



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

MPA Student Guide—Norman Campus
Academic Year 2023-2024

Table of Contents

PREFACE..... 3

WELCOME..... 4

Master of Public Administration Introduction..... 4

Mission Statement..... 4

The Department of Political Science..... 4

The Department of Political Science Mission Statement..... 4

The University of Oklahoma..... 5

The University of Oklahoma Mission Statement..... 5

Land Acknowledgement Statement Provided by OU's Tribal Liaison office:..... 5

The Graduate College:..... 5

The College of Arts and Sciences:..... 5

Accreditation:..... 5

SECTION 1: ADMISSION..... 6

ADMISSION REQUIREMENTS..... 6

TYPES OF ADMISSION..... 6

Full Admission:..... 6

Conditional Admission:..... 6

Semester of Admission:..... 6

DUAL MASTER'S DEGREE:..... 7

ACCELERATED DEGREE PROGRAM..... 7

TRANSFER CREDIT APPLIED TO THE MASTER'S DEGREE..... 7

Graduate College Limitations on Transfer Credit Applied to the Master's Degree:..... 8

Department Limitations on Transfer Credit Applied to the Master's Degree:..... 8

Procedure for Requesting Transfer Credit Approval:..... 8

Military and/or CPM Course Work:..... 8

SECTION 2: DEGREE REQUIREMENTS..... 9

MPA DEGREE STRUCTURE..... 9

REQUIRED COURSES..... 9

CONCENTRATIONS..... 9

General Concentration:..... 10

Nonprofit Management Concentration:..... 10

Public Management Concentration:..... 10

Public Policy Concentration:..... 10

ELECTIVES..... 10

Graduate Courses Taken from other OU Departments:..... 11

SECTION 3: FACULTY..... 12

SECTION 4: TAKING AND COMPLETING COURSEWORK..... 15

COURSE ENROLLMENT AND PREPARATION..... 15

ONE Account:..... 15

OU Email Account:..... 15

Registering for Courses:..... 15

CANVAS:..... 15

ZOOM:..... 15

Advisement:..... 15

Student Orientation:..... 15

Course Schedules:..... 15

Course Formats:..... 16

Dropping Courses and Withdrawal:..... 16

ANNUAL PROGRESS REVIEW..... 17

Grade Requirements and Academic Probation:..... 17

INFORMATION ON SPECIAL COURSES..... 17

PSC 5963 Capstone in Public Administration:..... 17

PSC 5960 Independent Directed Readings:..... 17

Variable Content Courses and Seminars:..... 18

Internship:..... 18

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT..... 18

STUDENT RESOURCES..... 19

Textbook Purchases:.....	19
Parking:.....	19
Writing Center:.....	19
Libraries:.....	19
Student ID Card:.....	19
Computer Lab Locations:.....	19
FINANCIAL AID RESOURCES.....	20
PROFESSIONAL AND ACADEMIC ASSOCIATIONS/STUDENT ORGANIZATIONS.....	21
Professional Associations:.....	21
Institutional Associations:.....	21
Academic Honor Association:.....	21
Student Organization:.....	21
SECTION 5: FINISHING THE DEGREE REQUIREMENTS.....	22
PROGRAM OF STUDY (POS).....	22
Time Limitations for Degree Completion:.....	22
Incomplete ("I") Grade:.....	22
Degree Completion Time Limit—The Five-Year Rule:.....	23
Lapsed Enrollment:.....	23
Military Deployment:.....	23
GRADUATION INFORMATION.....	24
Application for Graduation:.....	24
Graduation Ceremonies at the University of Oklahoma:.....	24
Ordering a Cap and Gown for the Ceremony:.....	24
Requesting Transcripts:.....	24
SECTION 6: CONTACT INFORMATION.....	25
PROGRAM CONTACT INFORMATION.....	25

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.

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 [Institutional Equity Office](#) as may be applicable – Norman campus at (405) 325-3546, the Health Sciences Center at (405) 271-2110 or the OU-Tulsa Title IX Office at (918) 660-3107.

Accommodations Statement

For accommodations on the basis of disability, please contact the [Accessibility and 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.

Cover Photo: OU Media Access taken on June 11, 2018.

