studies)  
 Educational Psychology (Counseling Psychology; Educational Psychology; Research and Evaluation; School Psychology; Special Education; Student Personnel Administration)  
 Electrical Engineering  
 English  
 Entomology  
 Environmental Science  
 Food Science  
 Geography  
 Health, Leisure and Human Performance (Health and Human Performance; Leisure)  
 History  
 Human Environmental Sciences (Design, Housing and Merchandising; Human Development and Family Science; Hospitality Administration; Nutritional Sciences)  
 Industrial Engineering and Management  
 Mathematics  
 Mechanical Engineering  
 Microbiology, Cell and Molecular Biology  
 Photonics  
 Physics  
 Plant Pathology  
 Plant Science  
 Psychology (Clinical; Experimental)  
 Sociology  
 Soil Science  
 Statistics  
 Veterinary Biomedical Sciences  
 Wildlife and Fisheries Ecology  
 Zoology

The Doctor of Philosophy degree is granted in recognition of high achievement in scholarship and independent investigation. The candidate must prove his or her acceptability by (1) successfully completing a series of courses comprising a plan of study, (2) passing various examinations demonstrating academic competence; (3) carrying out a research program under supervision and preparing an acceptable dissertation, and (4) demonstrating initiative, creative intelligence, and ability to plan and carry out research in his or her chosen field.

**Basic Requirements.** The Doctor of Philosophy degree requires a minimum of 90 semester credit hours beyond the bachelor's degree, or a minimum of 60 semester credit hours beyond the master's degree. This includes a minimum of 15 credits for the dissertation (6000). Students may use 90 hours beyond the bachelor's degree as a degree total only if admitted directly into the doctoral program from the bachelor's degree.

A student who holds a D.V.M., M.D., D.O., D.D.S., LL.B., J.D., or equivalent professional degree may also have the minimum credit hour requirement reduced to 60 hours, subject to the recommendation of their advisory committee and the approval of the dean of the Graduate College. A student may only receive one 30-hour credit reduction in the Ph.D. requirements regardless of the number of master's or professional degrees that he or she holds.

**Temporary Adviser.** At the beginning of a student's doctoral program, the head of the major department will designate a member of the Graduate Faculty to serve as temporary adviser to the student. The temporary adviser will arrange the collection of information about the student and assist him or her in the early selection of courses. Often, it is the graduate coordinator who serves as the temporary adviser.

**Advisory Committee.** Upon recommendation of the head of the major department, an advisory committee of not fewer than four members will be appointed. The duties of the advisory committee consist of (1) advising the student, (2) assisting the student in preparing a plan of study, (3) preparing and administering the qualifying examination, (4) assisting in planning and conducting the research, (5) supervising the writing of and passing upon the dissertation, and (6) conducting the dissertation defense.

The major adviser of the advisory committee must be a full member of the Graduate Faculty. Under special circumstances, the dean of the Graduate College may approve a substitute adviser. Each doctoral committee must have at least one member of the Graduate Faculty from outside the student's major department.

The student should consult the members of the advisory committee frequently and keep them informed on the progress of his or her work.

**Preliminary Conference.** As soon as the student is notified that an advisory committee has been appointed, the student should arrange with the chairperson for a conference with the committee. During the conference, the preparation and

qualifications of the student for graduate work will be discussed and appropriate plans made for future study.

**Plan of Study.** After the preliminary conference, the student should complete the plan of study for the degree, have it approved by the advisory committee, and submit the original form to the Graduate College.

The plan of study must be submitted to the Graduate College prior to completion of the 28th credit hour of enrollment in the doctoral program.

The plan must include all the acceptable graduate work that has been completed and all that will be taken for the doctoral degree. The plan should include approximately 75 percent of courses at the 5000-6000 level and at least 15 hours dissertation credit. Forms for preparing the plan of study may be obtained on the Graduate College Internet site (<http://gradcollege.okstate.edu>). The plan of study must include a minimum of 60 hours beyond the master's degree. Courses from the master's degree are not listed on the doctoral plan of study.

Because the acceptance of work which the student desires to use toward the degree rests with the advisory committee, it is important to plan a complete program and have it approved by the dean of the Graduate College as soon as possible. Courses taken more than 10 years prior to actual graduation will not be accepted on a plan of study.

Changes in the plan can be made with the approval of the advisory committee and the dean of the Graduate College. A final, accurate and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.

**Minor Subject or Field.** A department in which a student indicates a minor must certify to the dean of the Graduate College the satisfactory completion of requirements for a minor.

**Character of Work.** The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) prepare an acceptable dissertation, (3) demonstrate the ability to do independent study, (4) pass a defense of dissertation, and (5) comply with other requirements of the major department.

