AP Graduate Program Planner

Master of Education
Instructional Leadership and Academic Curriculum
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About the Program Planner

The Program Planner will help you understand the requirements for the Master’s degree in Instructional Leadership and Academic Curriculum (ILAC) in the Jeannine Rainbolt College of Education (JRCOE) at the University of Oklahoma. It contains sections on the requirements of the degree, graduation requirements, the comprehensive exam, and contact information for the department and others that you may need to contact at OU.

In the Program Planner a link is provided to the Program of Graduate Work form that you can use to keep track of your courses and hours as you progress towards meeting your graduation requirements. This is the same form we will use if one is needed for documentation for your Tuition Assistance or other aid during the completion of your degree. It will be useful to have this Program Planner as it contains many internet links that will take you to additional information you may find helpful, as well as links to forms that you will need as you progress through your academic career. There are also email links to faculty and staff in the ILAC department.
About the Master of Education in Instructional Leadership and Academic Curriculum (ILAC)

The graduate program in ILAC has a long history of excellence in teaching, research, and service. Admission to this program is competitive. This program does not lead to teacher certification.

This 36-hour non-thesis program is designed to provide a high-quality education and experience for adults who are practicing teachers, instructors, or trainers interested in teaching at the Pre-K to adult level. This program promises to deepen students’ understandings of educational theory and how it relates to best practice in the classroom for student learning. Designed around themes of research-based practice, understanding teaching and learning, and understanding diversity, the coursework that comprises this program will prepare students to be more effective teachers/instructors/trainers and leaders within their profession.

Coursework for the Advanced Program (AP) Master of Education is offered via face-to-face interactions as well as pre and post course long-distance interactions. Within this structure we work to meet several limits that are mandated by a combination of departmental, graduate college, and regent’s policies.

What You Can Do with a Master of Education

While this degree does not lead to teacher certification, it will help you to advance your understanding of and ability to teach/instruct/train effectively in a variety of content areas and grade levels and to work as a leader in your profession both inside and outside the classroom.

A Master of Education in ILAC prepares you to more effectively engage all students in understanding and learning the content you teach, to work with a variety of learners in various settings, to use technology effectively in the classroom, and to seek out and find answers that will aid you in your teaching endeavors.

Graduates of this program often continue to work as classroom teachers, curriculum specialists at their school sites or districts, resource teachers, professional development trainers, or content instructors in their area at their school sites or districts. Many also go on to pursue doctoral degrees in education.

Our Faculty

We invite you to meet the ILAC faculty and other JRCOE faculty by going to our main faculty page on the JRCOE website. There you will find links to the pages of individual faculty members, along with bios and short video introductions to members of the faculty. Click here to go directly to the faculty web pages: http://www.ou.edu/content/education/people.html
ILAC AP Faculty Advisor

Your Faculty Advisor will be happy to assist you in mapping your graduation plan and to answer any questions you may have. In addition, if you are interested in pursuing a doctoral degree in one of the ILAC areas, your advisor can assist you.

Advanced Programs:

The faculty advisor is **Dr. Vickie E. Lake**
Phone: (918) 660-3984
Email: vlake@ou.edu
Office: 4W116, College of Education Building – Tulsa Campus
4502 E 41st Street, Tulsa, OK 74135-2553

Academic Requirements

A total of 36 credit hours are required for this non-thesis program. It is designed to provide a high-quality education and experience for adults who are practicing teachers, instructors, or trainers interested in teaching at the Pre-K to adult level.

General Program Requirements - Core Courses

ALL students will take the core courses

**ILAC 5003 Models of Instruction**
Students will study teaching models and their strategies intended to improve abilities to analyze student-teacher interactions and to increase teacher effectiveness as instructor and manager in a variety of educational situations.

**ILAC 5233 Understanding Different Cultures**
This course provides information on cultural styles and characteristics of various ethnic and economic groups with emphasis on how teachers can understand and honor differences and similarities and adjust their teaching in order to be effective with a variety of students and families.

