The University of Oklahoma
Department of Political Science
Graduate Programs in Public Administration

MPA Student Guide—Norman Campus 2015
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PREFACE

The MPA Student Guide is circulated for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. Every effort is made to provide information that is accurate at the time the Guide is prepared. However, information concerning regulations, policies, fees, curricula, courses and other matters contained in the Guide is subject to change at any time. The University of Oklahoma reserves the right at all times to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the University to do so.

The MPA Student Guide describes major degree requirements and policies, and addresses common student concerns. You are also encouraged to review the Graduate College Bulletin for details on graduate study at the University of Oklahoma. This document is found at http://gradweb.ou.edu/.

Equal Opportunity Statement

The University of Oklahoma in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. For questions regarding discrimination, sexual assault, sexual misconduct, or sexual harassment, please contact the Office(s) of Institutional Equity as may be applicable – Norman campus at (405) 325-3546/3549, the Health Sciences Center at (405) 271-2110 or the OU-Tulsa Title IX Office at (918) 660-3107. Please see www.ou.edu/eoo

Accommodations Statement

For accommodations on the basis of disability, please contact the Disability Resource Center at (405) 325-3852 (Voice) or (405) 325-4173 (TDD). The Disability Resource Center, unless otherwise provided, is the central point-of-contact to receive all requests for reasonable accommodation and to receive all documentation required to determine disability status under law. This center will then make a recommendation on accommodation to the appropriate administrative unit. Reasonable accommodation with respect to employment matters should be coordinated with the Office of Human Resources. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with the Office of the Provost while all other issues of reasonable accommodation should be coordinated with the Office of the Vice President for Administrative Affairs. For questions, please contact the Disability Resource Center at drc@ou.edu, (405) 325-3852 (Voice) or (405) 325-4173 (TDD).

WELCOME

Alisa Fryar, Ph.D.
Associate Professor
Director of Professional Programs

Welcome to the Master of Public Administration (MPA) graduate program at the University of Oklahoma. As a professional program, emphasis is placed on learning the concepts, processes, and techniques associated with understanding and leading organizations in government, the nonprofit sector and public policy. The MPA degree blends the theoretical with the practical dimensions and encourages a broadened scholarly and professional perspective.

Our graduate students are a diverse group. You will find that some are recent college graduates while others are professionals interested in advancing their current career or exploring new career opportunities. As you progress through the program, I encourage all of you to build a great network, learn from the rich diversity in the classroom, actively debate important issues, encourage one another, and create a vibrant learning environment for all.

Program History

Introduced in the 1940’s as the Master of Arts in Public Administration (MAPA) and changed to the Master of Public Administration (MPA) in 1965, the one constant in our program’s history has been embracing changes necessary to maintain a flexible degree program. As professional expectations and environmental conditions inexorably change we consistently meet our students’ needs. The MPA degree is a program of the Department of Political Science at the University. This fall, the MPA program will celebrate its 50th anniversary.

The Department of Political Science Mission Statement

The Mission of the Department of Political Science is to discover and disseminate knowledge about political life, to serve the community and profession, to enhance our students’ skills, and cultivate their interest in politics, government, and civic life.

The University of Oklahoma

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health-care needs of the state, region and nation. OU programs are offered on all three of our campuses—Tulsa, Norman and the OU Health Sciences Center in Oklahoma City, and the MPA program is one of the few programs offered on all three. The Norman campus serves as home to all of the university’s academic programs except health-related fields. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. OU enrolls more than 31,000 students, has more than 2,600 full-time faculty members, and has 20 colleges offering 165 majors at the baccalaureate level, 157 majors at the master’s level, 80 majors at the doctoral level, 29 majors at the doctoral professional level, and 28 graduate certificates. The university’s annual operating budget is $1.7 billion. The University of Oklahoma is an equal opportunity institution.
The University of Oklahoma Mission Statement
The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

The University of Oklahoma Graduate College
Founded in 1909, the University of Oklahoma Graduate College is committed to serving the needs of graduate students and faculty. From providing tuition waivers and research grants, to assisting students with completing their degree requirements, the graduate college staff is dedicated to the success of each of OU’s more than 4,000 advanced degree students.

Mission of the College of Arts & Sciences
The State’s preeminent comprehensive research institution of higher education is the University of Oklahoma; the College of Arts and Sciences is the intellectual core of the University. As the largest and most diverse unit within the University, the College of Arts and Sciences educates students through undergraduate and graduate degree programs in the humanities, the social sciences, the sciences, and through its professional schools and interdisciplinary programs. The College also provides educational opportunities for students enrolled in other colleges of the University.

In accomplishing its broad mission, the College has two primary purposes: 1) to foster scholarly inquiry and the generation of knowledge, and to see that knowledge generated in the course of research and instruction is made available to enhance the quality of life in our society; and 2) to help students attain an understanding of the complex world in which we live: its physical and biological structure; its political, economic and social institutions; its intellectual and spiritual inheritance; and its philosophy and literature.