WELCOME

Welcome to the Master of Public Administration (MPA) graduate programs 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, the MPA faculty 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.

Master of Public Administration Introduction

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 program is a graduate program of the Department of Political Science. Prof. Deven Carlson is the Director of Graduate Programs in Public Administration.

Mission Statement

The mission of OU's Master of Public Administration program is to equip students with knowledge and skills to adapt to changing public service environments and to work collaboratively to solve problems in the public and nonprofit sectors. We accomplish this mission through:

- offering a robust curriculum in a manner sensitive to the diverse perspectives present in Oklahoma,
- preparing our graduates to provide leadership and analytic skills within their communities,
- generating knowledge relevant to public service based on rigorous research,
- engaging our community in teaching, research, and service activities.

Adopted by MPA Core Faculty 12/4/17.

The Department of Political Science

The Department of Political Science is the academic home for faculty, staff members, undergraduate students, and graduate students who share a love of politics and a devotion to learning. Faculty and students pursue research and study in topics as varied as American politics, comparative politics, international relations, public policy, public administration, and political theory. The department is an academic unit of the College of Arts and Sciences. Prof. Alisa Fryar is the chair of the department.

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 healthcare needs of the state, region and nation. The Norman campus serves as home to all the university's academic programs except health-related fields. The OU Health Sciences Center, which is 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 32,000 students, has more than 2,800 full-time faculty members, and has 21 colleges offering 172 majors at the baccalaureate level, 156 majors at the master's level, 81 majors at the doctoral level, and 54 graduate certificates. The President of the University is Joseph Harroz Jr.¹

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.²

Land Acknowledgement Statement Provided by OU's Tribal Liaison office:

Long before the University of Oklahoma was established, the land on which the University now resides was the traditional home of the "Hasinai" Caddo Nation and "KiriKir?i:s" Wichita & Affiliated Tribes. We acknowledge this territory once also served as a hunting ground, trade exchange point, and migration route for the Apache, Comanche, Kiowa and Osage nations. Today, 39 tribal nations dwell in the state of Oklahoma as a result of settler and colonial policies that were designed to assimilate Native people. The University of Oklahoma recognizes the historical connection our university has with its indigenous community. We acknowledge, honor and respect the diverse Indigenous peoples connected to this land. We fully recognize, support and advocate for the sovereign rights of all of Oklahoma's 39 tribal nations. This acknowledgement is aligned with our university's core value of creating a diverse and inclusive community. It is an institutional responsibility to recognize and acknowledge the people, culture and history that make up our entire OU Community.

The Graduate College:

The Graduate College is the center of advanced study, research, and creative activity at the university. Graduate instruction has been offered at the University of Oklahoma since 1899, seven years after the university opened its doors. The first master's degree was conferred in 1900 to C. Ross Hume. The Graduate School was formally organized in 1909, and in 1929, the first doctoral degree was awarded to Dr. Mary Jane Brown. In 1942, the name was changed to the Graduate College. The Dean of the Graduate College is Dr. Randell Hewes.

The College of Arts and Sciences:

The College of Arts and Sciences is the oldest and largest of the degree-recommending colleges at the University of Oklahoma. Established in 1892 as the College of Liberal Arts, the College granted its first degree in 1898. Today, as then, the liberal arts and sciences provide the foundation for the OU educational experience.³ The Dean of the Dodge Family College of Arts and Sciences is Dr. David Wrobel.

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.⁴ The Master of Public Administration degree is accredited by the NASPAA Commission on Peer Review and Accreditation and listed on the Annual Roster of Accredited Programs in conformity with NASPAA standards.

¹ Available online at <http://ou-public.courseleaf.com/about-ou/>

² Available online at <http://ou-public.courseleaf.com/about-ou/#missiontext>

³ Available online at <http://ou-public.courseleaf.com/archived-catalogs/2019-2020/arts-sciences/>

⁴ Available online at <https://www.ou.edu/accreditation>

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 official transcripts and application fee of \$50.00 (\$100.00 international applications).