**ILAC 5143 Theory and Research in Education**
This course provides an introduction to the processes and products of educational research, such as stages in designing a study, introduction to research methods, identification of the components of a research-based article. It further develops critical consumers of educational research.

**ILAC 6033 Critical Research Paradigms**
Students in this course will compare research paradigms and epistemologies and examine critical and transformative research approaches.
Concentration Courses
ALL students will take the concentration courses

EDUC 6930 Introduction to Teaching
The purpose of this course is to critically explore, question, and discuss issues about teachers and teaching. Questions to be explored include the following: What is teaching? How is teaching related to learning? How is a teaching identity formed? What is the teacher’s relationship to the student, the curriculum, the community, and society? Emphasis will be reflective teaching as an active, contextualized, and creative approach to considering these issues.

ILAC 6960 Learning and Technology
This class will focus on research on and methods of incorporating technology in the teaching and learning of all subjects. Of particular interest are philosophical, social, developmental, and theoretical issues associated with the development and use of technology and school reform. Readings will provide opportunity for discussion and critique of current educational practices and potential educational futures.

EDSP 5413 Theories in the Education of Exceptional Children
The learning experiences in this course introduce educators to the federally-mandated policies and procedures for educating children and youth with exceptionalities.

EDEL 5593 Issues in Elementary Education
This course focuses on critical analysis of issues related to teaching and learning in elementary schools.
OR
EDSE 5653 Problems in Secondary Schools
This course focuses on the place of the teacher with reference to teacher-student, teacher-teacher, teacher-administrator, and teacher-community relations. Topics of interest include: Problems of teaching related to criticisms of present-day secondary education; the task of secondary schools; the adolescent learner; planning for learning; appraising learning and growth; human relations; guidance; the teacher and school organization; and trends in teaching.

Offered Elective Courses
ALL students will take the courses offered as electives in their particular program sequence. Students will not take ALL the courses listed below nor will all the courses listed below be offered in any one program sequence.

ILAC 5043 Analysis of Teaching and Learning
An understanding of how to analyze teaching and learning using a variety of reflective techniques including journals, oral inquiries, classroom/school studies, and theoretical analysis is the focus of this course.

EDEC 6303 Parent Involvement & Education
This seminar course explores current developments in parent involvement and parent education. Research on parent education programs and parent involvement will be discussed as well as the effects of each on children and families. Interventions designed for various populations of children and families are examined.
EDSS 5343 Global Education
Students in this course will explore critical issues in global education across subject areas and teaching concepts. Implications for citizenship education are examined in depth.

EDMA 5153 Problem Centered Learning
Intended for teachers at any level, the course is designed so participants can engage in non-routine problem solving as a basis for examining and reflecting on such an approach to the teaching and learning.

EDSC 5523 The Science of Learning Theories
The mental functioning model of Piaget is developed through experience. The characteristics of persons at each stage of development are identified and compared. A teaching theory is drawn from the functioning model and a curriculum organization and planning theory are derived from the stage model. These theories are put into practice.

EDEN 5940 Literature for Young Adults
The uses and critical study of literature across the subject areas in secondary school, with particular emphasis on literature written for young people, current examples and related pedagogies are the focus of this course.

EDEC 6403 Leadership and Advocacy
This course focuses on developing the skills and knowledge necessary to help individuals build coalitions and design effective public policy/advocacy initiatives.

EDEC 6533 Program Evaluation and Assessment
This course provides an in-depth exploration of the multiple purposes and types of assessment in education including classroom assessment, standardized child/student assessment, program evaluation, and accountability assessment. It also focuses on the various forms of assessment, evaluation of assessment techniques and practices, and examination of current trends and practices. A special focus will be placed on program evaluation and accountability assessments and approaches.

ILAC 5970 Seminar (topics vary)
This is a special topics or seminar course that focuses on content not currently offered in regularly scheduled courses.

Up to 9 credit hours of electives can be taken in other AP programs upon approval. Please contact Dr. Lake with AP electives you would like to take.
Eligibility and Other Pertinent Information

The Department of Instructional Leadership and Academic Curriculum (ILAC) requires an undergraduate degree in an appropriate field from an accredited college or university. While teaching/training experience is preferred, it is not required.