The College also strives to foster free inquiry and thought, to engender in students the ability to think critically and to communicate effectively, to prepare students for careers and professions, and to encourage students to accept public service and civic responsibilities within their communities. In addition to enriching the lives of students both as individuals and as active, useful and productive members of society, the College also seeks to serve the State of Oklahoma, the region, the country and the world. This is accomplished primarily through making available its facilities, its faculty and staff, and the end products of both its research and teaching to enhance economic, technological and social development.

Accreditation
The University of Oklahoma is an accredited public research university by the Higher Learning Commission of the North Central Association of Colleges and Schools.
SECTION 1: ADMISSION

Admission Requirements
In order to be considered for admission to the graduate program, students must first meet Graduate College admission requirements as described in the Graduate College Bulletin. To seek admission, students must apply directly to the Office of Graduate Admissions by submitting the official online application form, along with transcripts and the application fee. Students whose native language is not English will be required to submit their scores on the Test of English as a Foreign Language (TOEFL). In addition, the Department of Political Science requires further application materials, which is submitted with your online application as described below:

- A statement of about 1,000 words articulating the applicant’s specific preparation for graduate study, proposed fields of study and area of focus, and career aspirations. A compelling statement is a critical part of the application; the applicant should invest time in crafting the personal statement.
- Two or three letters of recommendation from persons in a position to speak knowledgeably about the applicant’s academic ability. Typically, these would be academic references rather than personal acquaintances or employers.
- Scores on the general test of the Graduate Record Examination (GRE). There is no fixed minimum for admission, and GRE scores are only one piece of evidence considered by the admissions committee, but they are required. Current OU students applying to the program can petition to have the GRE waived.

After completing admission paperwork and being accepted into the program, you will be admitted in one of the following categories: full standing or conditional.

Admission In Full Standing:
Applicants with an undergraduate grade point average of 3.0 or higher, or at least 12 hours of letter-graded, graduate level work from another school.

Conditional Admission:
Applicants with an undergraduate grade point average between 2.75 and 2.99. Students entering the program through conditional admission status must take only PSC prefixed courses and maintain a GPA of at least 3.00 in the first twelve hours of graded OU coursework. In addition, students entering the MPA program as conditional admits are not allowed any incomplete (“I”) grades.

If a student does not meet the conditional admission requirements, then the Graduate College will place a permanent enrollment hold on future enrollment in program coursework.

Dual Master's Degree:
The University of Oklahoma offers a dual master's degree for students who have an interest in combining subject matter expertise with general public administration and public policy knowledge. Dual degrees combining the MPA and the respective master’s degree in social work, regional and city planning, human relations and economics are popular. Students may complete two master’s degrees at the same time with a reduction of up to 20 percent of the total graduate credit hours required for both degrees.

All students must be admitted to both programs prior to completing more than 12 hours of coursework. Further, all students must complete the Office of Graduate Admissions online admissions application to request a change of program. Contact the graduate programs office in 205-DAHT for more information. Students must satisfy the degree requirements for both degrees and must graduate with both degrees in the
same semester. For more information about the dual master’s degree, go to the OU Graduate College web page at http://gradweb.ou.edu/.

[Note: a student under any type of probation or in his or her first semester of conditional admission is not permitted to change his or her major.]

Transfer Credit Applied to the Master’s Degree

Transfer credit applied to a master’s degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Graduate Admissions, the academic unit offering the degree and the Graduate College. Academic units may set more stringent rules for transfer credit, which must be identified in the section of the University of Oklahoma General Catalog describing the academic unit’s graduate programs. Transfer credit must meet all of the following criteria:

- **Official transcripts** must be submitted to the Office of Graduate Admissions for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university.
- **The credit was not previously applied to a completed bachelor’s, master’s or doctoral degree.**
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable to the degree.
- The credit carries a grade of A, B or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

Graduate College Limitations on Transfer Credit Applied to the Master’s Degree

- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.
- The academic unit may have more stringent limitations than those of the Graduate College. These limitations must be identified in the General Catalog, and will take precedence over those found elsewhere.

Procedure for Requesting Transfer Credit Approval

The Graduate Programs in Public Administration does not automatically review transcripts from other schools for potential transfer credit. If you have completed graduate course work at another university prior to your admission to our program, and have submitted a copy of the transcripts with your application package, you will need to follow these steps to request transfer credit approval:

1. **Contact the graduate programs office in 205-DAHT to request the Director of Professional Programs review your prior graduate transcripts.**
2. **Provide a copy of the course syllabus for each course you are transferring.** The director may have other MPA faculty member(s) review the course syllabus for their recommendation(s). The director will make the final decision concerning if transfer credit is approved at the program level.
3. **On the student's behalf, the director will petition the Dean of the Graduate College and request approval of the transfer credits.** All transfer requests approved by the program are reviewed by the Dean of the Graduate College and are subject to final approval by the Graduate College.
4. **Upon final approval by the Graduate College, the student when completing the Program of Graduate Work/Admission to Candidacy form must list the transfer credit in the appropriate**
section of the form. [Note: You cannot take an OU course that covers the same subject matter of the transfer course.]