All applicants for whom English is a second language must present evidence of proficiency in the English language. Students whose native language is not English are required to submit their scores on the Test of English as a Foreign Language (TOEFL). The TOEFL institutional code for the University of Oklahoma is 6879. Please consult the Office of Graduate Admissions English Proficiency Requirements for more information. The MPA program requires an Internet-based TOEFL score of 100 and IELTS of 7.0. In addition, the Department of Political Science requires supplemental materials 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 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. When completing the online application, you will have an opportunity to provide the names and email addresses of your recommenders. Upon submission of your application, your recommenders will be sent an email notifying them to submit their letters through an electronic system.
- Current resume.

All supplemental documents may be uploaded with the online application.

Types of Admission

The Admissions Committee recommends two types of admission⁵ to the Office of Graduate Admission: full standing or conditional admission.

Full Admission:

The Graduate College defines full admission as, an applicant that has met all University admission requirements, is recommended for full admission by the academic unit, and is accepted for admission by the Graduate College.

Conditional Admission:

Applicants with an undergraduate GPA less than 3.00 may be recommended for admission to the program through conditional admission status. Such students must take only P SC prefixed courses, maintain a GPA of at least 3.00 in the first twelve-eighteen hours of graded OU coursework. In addition, students entering the MPA program as conditional admits are not allowed any incomplete ("I") or withdrawal ("W") grades at any time during the period of admission with conditions. [Note: if a student does not meet the conditional admission requirements outlined in the Graduate College Bulletin, then the Graduate College will place a permanent enrollment hold on future enrollment in program coursework.]

Semester of Admission:

Students who do not enroll or enroll and subsequently withdraw from classes during the semester for which they were admitted may be required to reapply for admission to the program.

⁵ Available online at <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#3.4>

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 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 program 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.

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

Accelerated Degree Program

Current undergraduate students in the Department of Political Science may be admitted to the Master of Public Administration program who wish to earn both a BA and MPA in five years of study. Both political science and public affairs and administration undergraduate majors are eligible for the [Accelerated Degree Program \(ADP\)](#). Students are expected to apply to the BA/MPA ADP no later than the first semester of their junior year. Prospective students who do not meet the application deadline will be considered for admission on a case-by-case basis. Students must have a minimum 3.50 overall undergraduate GPA for admission and maintain a 3.00 GPA while enrolled in the ADP. Any undergraduate student admitted to the ADP can only seek the general/standard concentration.

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 twelve credit hours.
- Credit transferred from other institutions may not be double counted for a dual master's degree.
- 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.

Department Limitations on Transfer Credit Applied to the Master's Degree:

- A maximum of twelve credit hours of approved transfer credit from other universities may count toward elective credit hours.
- Generally, transfer credit hours may not count towards the fulfilment of required courses.

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 coursework at another university prior to your admission to our program, and have submitted an official transcript with your application package, you will need to follow these steps to request transfer credit approval:

1. Contact the graduate program office in 205-DAHT to request the Director of Graduate Programs in Public Administration to review your prior graduate transcript.
2. Provide a copy of the syllabus for each course you are transferring. The director may have other MPA faculty members review the syllabus for their recommendations. 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 subject to final approval by the Graduate College.
4. Upon final approval by the Graduate College, the student when completing the Program of Study (POS) 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 as 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 program 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 "P SC."

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

MPA Degree Structure

- **Required courses: 15 hours**
- **Concentration courses: 9 hours**
- **Electives: 12 hours**

Total hours for MPA: 36 hours

Required Courses

P SC 5003 – Introduction to Public Administration (3 hours)
 P SC 5143 – Program Evaluation & Applied Policy Analysis (3 hours)
 P SC 5363 – Public Financial Management (3 hours)
 P SC 5913 – Introduction to Analysis of Political & Administrative Data (3 hours)
 P SC 5963 – Capstone in Public Administration (3 hours)

Total Required Courses: 15 hours

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) General/Standard – Degree/Concentration Code M805/Q550
- 2) Non-Profit Management - Degree/Concentration Code M805/Q471
- 3) Public Management – Degree/Concentration Code M805/Q556
- 4) Public Policy - Degree/Concentration Code M805/Q561

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. The general/standard concentration has no specific requirements concerning concentration electives and is the most popular concentration for our students. The nonprofit management concentration is designed for students who are interested in executive positions in nonprofit organizations and policy advocate groups. A concentration in public management is ideal for students currently in or seeking careers in managing federal, state, and local governmental programs. The public policy concentration is designed for students who are interested in policy analysis positions or political leadership roles.