Admission Requirement for the Master of Education

Admission to study for the master’s degree in education requires a grade point average of 3.00 in the last degree conferred.

Apply online at: http://www.ou.edu/content/outreachceap/ap_home/admission.html

In addition to the AP application requirements, please email the following items directly to the AP ILAC Program Coordinator, Dr. Vickie E. Lake, at vlake@ou.edu

- Introduce yourself to your professor and fellow classmates in a 2-3 paragraph introduction including:
  - Information about your prior education and/or teaching/training experience.
  - Why did you choose this program?
  - Describe your career and personal goals for after the program?
  - What is your current position?
  - Share one interesting thing about yourself.
- A list of your teaching experiences and/or a resume

Transfer Credits

The maximum transfer credits accepted is one-fourth of the number of semester hours required for the degree. For the Master of Education, a maximum of nine hours may be accepted in transfer from another program or university. The American Council on Education recommends graduate credit for several courses completed through military professional education programs, e.g., Air Command and Staff, Air War College. Official transcripts of such coursework may be submitted for evaluation for transfer credit. However, the Graduate College will not award transfer credit for any course identified as “correspondence.”

All transfer credits are subject to the time limitation on credit offered for the degree. Transfer credit may not be more than five years old at the time of admission or readmission to the University. Nor will transfer credit be given for coursework completed prior to fulfillment of provisional student status. No transfer credits may be used to satisfy the 24 credit hours required for the Core and the Concentration for this degree.

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/REQUEST_FOR_EVALUATION_OF_TRANSFER_CREDIT.pdf
Time Limitation for Degree Completion
Five years, dated from the semester of initial enrollment, is the maximum time for degree completion. Extension beyond this limit may result in disqualification of the over aged credit.

Comprehensive Examination
Each student must satisfactorily complete a written comprehensive examination, which covers the major ideas and themes of the program (teaching and learning, diversity, and research). The comprehensive examination is completed during the semester of graduation, and the student must be enrolled in one course for a minimum of two credit hours of OU coursework. The exam cannot be taken until the student has an Admission to Candidacy form on file in and approved by the Graduate College. If a student does not graduate within a two-year period after taking the comprehensive examination, it must be retaken. Advanced Programs site director and ILAC Department AP Coordinator, Dr. Lake, will have additional information about the examination. There are specific course requirements that must be fulfilled in order to meet eligibility requirements for the comprehensive examination. Students are advised to read the Graduate College Bulletin from the Graduate College for specifics on these and other requirements or check with their program faculty advisor.

Program of Graduate Work
The Program of Graduate Work and the Admission to Candidacy (page 2 of the Program of Graduate Work form) form must be filed before you can take the comprehensive examination or graduate. An example of this form can be found on the last two pages of this planner. Access the form via the link below:

• If you plan to take your comprehensive exam in the Fall semester, this form must be submitted to the department by February 15 of the preceding spring.
• If you plan to take your comprehensive exam in the Spring semester, this form must be submitted to the department by August 15 the year before.
• If you plan to take your comprehensive exam in the Summer semester, this form must be submitted to the department by January 15 of the preceding spring.

Comprehensive Exam Timetable
• Spring semesters: exams are due mid March.
• Fall semesters: exams are due mid October.
• Summer semesters: exams are due mid July.

Register for Graduation
Once you receive the Non-Thesis Instruction Packet from the Graduate College, please review it as this packet outlines the non-thesis examination process and includes instructions for degree completion. Each student is required to complete an online graduation application through oZone in order to be eligible for graduation. For graduation application deadlines, please visit the University Academic Calendar. If your intended completion term changes, you must submit a new online graduation application.
Independent Study and Directed Readings Courses

There may be some students that need to take an Independent Study, Special Topics Seminar or Directed Readings (ILAC 5970, 6960 or 6990) course to complete their number of hours. For example, if a student transferred in 8-credit hours and needed to add one more credit hour, this would be a time for an Independent Study or Directed Reading. The number of hours of credit that will be earned in an individual course may vary, depending on your agreement with the professor. If a student feels s/her needs to take one of these courses, s/he should contact the AP Program Coordinator, Dr. Vickie Lake at vlake@ou.edu. It is advisable to choose a professor that you have already had in the program. However, please work with your advisor and/or Dr. Lake to make sure all course work will count towards your degree.