**Residence Requirements.** A minimum of 30 semester credit hours must be taken at Oklahoma State University. While the Graduate College does not have a specific residency requirement that applies to all graduate programs, departments may require a period of time in residence for students enrolled in

departmental graduate programs. Departments must inform students of any residency requirements upon their admission to departmental graduate programs.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU graduate plan of study.

**Language Requirement.** Foreign language or other proficiency requirements may be specified to meet the need for specific skills and areas of knowledge that facilitate research and contribute to wider understanding. Specific requirements are determined by degree-granting departments or programs. In many fields, a reading knowledge of one or two modern foreign languages is an important part of scholarship and necessary for research. In other fields, proficiency in special and related disciplines may be required that will contribute to the needs of the individual program.

**Qualifying Examination.** The qualifying examination is comprehensive, covering the entire area of the student's graduate study. The examination may be written, oral or both. The examination must be passed not less than six months before the degree is granted (see "Admission to Candidacy"). The results of the examination are reported to the Graduate College on the Admission to Candidacy form.

In order to take the qualifying examination, the student must have an approved plan of study on file in the Graduate College, and have the approval of the advisory committee.

In case of failure to pass any part of this examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure.

If the results of the second examination are unsatisfactory, no other examination may be given without the approval of the Graduate Council.

**Admission to Candidacy.** A student must be admitted to candidacy at least six months before the commencement in which the Doctor of Philosophy degree will be received.

Before being admitted to candidacy, the student must have (1) an approved plan of study on file in the Graduate College; (2) a dissertation proposal or outline approved by the student's advisory committee; and, (3) passed the qualifying examination.

**Dissertation.** A dissertation (doctoral thesis) is required of each doctoral candidate. The subject of the dissertation must be approved by the advisory committee and the dissertation is prepared under the direction of members of the committee or a special dissertation committee approved by the advisory committee chairperson.

The dissertation must follow specifications in the *Graduate College Thesis Dissertation Handbook*, available from the Graduate College on the Internet (<http://gradcollege.okstate.edu>). All dissertation copies must have the necessary approval signatures before submission to the Graduate College.

After completing the research, the student prepares a draft copy (complete and legible) of the proposed dissertation and submits a copy, along with the abstract, to each member of the committee and to the Graduate College. The copy being submitted to the Graduate College must be approved by the student's dissertation adviser. The final draft copy must be submitted to the Graduate College no later than the stated deadline date (see "Graduate College Calendar").

Upon completion of the final examination, four copies of the dissertation in final form and six copies of the abstract must be submitted to the Graduate College no later than the stated deadline (see "Graduate College Calendar"). The dissertation copies become the property of the University; two copies are filed in the Library and two copies are kept by the major department. There is a binding fee, payable at the Office of the Bursar.

All dissertations are microfilmed by University Microfilms, Inc. The student is required to pay a fee for microfilming the complete document and for publication of an abstract of about 350 words. The student must complete a University Microfilms Agreement Form after the dissertation has been accepted by the Graduate College. Copyrighting the dissertation is not required, but can be done at a small additional cost. OSU participates in the National Survey of Earned Doctorate. All students must complete and submit the survey.

**Final Examination.** The final examination is primarily a defense of the dissertation. The examination is open to all members of the Graduate Faculty and may be attended by anyone else who obtains the permission of the committee. If the defense is judged inadequate, a re-examination decision will be made by the advisory committee.

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory

completion of the final examination, the candidate will make any changes required by the committee and by the Graduate College and submit the dissertation in final form signed by the committee to the Graduate College.

**Time Limit.** Students are expected to complete the requirements of the Ph.D. degree within nine years from their first enrollment in the degree program. After that time a new program of study must be arranged with the advisory committee and filed in the Graduate College. No courses over 10 years old at the time of graduation may be used to fulfill requirements.

Any exception to these time limits must be approved by the Graduate Faculty Council.

## Doctor of Education Degree Programs (Ed.D.)

Applied Educational Studies  
(Adult and Continuing Education;  
Human Resource Development;  
Occupation/Vocational Education)

School Administration

Higher Education

Human Resources and Adult Education  
(Applied Behavioral Studies; Aviation  
and Space Education; College Interdisciplinary)

The degree of Doctor of Education is a professional degree conferred in recognition of outstanding ability as an educator in some special field or fields as shown by: (1) satisfactory completion of a program of study; (2) passing examinations showing an understanding of the field of specialization and its relation to allied subjects; (3) the preparation of a dissertation demonstrating ability to approach problems with a high degree of originality and independence; and (4) passing an examination covering the dissertation and related fields.

**Basic Requirements.** The minimum time required for the doctor's degree is a minimum of 90 semester credit hours beyond the bachelor's degree, or a minimum of 60 semester credit hours beyond the master's degree. Courses at the 5000 and 6000 level should make up approximately 75 percent of the plan of study and must include 10 hours for the doctoral dissertation. Students may use 90 hours beyond the bachelor's degree as a degree total only if admitted directly into the doctoral program from the bachelor's degree.