General Concentration:

For students who have elected the general/standard concentration, three elective classes will satisfy the requirement of nine credit hours.

Nonprofit Management Concentration:

Approved list of courses to fulfill concentration requirements.

- P SC 5033 - Foundations-Nonprofit Management
- P SC 5063 - Nonprofits & Public Sector Relations
- P SC 5093 - Grants and Contracts
- P SC 5133 - Strategic Planning and Performance Measurement
- P SC 5170 - Problems in Public Administration
- P SC 5183 - Public Budgeting and Finance
- P SC 5253 - Human Resource Administration
- P SC 6143 - Seminar in Public Organization Behavior
- P SC 6173 - Seminar in Public Administration

Public Management Concentration:

Approved list of courses to fulfill concentration requirements.

- P SC 5033 - Foundations of Nonprofit Management
- P SC 5063 - Nonprofits and the Public Sector Relations
- P SC 5093 - Grants and Contracts
- P SC 5103 - Organizations: Design, Structure and Process
- P SC 5113 - Federalism and Intergovernmental Relations
- P SC 5133 - Strategic Planning and Performance Measurement
- P SC 5170 - Problems in Public Administration
- P SC 5183 - Public Budgeting and Finance
- P SC 5243 - Managing Public Programs
- P SC 5253 - Human Resource Administration
- P SC 5313 - Urban Politics
- P SC 5803 - Emergency Management

Public Policy Concentration:

Approved list of courses to fulfill concentration requirements.

- P SC 5043 - Public Policy Implementation
- P SC 5053 - Agenda-Setting Public Policy
- P SC 5063 - Nonprofits and the Public Sector Relations
- P SC 5083 - Strategies in Politics & Public Policy
- P SC 5113 - Federalism and Intergovernmental Relations
- P SC 5213 - Risk, Public Policy & Law
- P SC 5233 - Health Policy
- P SC 5323 - Problems in Public Policy
- P SC 5343 - Public Policy and Inequality
- P SC 5373 - Education Policy
- P SC 5903 - Social Movement Theory

Electives

Twelve credit hours of elective coursework will count toward the MPA degree. Coursework may be completed with OU Political Science graduate-level courses or from other OU academic departments if the coursework has a reasonable relationship to the fields of public administration or public policy.

Graduate Courses Taken from other OU Departments:

If you wish to take an elective course from another department, please contact the [graduate program 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 program.
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 OU graduate faculty and have a terminal degree.
5. The director will notify the student by email if the course is approved.
6. The student when completing the Program of Study (POS) form must list the course information in the appropriate section of the form.



SECTION 3: FACULTY



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SECTION 4: TAKING AND COMPLETING COURSEWORK

Course Enrollment and Preparation

ONE Account:

[ONE](#) is a collection of services that students may use to take care of many different tasks, such as enrollment, financial aid, and bill payment.

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, or if you experience technical problems, contact [OU Information Technology](#) at (405) 325-HELP (4357).

Registering for Courses:

Students can search and register for classes using ONE. During the enrollment period and before the add/drop deadlines, students may use ONE to enroll in or drop courses. Deadlines for enrollment and withdrawal from courses are posted on the [official University calendar](#) for each semester.

CANVAS:

All classes offered at the university will include student access to a course and learning management system known as CANVAS. The professor maintains the course page, which is not accessible to students until activated by the instructor of record. All OU professors are encouraged to provide the syllabus and setup a grade book. Many professors will use other features supported by CANVAS including a class calendar, class announcements, content links, a drop box to upload student assignments, discussion boards, live chat rooms, quizzes and exams. To access CANVAS, login to ONE and locate the CANVAS tab.

ZOOM:

[Zoom](#) is a communications software that combines video conferencing, online meetings, chat and mobile collaboration.

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 program office located in 205-DAHT.

Student Orientation:

A student orientation for both new and current students is offered during the fall and spring semester. Typically, the orientation is scheduled during the first two weeks of the semester.