Students who enroll in these courses must work with the professor of record and complete the requirements for the course as outlined in the syllabus. Independent study and directed readings courses are graded “S” (“Satisfactory”) or “U” (“Unsatisfactory”). No credit is awarded when a student earns a grade of “U”.

Grades of Incomplete

If you receive a grade of “I” (“Incomplete”) for a course, you are allowed up to one year to complete the work necessary with the instructor of record to earn credit for the course. You should immediately contact the professor to discuss what you need to do to meet your remaining course requirements. It will be your responsibility to take the initiative in resolving the issues that cause you to receive the grade of “I”.

A grade of “I” does not earn any academic credit towards graduation. Once you have completed the course work and the professor has awarded you a passing grade, however, the course credit hours will become countable towards graduation requirements.

Finding Resources and Getting Help

The ILAC faculty and staff will be happy to help you solve any problems you may have while pursuing your ILAC Master of Education. After you have read the Program Planner and are still in doubt about whom to contact, contact the program coordinator via email at vlake@ou.edu.

The University of Oklahoma homepage is the place to go to learn about the broad range of services and activities available to you, and for additional information about academic and other requirements that apply to all OU students. For the OU homepage, click http://www.ou.edu/web.html

Enrollment, Class Schedules, Grades, etc. This link will take you to Ozone, a site that allows you to access your academic records, see class schedules, enroll in your classes, get syllabi, etc. https://ozone.ou.edu/cp/home/displaylogin.
Desire2Learn (D2L). D2L is OU’s online course management system. It provides students with an interface for accessing the content of their courses, including the syllabus, course calendars, lessons, an assignment dropbox, quizzes, and discussion forums. [https://learn.ou.edu/index.asp](https://learn.ou.edu/index.asp).

**ILAC and JRCOE courses.** This link will take you to the main OU catalogue, and here you will find descriptions of all of the courses in the ILAC program (select ILAC or the four letter course code from the list on the left side of the page). [http://catalog.ou.edu/courses/courses.htm](http://catalog.ou.edu/courses/courses.htm)

**Academic Calendar.** This is the link to The University of Oklahoma master calendar. There are additional specific deadlines that apply to the Master in Education program. [http://www.ou.edu/content/admissions/academic_calendar.html](http://www.ou.edu/content/admissions/academic_calendar.html)

**Graduate College Link** contains information and all forms and regulations, including the forms below: [http://www.ou.edu/content/gradweb/aud/current/masters/norman.html](http://www.ou.edu/content/gradweb/aud/current/masters/norman.html)

- Non-Thesis Instructional Packet
- **Program of Graduate Work/Admission to Candidacy** form: [http://gradweb.ou.edu/Current/Forms/masters/NormanForms/ILAC.InstructionalLeadership.M545Q361.SP97.pdf](http://gradweb.ou.edu/Current/Forms/masters/NormanForms/ILAC.InstructionalLeadership.M545Q361.SP97.pdf)
- Letter of Completion--Occasionally, a student may require proof of completion of the degree prior to graduation. An official document or letter may be requested in these cases.
- **Graduate Bulletin** is an online information catalogue which includes all rules and guidelines for graduate students. A link is provided on the Graduate College page but a direct link to the bulletin is: [http://gradweb.ou.edu](http://gradweb.ou.edu)

In this, as in all situations, information from the University supersedes information in this packet.