**Military and/or CPM Course Work:**
If you completed military or Certified Public Manager (CPM) coursework but did not include this in your original admission materials, send official transcripts to the graduate programs office located in 205-DAHT.
SECTION 2: DEGREE REQUIREMENTS

The MPA degree requires the minimum completion of 36 hours of graduate credit. Since we are certifying your competence to potential employers, we require that at least 24 of those hours be in Public Administration/Public Policy courses offered by the University of Oklahoma. With the majority of your courses within the Political Science department, you will receive the high quality education we have pledged to provide. These courses can be found in the OU catalog prefixed with "PSC."

The MPA degree program features great flexibility with course scheduling. However, your first six credit hours of course work must be PSC-prefixed courses. To take non-PSC-prefixed courses during your first six credit hours of course work, you must petition the Director of Professional Programs in Public Administration for permission to take those courses; however, variances are unusual.

MPA Degree Structure

Required courses: 12 hours
Area Requirements: 12 hours
Electives: 12 hours

Total hours for MPA: 36 hours

Required Courses

PSC 5913 - Introduction to Analysis of Political & Administrative Data (3 hours)
PSC 5143 - Program Evaluation & Applied Policy Analysis (3 hours)
PSC 5183 - Public Budgeting and Finance (3 hours)
PSC 5950 - Research Problems (3 hours)

Total Required Courses: 12 hours
Area Requirements
You are required to take at least one course from each of the four areas of our curriculum. Other classes may satisfy an area requirement, contact the graduate programs office for more information.

Organizations (one course required):
PSC 5103 - Organizations: Design, Structure & Process
PSC 5193 - Comparative Administration
PSC 5293 - Administration, Ethics and American Government
PSC 6143 - Public Organizational Behavior
PSC 6173 - Leading Public Organizations

Management (one course required):
PSC 5033 - Foundations of Nonprofit Management
PSC 5063 - Nonprofits & Public Sector Relations
PSC 5073 - Municipal Management & Leadership
PSC 5133 - Strategic Planning and Performance Measurement
PSC 5153 - Problems in Public Management
PSC 5243 - Managing Public Programs
PSC 5253 - Human Resource Administration
PSC 5313 - Urban Politics
PSC 5363 - Public Financial Management

Public Policy (one course required):
PSC 5043 - Public Policy Implementation
PSC 5053 - Agenda Setting-Public Policy
PSC 5223 - Public Policy Analysis
PSC 5233 - Health Policy
PSC 5233 - Problems in Public Policy
PSC 5333 - Environmental Policy and Administration
PSC 5343 - Public Policy & Inequality
PSC 5373 - Education Policy
PSC 5393 - Regulatory Policy
PSC 6133 - Foundations in Public Policy

American Political Process (one course required):
PSC 5113 - Federalism and Intergovernmental Relations
PSC 5163 - Legislative Process and Behavior
PSC 5173 - Bureaucracy and Politics
PSC 5213 - Risk, Public Policy & Law
PSC 5263 - Congress in the Political System
PSC 5453 - The Presidency
Concentrations

All students are required to select one concentration and complete nine hours within the concentration area. At the time of admission, students select one of four concentrations.

1) Standard – Degree Code M805/Q550
2) Public Policy - Degree Code M805/Q561
3) Non-Profit Management - Degree Code M805/Q471
4) Individualized Intensive Study - Degree Code M805/Q331

The standard concentration has no specific requirements concerning electives and is the most popular concentration for our students. The public policy concentration is designed for students who are interested in policy analysis positions or political leadership roles. The non-profit management concentration examines issues related to non-profit organizations for students who are interested in executive positions in non-profit organizations and policy advocate groups. The individualized intensive study concentration allows students to conduct an in-depth exploration of an emerging topic in public administration or public policy. Students choosing this concentration will work one-on-one with a faculty advisor for the PSC 5950 Research Problems course requirement (rather than participating in the “regular” semester class).

To complete a concentration, a student must have nine hours within the concentration area, with at least three of those hours being from political science.

**Standard Concentration:**
For students who have elected the standard concentration, four elective classes will satisfy the remaining 12 credit hours.

**Public Policy Concentration:**
(Approved list of courses to fulfill concentration requirements.)
- PSC 5043 - Public Policy Implementation
- PSC 5143 - Program Evaluation & Applied Policy Analysis
- PSC 5223 - Public Policy Analysis
- PSC 5233 - Health Policy
- PSC 5323 - Problems in Public Policy
- PSC 5333 - Environmental Policy & Administration
- PSC 5343 - Public Policy and Inequality
- PSC 5373 - Education Policy
- PSC 5393 - Regulatory Policy

**Nonprofit Management Concentration:**
(Approved list of courses to fulfill concentration requirements.)
- PSC 5033 - Foundations-Nonprofit Management
- PSC 5063 - Nonprofits & Public Sector Relations
- PSC 5133 - Strategic Planning and Performance Measurement
- PSC 5253 - Human Resource Administration
- PSC 5363 - Public Financial Management
- PSC 6143 - Seminar in Public Organization Behavior: Organization Change and Development
- PSC 6173 - Seminar in Public Administration: Leading Public Organizations

**Individualized Intensive Study Concentration:**
The student will submit a proposal that describes the specific topic of study and the nine credit hours of coursework for the concentration. The faculty advisor and the Director of Professional Programs will approve the proposal.
Electives
A maximum 12 credit hours of electives will count toward the MPA degree. Those hours may include OU Political Science courses or coursework taken from other OU departments. [Note: a maximum of twelve credit hours of approved transfer credit from other universities may count toward elective hours.]