Course Schedules:

MPA courses are offered in a sequence that assures all degree requirements can be met in 18-24 months. Course schedules are accessed via ONE under the academics tab. MPA courses are under the Department of Political Science (P SC) course prefix. The graduate program office can provide a copy of the department's two-year schedule to assist you in planning your program of study. [Note: the MPA program offer courses on both the Norman and Tulsa campus. From time-to-time a course being offered on the Norman campus may be offered on the Tulsa campus. Make sure to check the campus location when enrolling in a course.]

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 both the Norman and Tulsa 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 (Online) Courses - MPA students can take courses in an online-mediated format. Online classes are delivered asynchronously, meaning they will not meet at a specific time, but will instead require you to submit assignments and projects by specific due dates, usually via [Canvas](#). 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.

Video-Conference Courses - Are delivered synchronously, meaning they will meet during the scheduled class time using video conference software such as [Zoom](#).

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.

Withdrawal occurs if a student drops all classes after classes begin. If withdrawal occurs before the tuition obligation deadline, there are no tuition charges. If the student withdraws after the deadline, the student will be charged full tuition rates. When withdrawing from all classes it is critical that you make an informed decision, as there could be an unexpected impact on financial aid, insurance eligibility, etc. Please check with financial aid, your insurance company, or other entities that might need verification of your enrollment before you proceed. We strongly encourage you to let the graduate programs coordinator know your circumstances as a part of making an informed decision that could have far-reaching consequences. [Steps to Withdraw from All Classes](#).

First two weeks of a Fall or Spring term

- Graduate students should contact the [Office of Enrollment Services](#) at (405) 325-3572.

Week three thru week 16 of a Fall or Spring term

- Graduate students should contact the [Graduate College office](#) at (405) 325-3811.

Students withdrawing from all courses in the first ten weeks of fall and spring classes receive the grade of W in each course of enrollment. Beginning with the eleventh week through the last day of classes of the semester, instructors must assign a grade of W or F in each course upon withdrawal. Complete withdrawal may require approval of the Dean of the Graduate College and 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, of those courses in which the student has received an Incomplete grade.
- completion of core course requirements
- progress made in completing research requirements
- timely filing of the prospectus
- the general quality of research
- completion of the thesis or dissertation.

The evaluation also may encompass the student's broader scholarly capabilities and professional development. Students will receive an electronic copy of the evaluation each year. All annual evaluations are submitted to the Graduate College. If you have concerns about your progress, please contact the Director of Graduate Programs in Public Administration.

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 a student on academic probation. The student must earn enough hours of "A" grades to bring the GPA up to a 3.00 within the next 12 credit hours of enrollment. During the probationary period, advanced registration for future coursework is not permitted. A student on academic probation may not attempt a non-thesis examination or graduate. A student who does not improve his or her GPA each semester may be denied further enrollment. A student will be denied further enrollment when placed on any type of academic probation for the third time. Other conditions and rules may apply.

Information on Special Courses

PSC 5963 Capstone in Public Administration:

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 permission, a student must submit the MPA Program of Study (POS) form to the graduate program office the semester prior to taking P SC 5963. Contact the [graduate program office](#) for more information and specific deadlines.

The assignments for P SC 5963 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 reenroll 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 P SC 5960, you need to contact an MPA professor and ask the faculty member 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 program 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 an MPA faculty member to direct the readings.

Variable Content Courses and Seminars:

P SC 5170, 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 P SC 6223, Seminar in Public Policy, on environmental issues. Then, a year later P SC 6223 is offered again, but the subject is a national security issue. You are permitted to enroll in the P SC 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 P SC 5000-level seminar, or nine credit hours under any P SC 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 graduate program office.

Internship:

If you are able to arrange an internship with a public or nonprofit organization, you may receive three hours of graduate credit by enrolling in P SC 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 eight hours. Contact the graduate program 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 include, but are not limited to:

- cheating and unauthorized material on examinations and other assignments,
- improper collaboration,
- academic misconduct in online courses
- 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,
- Plagiarism

Complete information about academic integrity is available at [OU Academic Integrity](#).

Student Resources

Textbook 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.

All books for Norman, Tulsa and HSC campus courses are sold online at the [OU Bookstore](#). The Bizzell Memorial Library offers selected required textbooks available for a three-hour loan period. In addition, many students use online websites such as [Amazon](#) or [eBay](#) to purchase textbooks.