A student who holds a D.V.M., M.D., D.O., D.D.S., LL.B., J.D., or equivalent

professional degree may also have the minimum credit hour requirement reduced to 60 hours, subject to the recommendation of their advisory committee and the approval of the dean of the Graduate College. A student may only receive one 30-hour credit reduction in the Ed.D. requirements regardless of the number of master's or professional degrees that he or she holds.

**Temporary Adviser.** At the beginning of a student's doctoral program, the school head will designate a member of the Graduate Faculty to serve as temporary adviser to the student. The temporary adviser will guide the student in the selection of courses for the first semester.

**Advisory Committee.** Upon recommendation of the head of the major department, an advisory committee of not fewer than four members will be appointed. The duties of the advisory committee consist of (1) advising the student, (2) assisting the student in preparing a plan of study, (3) preparing and administering the qualifying examination, (4) assisting in planning and conducting the research, (5) supervising the writing of and passing upon the dissertation, and (6) conducting the dissertation defense.

The major adviser of the advisory committee must be a full member of the Graduate Faculty. Under special circumstances, the dean of the Graduate College may approve a substitute adviser. Each doctoral committee must have at least one member of the Graduate Faculty from outside the student's major department.

The student should consult the members of the advisory committee frequently and keep them informed on the progress of his or her work.

**Preliminary Conference.** As soon as the student is notified that an advisory committee has been appointed, the student should arrange with the chairperson for a conference with the committee. During the conference, the preparation and qualifications of the student for graduate work will be discussed and appropriate plans made for future study.

**Plan of Study.** After the preliminary conference, the student should complete the plan of study for the degree, have it approved by the advisory committee and submit the original form to the Graduate College.

The plan of study must be submitted to the Graduate College prior to the completion of the 28th credit hour of enrollment in the doctoral program.

The plan must include all the acceptable graduate work that has been completed and all that will be taken for the degree. The plan should include approximately 75 percent of courses at the

5000-6000 level and 10 hours of dissertation credit. Forms for preparing the plan of study may be obtained on the Graduate College Internet site (<http://osours.okstate.edu/gradcoll>). The plan of study must include a minimum of 60 hours beyond the master's degree or 30 hours beyond the Ed.S. Courses from the master's degree or Ed.S. are not listed on the doctoral plan of study.

Because the acceptance of work which the student desires to use toward the degree rests with the advisory committee, it is important to plan a complete program and have it approved by the dean of the Graduate College as soon as possible. Courses taken more than 10 years prior to actual graduation will not be accepted on a plan of study.

Changes in the plan can be made with the approval of the advisory committee and the dean of the Graduate College. A final, accurate and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.

**Minor Subject or Field.** A department in which a student indicates a minor must certify to the dean of the Graduate College the satisfactory completion of requirements for a minor.

**Character of Work.** The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) prepare an acceptable dissertation, (3) demonstrate the ability to do independent study, (4) pass a defense of dissertation, and (5) comply with other requirements of the major department.

**Residence Requirements.** A minimum of 30 semester credit hours must be taken at Oklahoma State University. While the Graduate College does not have a specific residency requirement that applies to all graduate programs, departments may require a period of time in residence for students enrolled in departmental graduate programs. Departments must inform students of any residency requirements upon their admission to departmental graduate programs.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other three cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU graduate plan of study.

**Language and Research Instruments Proficiency.** All candidates will be expected to have a command of those instruments necessary in the study of educational problems. The doctoral advisory committee of each candidate may require evidence of proficiency in

one or more foreign languages, educational research, statistics, and computer usage.

**Qualifying Examination.** Before taking the qualifying examination, the student must have (1) completed the main areas of an approved plan of study; (2) completed an outline or proposal for the dissertation approved by the advisory committee; and (3) received approval from the advisory committee to sit for the examination.

The qualifying examination is designed to measure the student's proficiency in the field of specialization, the breadth and depth of his or her professional education background and knowledge of cognate subjects. The examination may be both written and oral but part of it must be written. This examination must be passed and the result reported to the Graduate College on the admission to doctoral candidacy form at least six months before the degree is granted (see "Admission to Doctoral Candidacy" in the "Doctor of Philosophy" section).

In case of failure to pass this examination, the student will be notified by the examining committee of the condition under which another examination may be taken. A student who fails on either the qualifying or final examination cannot take another examination for four months. If the result of the second examination is unsatisfactory, no other examination may be given without the approval of the Graduate Council.

**Dissertation.** A dissertation (doctoral thesis) is required of each candidate for the Doctor of Education degree. The dissertation has three principal functions: (1) training in research, (2) promoting professional growth, and (3) contributing to professional knowledge in education. Not every dissertation will be expected to serve these three functions in the same way or to the same extent.