Graduate Courses Taken from other OU Departments
If you wish to take an elective course from another department, please contact the graduate programs office to determine if the elective course is eligible to count towards the MPA degree. The course must meet the following criteria:

1. Course content has some reasonable relationship to the fields of public administration or public policy.
2. Coursework applied to the MPA degree must carry graduate credit, equivalent to that required by the MPA courses.
3. A student may be requested to submit a course syllabus for review by the Director of Graduate Programs in Public Administration.
4. Coursework from another OU department applied to the MPA degree must be taught by a member of the graduate faculty of the University of Oklahoma.
5. The Director of Professional Programs will notify the student by email if the course is approved.
6. The student when completing the Program of Graduate Work/Admission to Candidacy form must list the course information in the appropriate section of the form.
SECTION 3: FACULTY

CARLSON, DEVEN (Ph.D., University of Wisconsin-Madison, 2012) Assistant Professor. FIELDS: Public Policy. (219 DAHT, 405-325-8893 decarlson@ou.edu)

FRANKLIN, AIMEE L. (Ph.D. State University of New York at Albany, 1996) Associate Professor. FIELDS: Public Sector Financial Management, Public Policy Evaluation, Strategic Planning and Performance Measurement, Organizational Theory, Strategic Public Management. (304B DAHT, 405-325-5216 alfranklin@ou.edu)

FRYAR, ALISA K. HICKLIN (Ph.D., Texas A&M University, 2006) Associate Professor and Director of Professional Programs. FIELDS: Public Administration, Public Policy, American Politics, Higher Education Policy. (305B DAHT, 405-325-0107 ahicklin@ou.edu)

GIVEL, MICHAEL S. (Ph.D., The University of California-Riverside, 1988) Professor. FIELDS: Health Care Policy, Social Welfare Policy, Urban Politics. (232 Cate Center 4, 405-325-8878 mgivel@ou.edu)

JENKINS-SMITH, HANK (Ph.D., University of Rochester, 1985) Professor; Associate Director, Center for Applied Social Research. FIELDS: Public Policy Methodology, and Survey Research. (175 2 Partners Place, 405-325-6389 hjsmith@ou.edu)

KRUTZ, GLEN S. (Ph.D., Texas A&M University, 1999) Professor and ViceProvost for Academic Initiatives. FIELDS: American Political Institutions, Environmental Policy and Administration, Education Policy and Administration, Budgeting Process, Research Methods. (101 Monnet Hall, 405-325-6372 gkrutz@ou.edu)

LAMOTHE, MEEYOUNG S. (Ph.D. Florida State University, 2000) Associate Professor. FIELDS: Public Administration, Public Management, Public Policy, Program Evaluation. (210 DAHT, 405-325-6469 mlamothe@ou.edu)
LAMOTHE, SCOTT J. (Ph.D., Florida State University, 2000) Associate Professor. FIELDS: Public Policy, State Government, Political Methodology, and American Government. (226 Building 4, 405-325-6420 slamothe@ou.edu)

MORGAN, MEG MYERS (Ph.D., University of Oklahoma, 2013, M.P.A., University of Oklahoma, 2009) Assistant Professor, OU-Tulsa Graduate Liaison. FIELDS: Public Administration, Nonprofit Management. (1J28-Schusterman Center, 918-660-3363 meg.morgan@ou.edu)

LAMOTHE, SCOTT J. (Ph.D., University of Oklahoma, 2013, M.P.A., University of Oklahoma, 2009) Assistant Professor, OU-Tulsa Graduate Liaison. FIELDS: Public Administration, Nonprofit Management. (1J28-Schusterman Center, 918-660-3363 meg.morgan@ou.edu)

ROBINSON, SCOTT (Ph.D., Texas A&M University, 2001) Henry Bellmon Chair of Public Service and Associate Professor. FIELDS: Public Administration and Public Policy (304E, 405-325-5983 scott.e.robinson@ou.edu)

ROSENTHAL, CINDY SIMON (Ph.D., University of Oklahoma, 1995) Professor and Director, Carl Albert Congressional Research and Studies Center, Joint Appointment with Women's Studies. FIELDS: American Government & Politics, Public Policy, Public Administration, Gender and Politics, (101 Monnet Hall, 405-325-6372 carosenthal@ou.edu)

SILVA, CAROL (Ph.D., University of Rochester, 1998) Associate Professor, Joint Appointment with Center for Applied Social Research. FIELDS: Public Policy, Methodology, and State and Local Institutions. (175 2 Partners Place, 405-325-0770 clsilva@ou.edu)