### Additional OU Services Available to You

**Application for Admissions to OU**
[http://www.ou.edu/admissions/home.html](http://www.ou.edu/admissions/home.html)

Office of Admissions and Records
1000 Asp Avenue
Norman, OK 73019-4076
(405) 325-4147

**Frequently asked questions about Admissions**
[http://www.ou.edu/cas/hr/Facts_and_Questions_For_Students/index.html#admissions](http://www.ou.edu/cas/hr/Facts_and_Questions_For_Students/index.html#admissions)

**Office of Financial Aid**
The OU Office of Financial Aid provides extensive information for students about financial aid options available to you. To visit the website of the Office of Financial aid on the Norman campus, click [http://www.ou.edu/financialaid.html](http://www.ou.edu/financialaid.html)

**Career Services**
It is never too early to begin planning for your career after graduation. OU offers an extensive program of career services. For more information about the support OU offers to you, click

https://www.ou.edu/career/

Graduate College:
http://gradweb.ou.edu
731 Elm Avenue
213 Robertson Hall
Norman, OK 73019
(405) 325-3811 (405) 325-5346 (Fax)

Academic Records and Transcripts
http://www.ou.edu/recordsandtranscripts.html

Bursar’s Office
(405) 325-3121
http://bursar.ou.edu/

Financial Aid
(405) 325-4521
http://www.financialaid.ou.edu/

Veterans Office
(405) 325-4308
https://www.ou.edu/content/veterans/veteran_student_services.html

A Few Keys to Graduate School Success

Use the Resources Available to You at the OU Library
The University of Oklahoma Library has many powerful research tools that can give you a head start towards success in your classes. If you are not already familiar with the resources the library offers, learning about them is easy ...thanks to online tutorials that the OU Library provides. To access a full list of these tutorials, go to http://libraries.ou.edu/help/tutorials/

All ILAC students, regardless of location, are eligible to use the OU Library. To sign in to the Library website and have access to electronic journals and all Library services, you will need your 4x4 and your OU password. OU Library: http://libraries.ou.edu

Improve Your Writing Skills
Effective writing is essential to your academic success and will continue to be beneficial to you throughout your professional career. Along with the books and articles about developing your writing skills that are available from the OU Library, OU's Writing Centers are an excellent free resource. They will assist you with personalized help, online or in person. Click on the links below to learn how the writing centers can help you: OU Writing Center: http://www.ou.edu/writingcenter/
Understand “Academic Misconduct”
Students, like faculty, must produce academic work that is the product of their own independent efforts, but research papers are usually drawn from many sources, including works that have been published by other researchers. However, there are very specific standards for when and how to use and cite the works of others in our writings. Failure to follow these standards is considered a breach of academic conduct and can have serious consequences. If a student cheats, either by copying on a test in a classroom or by plagiarizing other researcher’s work and presenting that work as our own in a paper they have written, it constitutes academic misconduct. The best way to avoid committing academic misconduct is to understand the accepted standards for using and citing works from articles, books, and other sources.

The OU Provost’s Office has prepared a “Student’s Guide to Academic Integrity”, and every student in the ILAC program should read and understand it. If you are in doubt about what might constitute plagiarism or academic misconduct in a specific situation, please visit with your professor or your academic advisor.

Student’s Guide to Academic Integrity: http://integrity.ou.edu/students_guide.html

Participate Actively and Respectfully in Your Classes
When you have done your advance assignments and prepared for class, you are more likely to participate constructively in class discussions. When you contribute constructively to class discussions, not only do you benefit, but all the other students in the class benefit. The success of a class is dependent on all the members of the class team. Remember, too, that ILAC promotes social justice and celebrates diversity of all kinds. In that spirit, we expect that you will be respectful of all individuals in your classes, listen carefully to others, and ensure that your participation in class is appropriate and not offensive to others.

Learn How to Use APA Style
American Psychological Association (APA) style is the accepted standard for formatting written papers in the Jeannine Rainbolt College of Education. All the papers you submit for your classes should follow this format, and the Comprehensive Examination requires APA style. The official guide to APA style is contained in the “Publication Manual of the American Psychological Association”, and you may wish to buy your own copy to keep as a desk reference (the manual is available online and through the OU bookstores).