Parking:

Permits are required to park on the University of Oklahoma Norman campus from 7 a.m. to 9 p.m. Special rates are available for evening-only parking, summer semester and motorcycle/scooter permits. Permits may be purchased at the [OU Parking Services](#) office located at 1332 Jenkins Ave. For more information call (405) 325-3311.

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:

[The Bizzell Memorial Library](#) is the main library on the Norman 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 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 Card office, located in the Oklahoma Memorial Union, Room 127. A valid driver's license, military ID card, green card or passport must be presented. The cost of the initial and any replacement student ID card is \$30. The card is valid for the entire period that the student attends OU. The Sooner Card 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 Lab Locations:

Each [computer lab](#) has varying hours of operation.

- The Bizzell Memorial Library
- Oklahoma Memorial Union, Room 129B
- Couch Center, first floor of Couch Residence Hall

Financial Aid Resources

As the cost of higher education continues to rise across the nation, many students need financial aid to pursue their education. Graduate students seeking loans and financial aid counseling should contact the OU Financial Aid Services. For additional information about student loans and financial aid is available at [OU Student Financial Center](#).

Below are a few select types of financial aid for eligible graduate students.

Federal Grants

[TEACH Grant](#)

Tribal Grants and Resources

Eligible American Indian/Alaska Native students are encouraged to contact their respective tribal agency for specific information and application materials for higher education grants, scholarships, and fellowships. tribes for more information and to apply. Student may also contact the [American Indian Programs and Services \(AIPS\)](#) office at the university. Another resource of funding is through the [Native Forward Scholars Fund](#), a national resource for nonprofit organization providing resources for American Indian students.

Vocational Rehabilitation Services

The [Oklahoma Department of Rehabilitation Services](#) may assist certain physical, mental, or emotionally disabilities by providing funding or other support services.

Department of Political Science-MPA Scholarships

[MPA scholarship information](#) for eligible enrolled students. Specific scholarships are the John Halvor Leek Memorial Scholarship, Walter F. Scheffer Scholarship and the Joyce and Edmond Peters Scholarship. The application deadline is February 1.

GI Bill

The [OU Veteran Support Alliance](#) is an excellent resource for GI Bill educational benefits available to students who are active-duty, reserve personnel, or veterans.

Graduate Assistantships

On occasion to support the teaching and research mission of the department of political science graduate assistantships may be available to eligible MPA graduate students. To learn more about graduate assistantships with the department, please contact [Mr. Jeff Alexander](#).

Loans

[Direct Unsubsidized Loan](#)

[Direct PLUS Loan](#)

[Direct Graduate PLUS Loan](#)

[OU Institutional Loan](#)



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 \(ASPA\)](#) has a local Oklahoma chapter. If you are interested in learning more about local ASPA meetings, please contact [Prof. Aimee Franklin](#).

The [Association for Public Policy Analysis and Management \(APPAM\)](#).

The [Association for Research on Nonprofit Organizations and Voluntary Action \(ARNOVA\)](#).

Institutional Associations:

The MPA program is a full member of the [Network of Schools of Public Policy, Affairs, and Administration \(NASPAA\)](#).

Academic Honor Association:

NASPAA-The Global Standard in Public Service Education is the national sponsor of [Pi Alpha Alpha](#) PAA, 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 PAA 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 5963 Capstone in Public Administration, you will be considered for membership in PAA. If your grade point average is equal to, or above 3.70 when 75 percent of substantive coursework is complete, your name will be submitted as a candidate for membership in this prestigious honor society. There is an initial \$50.00 membership fee. Our office distributes an invitation when you have completed P SC 5963.

Student Organization:

Master of Public Administration Connections (MPAC)

MPA students have formed an official student organization on campus. The organization purpose is to provide additional education, professional and social networking, and professional development opportunities. Please contact [Prof. Meeyoung Lamothe](#) to learn more about the organization.



SECTION 5: FINISHING THE DEGREE REQUIREMENTS

Program of Study (POS)

The MPA [Program of Study \(POS\)](#) 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 POS form when you start taking classes to use as a planning guide. The Graduate College maintains strict [deadlines for submission of the POS form](#).