WORKMAN, SAMUEL (Ph.D., University of Washington, 2009) Assistant Professor. FIELDS: Public Policy, American Politics, Methods (304D DAHT, 405-325-3386 samuel.workman@ou.edu)
SECTION 4: TAKING AND COMPLETING COURSEWORK

Course Enrollment and Preparation

OU Email Account:

The university-sponsored email system is the official form of correspondence with our students. To receive OU correspondence and to make sure that you are aware of upcoming requirements and do not miss any degree completion deadlines, it is critical that you access your OU email account on a regular basis. To find out more about setting up an email account, or to have your OU email forwarded to another email account, go to this website: https://webapps.ou.edu/pass/. If you experience technical problems, contact OU Information Technology by visiting their website at: https://webapps.ou.edu/pass/ or by telephone at: (405) 325-HELP (4357).

Registering for Courses

Students can search for and register for classes using Ozone at https://ozone.ou.edu/cp/home/displaylogin. During the enrollment period and before the add/drop deadlines, students may use Ozone to enroll in or drop courses. Deadlines for enrollment and withdrawal from courses are posted on the official University calendar for each semester found at: http://www.ou.edu/content/admissions/home/academic_calendar.html

Desire2Learn:

All classes offered at the University of Oklahoma include a webpage on our course management system Desire2Learn (D2L). The professor maintains the individual class page, which is not accessible to students until he or she activates the D2L webpage. To access this website go to: https://learn.ou.edu/index.asp.

All OU professors are encouraged to provide the syllabus and to set up the grade book on the learn.ou.edu website for the course. Many professors will use other features supported by D2L including a calendar, news announcements, course content, links, a dropbox to upload student assignments, discussion boards, live chat rooms, quizzes and exams. You can also use the D2L website to store computer files in the locker feature and to send email.

Advisement

The MPA program is structured for student self-advising. If you have any questions regarding course enrollment, sequencing of courses, or program guidelines and procedures, please feel free to contact a member of the MPA faculty or the graduate programs office located in 205-DAHT.

Course Schedules:

MPA courses are offered in a sequence that assures all degree requirements can be met in 18-24 months. The graduate programs office can provide a copy of the two-year schedule to assist you in planning classes you will take in future semesters.

Course Formats:

In order to provide flexibility for students with varied work and family obligations, the MPA program offers courses in several formats. Classes are generally structured to include exam(s), significant student participation and a research assignment or experiential learning.

Traditional 15-Week Format - Each semester, classes at all three campuses are taught in the traditional, semester format. These classes meet one evening per week, for three hours per class session.
Three-Weekend Format - Meet exclusively for three weekends in a semester. These classes meet on Friday evenings, all day Saturday and Sunday afternoons.

Internet-Based Courses - MPA students can take courses in a 100 percent internet-mediated format. These classes typically last 8 weeks. Requirements for these classes widely vary. However, it is reasonable to expect a combination of online (real-time or time-delayed) participation; multiple, analytical assignments such as problem sets, case-study analysis or scholarly research; and exam(s). Enrollment for these classes is the same as other Norman or Tulsa campus courses.

Dropping Courses and Withdrawal
Please consult the University academic calendar for specific information on course withdrawal deadlines. University policy prohibits dropping courses after the tenth week of the spring or fall semester; for summer courses, please refer to the University academic calendar to see the drop deadlines for each summer block. Excessive withdrawal from courses during an academic year may result in an unsatisfactory annual evaluation.

To request a complete withdrawal, a graduate student must complete a Graduate College Withdrawal Petition form and a University Request for Withdrawal card. Both items must be signed by your course instructor and approved by the Dean of the Graduate College. Exceptions are granted only in extenuating circumstances such as serious or prolonged illness, and you must provide documentation to substantiate your request.

Annual Progress Review
All graduate students' academic progress is annually reviewed to assess progress towards degree completion and to advise students of any outstanding issues that must be resolved to continue in the program. The evaluation criteria may include, but is not limited to, considerations such as:
  • progress made in meeting conditions of admission
  • completion, within the prescribed period of time, for a course in which the student has received an “I”
  • completion of core course requirements
  • completion of PSC 5950 Research Problems
  • excessive withdraws during an academic year.

The evaluation also may encompass the student's broader scholarly capabilities and professional development. Students and the Graduate College will receive an electronic copy of the evaluation each year. If you have concerns about your progress, please contact the Director of Professional Programs.

Grade Requirements and Academic Probation:
Graduate students in the MPA program must maintain a GPA of 3.00 or higher during each semester. Anytime a student's GPA is below 3.00, the Graduate College will place you on academic probation. If placed on academic probation, the program will conduct another evaluation at the end of the next semester or designated period. The Graduate College will determine if the student should continue, based on the second evaluation. A student who receives two consecutive unsatisfactory evaluations may be denied further enrollment. A student receiving three consecutive unsatisfactory evaluations will be disenrolled by the Graduate College.
Information on Special Courses

PSC 5950 Research Problems:
Enrollment in this course is only allowed when you are nearing completion of the MPA program, usually after you have completed 27 credit hours. You will need special permission to enroll in this class and should be sure to enroll in three credit hours. To receive special permission, you will need to submit the Program of Graduate Work/Admission to Candidacy form to the graduate programs office the semester prior to taking the PSC 5950 class. Contact the graduate programs office for more information and specific deadlines.