The OU Writing Center has also prepared a convenient and easy to use summary of APA style and it is available at http://www.ou.edu/content/writingcenter/Citation_Guides/sub_nav_1.html

Stay in Contact: Use Your OU Email Account
The only email address your professors have for you is your OU email address. This is the address all official electronic correspondence from your professors, from OU, and from the ILAC Department will be sent. As an OU student, this email account is made available to you at no charge. You must check it regularly.

Although some students set their OU email account to automatically forward messages to their private account, this method is not always reliable. Even if you have set up a system to forward mail from the OU account to your personal one, you should regularly check your OU account directly. Not checking your OU email account you could cause you to miss important information sent from your professors
or the ILAC staff or others at OU.

**Know Your Deadlines**
Carefully read the section in this Planner on Program of Graduate Work and Comprehensive Exam Timetable. Failure to meet important deadlines could delay your comprehensive exams or your graduation.

**Develop Your Computer Skills**
Whether the task is formatting references in your word processing software for a research paper or preparing a slideshow in PowerPoint or Keynote for a classroom presentation, you are likely to find a growing need to employ technical skills in your work as an ILAC student (as well as in the professional work). Take time to find software that will help you accomplish tasks that are useful to you and learn how to become adept at their use. The time you spend acquiring these skills will be well spent.

**Enjoy This Experience**
When you were admitted as a graduate student at The University of Oklahoma you joined an elite group in higher education. Relatively few people have achieved what you have achieved. Being in the ILAC program is not just an opportunity for you to earn a higher degree, it has also opened doors for you to have new experiences, to meet new people, and to learn. The education you gain as an ILAC student will not only benefit you professionally, it will enrich your life on a personal level.

**Being an ILAC student is an adventure to be enjoyed!**
**Be proud of being an OU sooner!**
# Example of Program of Graduate Work and Admission to Candidacy

## PROGRAM of GRADUATE WORK

**MASTER of EDUCATION** | Total Hours Required: THESIS = 36; NON-THESIS = 36  
MAJOR: Instructional Leadership and Academic Curriculum  
CONCENTRATION: Instructional Leadership  

**NAME:**  
Last | First | Middle Initial | SOONER ID: (11XX-XX-XXXX)  
--- | --- | --- | ---  

**This Form Must Be:**  
1. Typed (cannot be handwritten)  
2. Completely filled out (pages 1 & 2) by the applicant and signed by the graduate liaison  
3.Filed in the Graduate College no later than  
   - the first Monday in March (for summer graduates)  
   - the first Monday in April (for fall graduates)  
   - the first Monday in October (for spring graduates)  
   See exact Calendar Dates at [http://gradweb.ou.edu](http://gradweb.ou.edu)  

**DEPARTMENT & COURSE NUMBER**  
**CORE COURSES: 11-15 hours required. As approved by the Graduate Liaison and Advisor.**  
**Studies in Teaching and Learning (3 hours):**  
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<tr>
<td>ILAC 5003: Models of Instruction</td>
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**Studies in Cultural Diversity (2-3 hours):**  
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<td>ILAC 5233: Understanding Different Cultures</td>
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**Research (6 Hours):**  
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<tr>
<td>ILAC 5243: Theory and Research in Education</td>
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<td>ILAC 6033: Critical Research Paradigms</td>
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**Research Synthesis (0-3 hours for Non-Thesis students):**  

**Concentration (20 hours):**  
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<th>COURSE NAME</th>
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<tr>
<td>EDEL 5593: Issues in Teaching Elem School</td>
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<td>EDEL 6930: Introduction to Teaching</td>
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<td>EDSF 5940: Theories – Exceptional Children</td>
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<td>ILAC 6960: Learning and Technology</td>
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**ADDITIONAL ELECTIVES: As needed to meet the 36 hour requirement:**  
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<tr>
<td>EDEC 6303: Parent Involvement &amp; Education</td>
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<td>EDMA 5153: Problem Centered Learning</td>
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<td>EDEC 6403: Leadership &amp; Advocacy</td>
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<td>EDEN 5940: Literature for Young Adults</td>
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**THESIS RESEARCH HOURS: 2-3 hours required/applied. Thesis Students Only:**  
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<tr>
<th>COURSE NAME</th>
<th>HOURS</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>CREDIT</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 5980: Research for Master’s Thesis</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