The format specifications, procedures, and regulations for the dissertation are the same as for the Ph.D. The Ed.D. candidate should refer to the "Doctor of Philosophy" section on dissertations and submission procedures through the Graduate College.

**Time Limit.** Students are expected to complete the requirements for the Doctor of Education degree within nine years after beginning course work in the degree program. Otherwise a new program of study must be arranged with the advisory committee and filed in the Graduate College. No courses over 10 years old at the time of graduation may be used to fulfill requirements.

Any exception to these time limits must be approved by the Graduate Faculty Council.

## Specialist in Education Degree Program (Ed.S.)

Education  
(Educational Administration; School Psychology)

The Specialist in Education degree is conferred as an appropriate recognition of achievement as evidenced by:

1. Successful professional performance in the area of the student's specialization.
2. Satisfactory completion of a program of graduate study of approximately two academic years.
3. Satisfactory performance on examinations designed to reveal the student's undertaking of the field of specialization and its relation to other areas.
4. Preparation of a thesis dealing with some aspect of concern to the student's profession and its defense before a committee of the Graduate Faculty.

**Admission.** The student can secure application forms from the Graduate College available on the Graduate College Internet site (<http://www.gradcollege.okstate.edu>) along with information concerning areas and programs of study offered. The application will be evaluated by the faculty of the appropriate school and by the Graduate College.

**Admission to a Program.** A student planning to seek the Specialist in Education degree must provide specific information as requested by the College of Education (i.e., vita, letters of recommendation, protocols of scholarly work, and test scores). Test scores required are the Miller Analogies Test and/or the aptitude portion of the Graduate Record Examination. A student should contact the school head to determine which tests are required for admission.

A graduate review committee for Specialist in Education programs will review the student's application and recommend to the dean of the Graduate College whether or not the student should be admitted to the program. The dean of the Graduate College will inform the student of the admission decision.

**Temporary Adviser.** At the beginning of a student's Specialist in Education program, the school head will designate a member of the Graduate Faculty to serve as temporary adviser to the student. The temporary adviser will guide the student in the selection of courses for the first semester.

**Advisory Committee.** Upon recommendation of the school head or the graduate committee of the school, an advisory committee of not fewer than four members will be appointed by the dean of the Graduate College. At least one member of the advisory committee must be from a school or department outside the student's major field of study. This committee (1) conducts the preliminary examination and conference, (2) approves the proposed plan of study, (3) supervises the student's progress in the program, (4) supervises the research, and (5) arranges for and conducts the final examination. The advisory committee consists of three members of the graduate faculty, with the chair holding associate or full membership status. All three members may be chosen within the student's area of study. Additional members may come from other disciplines.

**Plan of Study.** The plan of study for the degree must be submitted to the Graduate College prior to completion of the 17th graduate credit hour of enrollment for a specialist in education program. The student should obtain the plan of study forms from the Graduate College, (also available from the Graduate College Internet site <http://gradcollege.okstate.edu>), develop the plan with the adviser, and submit it to the Graduate College.

The plan of study is subject to modification. All changes must have the approval of the adviser. A final plan of study incorporating all changes should be filed in the Graduate College by the end of the second week of the semester in which the degree is to be conferred.

**Credit-hour Requirements.** A minimum of 60 semester credit hours beyond the bachelor's degree or 33 hours beyond the master's degree are required for the Specialist in Education degree. This may include as many as 10 credit hours for the practicum study and accompanying report.

**Character of Work.** The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) conduct an appropriate study of education, (3) show qualities of professional leadership, and (4) pass a final examination.

**Residence Requirements.** While the Graduate College does not have a specific residency requirement that applies to all graduate programs, departments may require a period of time in residence for students enrolled in departmental graduate programs. Departments must inform students of any residency requirements upon their admission to departmental graduate programs. No more than

nine hours may be transferred from another university.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities at Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU-Tulsa to an OSU plan of study.

**Qualifying Examination.** A qualifying examination is required of all candidates for the Specialist in Education degree. The nature of this exam is determined within each specialization.

**Time Limit.** Students must complete all requirements for the Specialist in Education degree within seven years after beginning course work in the degree program. No course over 10 years old at the time of graduation may be used to satisfy degree requirements. Any exception to these time limits must be approved by the Graduate Council.

**Credit Toward an Ed.D. or a Ph.D.** A student holding an Ed.S. may have the credit hour requirements for a Ph.D. or Ed.D. reduced to 30 hours subject to recommendation by the advisory committee and approval of the dean of the Graduate College. However, all of the remaining 30 hours toward the doctoral degree must be taken at the 5000 or 6000 level and all must be taken at OSU.