The assignments for PSC 5950 satisfy the comprehensive examination requirement of the Graduate College. Once your comprehensive examination is approved, the Graduate College allows the examination to remain valid for two years. If you are unable to complete the degree requirements within this two-year period, you will have to re-enroll in coursework and successfully complete the comprehensive examination again.

PSC 5960 Independent Directed Readings:
You may complete up to six credit hours through directed reading courses. To enroll in PSC 5960, you need to contact a MPA professor and ask them to agree to supervise the directed readings.

You and the professor will come to an agreement on your reading materials and course assignments. The professor will notify the graduate programs office of the arrangement. Then permission for online enrollment will be given. Enrollment in an independent directed readings course is not routinely approved, but is considered on a case-by-case basis depending on your specific circumstances and on the availability of a MPA faculty member to direct the readings.

Variable Content Courses and Seminars:
PSC 5153, 5170, 6123, 6143, 6173 and 6223 are variable content classes. You can take these courses more than once, as long as there is a substantial difference in the content of the course number repeated. For example, one semester you enroll in PSC 6223, Seminar in Public Policy, on environmental issues. Then, a year later PSC 6223 is offered again, but the subject is a national security issue. You are permitted to enroll in the PSC 6223 course again.

There are limits on the number of hours you can accumulate through repeats of the same course number. Specifically, MPA students may enroll in up to six credit hours under any PSC 5000-level seminar, or nine credit hours under any PSC 6000-level seminar course providing there is a change of subject matter for each enrollment. You should make sure the content of the repeated course is different from the earlier course.

When you begin the enrollment process, look carefully at the title of the course that you wish to repeat and review the course description or syllabus. If you have any doubt about whether the content is the same or different from the previous course, we suggest consulting with the MPA graduate programs office.

Internship:
If you are able to arrange an internship with a public or non-profit organization, you may receive three credit hours on your transcript by enrolling in PSC 5910, Government Internship. To earn credit hours, you will be required to work 80 hours per credit hour, research a topic related to the internship and submit a written paper or portfolio project to your MPA faculty advisor. As part of the credit hour requirements, your direct supervisor also evaluates your job performance. The course may be repeated; maximum credit

18
eight hours. Contact the graduate programs office for the internship application and additional enrollment requirements.

**Academic Integrity and Academic Misconduct**

Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies and procedures concerning academic misconduct. The Academic Integrity Code defines academic misconduct as any act, which improperly affects the evaluation of a student’s academic performance or achievement.

Examples are:

- cheating and unauthorized material on examinations,
- improper collaboration,
- submitting the same assignments for different classes,
- fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage,
- assisting others in misconduct,
- attempting to commit misconduct,
- destruction of property, hacking, etc.
- intimidation and interference with integrity process.

Complete information about academic integrity is available at the OU Academic Integrity website [http://integrity.ou.edu](http://integrity.ou.edu).

**Student Resources**

**Book Purchases:**

You are responsible for purchasing your textbooks well in advance of the class meeting dates so that you can complete required readings and create notes or an outline for what you have read. These notes and outlines will be helpful when you prepare any pre-class assignments and when you participate in class discussions.

Norman and HSC Campus Courses - All books for Norman and HSC campus courses are sold at the University Bookstore, which is located on the west side of the football stadium. There is also a website to order books electronically at: [http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10065&demoKey=d](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10065&demoKey=d)

Tulsa Campus Courses - Please use the online bookstore at this website: [http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=261905&demoKey=d](http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=261905&demoKey=d)

In addition to the vendors described below for each of the different sites, many students use online websites such as [www.amazon.com](http://www.amazon.com) or [www.half.ebay.com/](http://www.half.ebay.com/) to purchase books.

**Parking:**

Permits are required to park on the University of Oklahoma Norman campus from 8 a.m. to 5 p.m. Monday through Friday. Permits may be purchased at the Parking Services office located at 1107 Elm Ave., Stubbeman Place, (405) 325-3311. Special rates are available for evening-only parking, summer semester and motorcycle/scooter permits.
Writing Center:
The Writing Center provides writing conferences with experienced writing consultants. Services are complimentary for students, staff and faculty. Hours of operation vary. A guide to commonly used citation and style requirements also is available. Papers also may be submitted for review online. The Writing Center is located in Wagner Hall, Room 280 and can be contacted at (405)325-2936.

Libraries:
Bizzell Memorial Library is the flagship library branch on campus. Bizzell sits at the heart of the Norman campus, between the North and South ovals. Hours of operation vary depending on day of the week and time of the year. The OU Libraries site outlines more services specific to graduate students.