**TOTAL HOURS: 36**  
(Thesis Hours Required = 36)  
(Non-Thesis Hours Required = 36)

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1. Do not list grades for courses in which you are currently enrolled or will enroll. The Graduate College will add these when posted.  
2. Indicate the semester and year in which the course was taken. For example, a course completed in July 2008 would be indicated as "Summer 2008" or abbreviated as "SU 08." December 2009 would be "Fall 2009" or "FA 09." May 2010 would be indicated as "Spring 2010" or "SP 10."  
3. Graduate courses completed through the University of Oklahoma carry resident (R) credit, regardless of the location of the student’s individual campus.  
4. Courses completed at a graduate institution other than the University of Oklahoma and subsequently approved for transfer credit should be indicated with a "T" in this space. Students must indicate courses applied to an additional degree program by typing "Shared" in this column.  
5. If a course was completed at an institution other than the University of Oklahoma and subsequently approved for use as a transfer credit toward an OU degree, list the name of the institution in this column rather than the name of the instructor for the course.  

Program effective 03/13. Form rev. 2/10/2015.  

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Add Grade, Semester (Fall 2015), & Instructor name  
Record electives you have taken, if you have transferred in hours from another university, in the Credit column, mark T
**Admission to Candidacy**

Fill out this section - indicate the comprehensive exam semester & graduating semester (should be the same)

| I hereby petition the Graduate College to be admitted to candidacy for the degree of MASTER of EDUCATION. | *I desire to take my examination or defend my thesis in: |
| Name of Candidate | FALL | SPRING | SUMMER |
| Local Address | (Indicate Semester and Year) |
| City/State/ZIP | FAL | SPRING | SUMMER |
| Telephone/E-mail | (Indicate Semester and Year) |

*Note: An Authority for the Comprehensive Examination must be requested by the department at least one week prior to the exam, while the Authority for Thesis Defense must be requested by the student at least one week prior to the defense. The appropriate form(s) must be approved by the Graduate College Dean prior to the examination or defense.

Please check the applicable statements:

- Thesis Master’s Degree -- a completed Thesis Topic and Committee Membership form MUST accompany this form.
- Thesis Master’s Degree while enrolled in doctoral program -- a completed Thesis Topic and Committee Membership form MUST accompany this form -- an Addition/Change of Program request must be submitted at [http://gradweb.ou.edu/Current/Forms/ChangeOfProgram.aspx](http://gradweb.ou.edu/Current/Forms/ChangeOfProgram.aspx)
- **Non-Thesis Master’s Degree**
    - Non-Thesis Master’s Degree while enrolled in the doctoral program on basis of the Doctoral General Examination.
    - Non-Thesis Master’s Degree while enrolled in the doctoral program on basis of Comprehensive Examination.

Committee members for the NON-THESIS master’s degree are the following:

(Chair) Leave blank, Dr. Lake will fill it in

I understand that graduation will not occur until the semester in which I have satisfied all degree requirements including all course requirements, hour requirements and payment of all tuition and fees. By my signature below, I also confirm that I have read the Graduate College Bulletin and understand all the non-departmental requirements for the degree.

**Remember to SIGN & DATE**

(Signature of Student) (Date)

I am satisfied with the present state of progress of the applicant and believe this student to be capable of completing graduate work leading to the master’s degree.

I approve of the course of study as outlined and recommend that the student be admitted to candidacy for the degree.

(Signature of Graduate Liaison) (Date)

**Important Graduation Reminder:** Each candidate is responsible for filing a separate Application for Graduation form in the Office of Academic Records. The Application for Graduation must be filed by October 1 (for fall graduates), March 1 (for spring graduates), and July 1 (for summer graduates).

**FOR GRADUATE COLLEGE/GRADUATE LIAISON USE ONLY:**

Date Checked: ___ / ___ / ___
Timeline Begins: ___
Hours Required: ___
Requirements: OK ___ Problem ___

Program effective SU13. Form rev 2/10/2015