The Norman campus is home to many smaller, specialized branch libraries and special collections that enhance and expand the resources available to OU students. These include Architecture Library; Bass Business Library; Bizzell Bible collection; Chemistry and Mathematics Library; Engineering Library; Fine Arts Library; Government Documents Collection; History of Science Collections; John and Mary Nichols Rare Books and Special Collections; Physics and Astronomy Library; Western History Collections; and Youngblood Energy Library. Locations, hours and regulations for these collections also are available at the main library web site.

Student ID Card:
Student ID cards are issued by the Sooner OneCard office, located in the Oklahoma Memorial Union, Room 126. A driver's license, military ID card or passport must be presented. The cost of the initial and any replacement student ID card is $15. The card is valid for the entire period that the student attends OU. The OneCard has many uses: an all-purpose campus identification; a library card for the campus library system, facilities entrance for campus events and services, and for obtaining discounts at area merchants.

Computer Labs:
Each computer lab has varying hours of operation.

**Computer Lab Locations**
- Oklahoma Memorial Union, Room 207
- Physical Sciences Center, Room 232
- Bizzell Library, Room 131
- Sarkeys Energy Center, Room 1032
- Wagner Hall, Room 250

For information regarding printing capabilities in OU computer labs, visit the OU IT computer labs - printing link. For more information, visit the OU Information Technology website at [http://www.ou.edu/ouit.html](http://www.ou.edu/ouit.html).

Financial Aid Resources
As the cost of higher education continues to rise across the nation, many students need financial aid to pursue their education. For additional information about student loans and financial aid, visit the OU Financial Aid website: [http://www.financialaid.ou.edu/](http://www.financialaid.ou.edu/).

OU MPA Students have access to additional financial resources such as scholarships and/or paid internships. For more information, review the scholarships information on the department’s webpage: [http://psc.ou.edu/](http://psc.ou.edu/).
Professional and Academic Associations/Student Organizations

We encourage our students to join a variety of professional membership associations whose membership may be beneficial to students during their academic and professional careers. At no time is membership in any of the organizations listed below a requirement for admission or degree completion.

**Professional Associations:**

The American Society for Public Administration (ASPA) at [http://www.aspanet.org](http://www.aspanet.org).

The Association for Public Policy Analysis and Management (APPAM) at [http://www.appam.org](http://www.appam.org).


**Academic Honor Association:**

Pi Alpha Alpha (ΠΑΑ): NASPAA-The Global Standard in Public Service Education is the national sponsor of ΠΑΑ, the national honor society formed to recognize and promote excellence in the study and practice of public affairs and administration. As an institutional member of NASPAA, the MPA program has a local chapter of ΠΑΑ to recognize excellence demonstrated by our students. Invitations for membership are extended to those demonstrating the highest performance levels during their preparation for public service careers.

At the point in your program of study when you enroll in PSC 5950 Research Problems, you will be considered for membership in ΠΑΑ. If your grade point average is equal to or above 3.70 when 75 percent of substantive course work is complete, your name will be submitted as a candidate for membership in this prestigious honor society. Our office distributes invitations twice a year, usually in December and May. For more information on ΠΑΑ and how it can enhance your career, visit the web site at [http://pialphaalpha.org](http://pialphaalpha.org).

**Student Organizations:**

**Master of Public Administration Connections (MPAC)**

MPA students have forming an official student organization on campus. The organization purpose is to provide additional education, professional and social networking and professional development opportunities. To learn more about the organization, please contact Prof. Meeyoung Lamothe at mlamothe@ou.edu.
SECTION 5: FINISHING THE DEGREE REQUIREMENTS

Program of Graduate Work/Admission to Candidacy

The Program of Graduate Work/Admission to Candidacy form is an official Graduate College document used to assure that you satisfy all MPA degree requirements. In addition to providing details about when you have taken the required, area and elective courses, and the grades you received, it also allows you to report coursework that satisfies the concentration requirements.

We suggest that you print the Program of Graduate Work/Admission to Candidacy form when you start taking classes to use as a planning guide. The form is found on the Graduate College website: http://www.ou.edu/content/gradweb/academic_programs/masters_degree/norman.html

The Graduate College maintains strict deadlines for submission of the Program of Graduate Work/Admission to Candidacy form. The filing deadlines are available at http://www.ou.edu/content/gradweb/student_resources/deadlines.html

Return the completed form to the graduate programs office located in 205-DAHT. Once approved by the Director of Professional Programs, the form is submitted to the Graduate College on your behalf. Please contact the graduate programs office if you have further questions about the form.

When completing the form, follow these guidelines.

1. List ALL 36 credit hours of degree coursework on the Program of Graduate Work/Admission to Candidacy form, even if some classes have not yet been completed. You can abbreviate course titles to fit within the allotted space. Enter course grades from completed courses. If you have not yet taken a course, leave the grade area blank. The Graduate College will fill in the grades when those courses are completed.

2. Indicate the semester and year in which the course was taken. Indicate the type of credit for each course: R=Resident Credit, T=Transfer Credit, and Shared=shared credit for dual degree students.

3. Add the first initial and last name of your instructor for each course.

4. Do not list courses with permanent grades of "I", "W", "U" or courses with grades below "C" on the form. These courses do not count toward the 36 credit hour degree requirement.

5. The Admission to Candidacy form on the reverse side of the Program of Graduate Work indicates important information regarding when you will complete PSC 5950 Research Problems and when you desire to graduate. Typically, MPA students complete a non-thesis master’s degree by taking a non-uniform departmental examination. Indicate this on the form. You do not need to list your non-thesis committee members.

6. Save a .pdf of the form for your records. Often student will need to correct issues observed by the graduate programs office.

7. Sign and date the form.

8. Submit your Program of Graduate Work/Admission to Candidacy form to the graduate programs office well in advance of the Graduate College deadlines to avoid graduation delays. The form is reviewed and signed by the Director of Professional Programs. The form is forwarded to the Graduate College on your behalf.

[Note: You may alter your Program of Graduate Work/Admission to Candidacy at any time with the consent of the Director. You do not need to submit a new form, the MPA graduate programs office will make the necessary notations on your original form and submit to the Graduate College. If you alter your program of study after submitting the Program of Graduate Work/Admission to Candidacy form, contact the graduate programs office as soon as possible.]
Time Limitations for Degree Completion:
There are four different time limitations that pertain to degree completion:

1. Incomplete ("I") Grade
2. PSC 5950 Enrollment/Comprehensive Exam
3. Five-Year Rule
4. Inactive Student Status

Incomplete ("I") Grade:
A grade of “I” for incomplete coursework can never be used in lieu of an “F” nor can an “I” be assigned because of failure to participate in class activities. If you receive an "I" grade in any course, the university allows up to one year from the end of the semester in which the course was taken to finish the work. While the university allows a maximum of one year to complete the course, individual professors and the Director of Professional Programs can impose earlier time limits. You are responsible for verifying and meeting deadlines imposed in the syllabus and/or by the professor. MPA program professors are not obligated to accept course work beyond those deadlines. If you fail to complete course work by the professor-appointed deadline, the “I” becomes permanent on your transcript, or the professor may change the grade to a “U.” Despite either scenario, credit will not be accepted for that course; therefore, re-enrollment and all tuition and applicable fees may be necessary for degree completion.

Five-Year Rule:
The University considers graduate course credit to be valid for five years after the course is complete. The five years begins at the end of the semester in which you took the course work. For example, if you took classes in our program in the fall of 2010, then you would have until early December 2015 before that credit would become overage and could not be included in degree completion.

Inactive Student Status:
A graduate student who has a lapse of enrollment for one year are considered inactive and must reapply for admission to the MPA program. A student readmitted after a lapsed enrollment is subject to the MPA degree requirements in effect at the time of readmission.

[Note: Readmitted students will not be able to use courses taken more than five years before readmission to meet degree requirements. You will also be subject to the MPA degree requirements in effect at the time of readmission.]

Military Deployment:
The University of Oklahoma supports our service members in times of extended military engagements. If you face delays in completing any class because of TDY, PCS or long-term deployments, please notify your course professor to make arrangements for completing the coursework according to the current University policy. If you have difficulty completing your degree program in five years because of military commitments, you should contact the graduate programs office.

Graduation Information

Application for Graduation
The Application for Graduation is accessible online through Ozone under the Academics tab. Locate Graduate A Sooner to find the application.

When completing the online form, please note that you are in the GRADUATE COLLEGE, the name of your degree is MASTER OF PUBLIC ADMINISTRATION and your major is PUBLIC.
ADMINISTRATION. The address you indicate on this online form is where your diploma is mailed. The Application for Graduation is valid for three semesters.

Semester deadline for submitting the application is at: https://www.ou.edu/content/commencement/apply.html

Graduation Ceremonies at the University of Oklahoma
The University of Oklahoma holds only one commencement ceremony each year in May. This is a university-wide ceremony. Each college also has a convocation ceremony for their students twice a year at the end of the fall and the spring semesters. We are in the College of Arts and Sciences. Information for graduation ceremonies is posted on the OU home page http://www.ou.edu/web.html.

Ordering a Cap and Gown for the Ceremony
Students must reserve a cap & gown to participate in the graduation or convocation ceremonies. The Cap & Gown fee is NOT refundable once the commencement exercise is held for a given year. Military dress uniforms may be appropriate, but please check with the Graduate College for specific information. The MPA graduation hood colors is blue/teal.

Requesting Transcripts
You may request a transcript at any time. There is no charge for transcripts.

Norman Campus Students
http://www.ou.edu/content/recordsandtranscripts.html
SECTION 5: CONTACT INFORMATION

Program Contact Information
The Department of Political Science Graduate Programs Office is located in 205 Dale Hall Tower (DAHT) on the University of Oklahoma Norman Campus. Office hours are Monday-Friday, 8:00 a.m. - 5:00 p.m.

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Director of Professional Programs  
Department of Political Science  
The University of Oklahoma  
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Email: jjalexander@ou.edu

Home Page for MPA Program: http://psc.ou.edu/mpa  
Graduate College Home Page: http://gradweb.ou.edu/

OU-Tulsa Faculty Contact

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