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

When completing the POS form, follow these guidelines.

1. Contact the graduate program office for a copy of the most up-to-date two-year schedule. This will help with identifying future courses available to you.
2. List ALL 36 credit hours of degree coursework, 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.
3. Complete the form in its entirety.
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. Save a .pdf of the form for your records. Often student will need to correct issues observed by the graduate program office.
6. Indicate the semester and year you plan to graduate.
7. Sign and date the form.
8. Submit your POS to the [graduate program office](#) well in advance of the Graduate College deadlines to avoid graduation delays. The form is reviewed and signed by the Director of Graduate Programs in Public Administration and forwarded to the Graduate College on your behalf.

[Note: You may alter your POS at any time with the consent of the Director. You do not need to submit a new form; the graduate program 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 POS form, contact the graduate program office as soon as possible.]

Time Limitations for Degree Completion:

There are three different time limitations that pertain to degree completion:

1. Incomplete ("I") Grade
2. Five-Year Rule
3. Lapsed Enrollment Status

Incomplete ("I") Grade:

A grade of "I" for incomplete coursework can never be used in lieu of a "F" nor can an "I" be assigned because of failure to participate in class activities. If you receive an "I" grade in any course, you are required to complete an [Incomplete Contract](#) with the instructor of record for the course in which you've received an "I" grade. Incomplete guidelines are available on the back of the Incomplete Contract.

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 Graduate Programs in Public Administration may impose earlier time limits. You are responsible for verifying and meeting deadlines imposed in the syllabus and/or by the professor. OU-MPA faculty are not obligated to accept

coursework beyond those deadlines. If you fail to complete coursework by the appointed deadline, the “I” will be changed to the pre-determined grade as noted on the Incomplete Contract or as a “F” grade. 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. State Regents policy specifically forbids a student from enrolling in a course for one full year after receiving a grade of “I” in the same course.

Degree Completion Time Limit—The Five-Year Rule:

The MPA degree must be completed within five years of your first enrollment in graduate coursework. 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 those course credits would become overage and could not be included in degree completion.

Lapsed Enrollment:

A graduate student who has a lapse of enrollment for one year is 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 and are subject to course age limits.

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 program office.

Graduation Information

Application for Graduation:

The Application for Graduation is accessible online through ONE under the Academics tab. Locate Apply for Graduation to find the application. When completing the online form, please note that you are in the COLLEGE OF ARTS AND SCIENCES, 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 at [Apply for Graduation](#).

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.

Ordering a Cap and Gown for the Ceremony:

Students must purchase a cap and gown to participate in the graduation or convocation ceremonies. The cap and gown fee are 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 color is blue/teal.

Requesting Transcripts:

You may [request a transcript](#) at any time. There is no charge for transcripts.



SECTION 6: CONTACT INFORMATION

Program Contact Information

The Department of Political Science Graduate Program Office is in 205 Dale Hall Tower (DAHT) on the University of Oklahoma Norman Campus. Office hours are Monday-Thursday, 8:00 a.m. - 6:00 p.m., and Friday, 8:00 a.m. – 12:00 p.m.

Norman campus – Faculty/Administrator Contact Information

Deven Carlson, Ph.D.

Director of Graduate Programs in Public Administration
 Department of Political Science
 University of Oklahoma
 455 W. Lindsey Street, 205-DAHT
 Norman, OK 73019
 Telephone: (405) 325-1845
 Email: decarlson@ou.edu

Mr. Jeff Alexander, M.P.A.

Graduate Program Coordinator/Sr. Student Services Specialist
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 University of Oklahoma
 455 W. Lindsey Street, 205-DAHT
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 Fax: (405) 325-0718
 Email: jjalexander@ou.edu

Home Page for MPA Program <https://www.ou.edu/cas/psc/graduate/mpa>
 Graduate College Home Page <https://www.ou.edu/gradcollege>



Tulsa campus – Faculty/Administrator Contact Information

Meg Myers Morgan, Ph.D., M.P.A.

Associate Professor and OU-MPA Tulsa Director
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 University of Oklahoma Tulsa Schusterman Center
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 Tulsa, OK 74135
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Please contact [Mr. Jeff Alexander](mailto:jjalexander@ou.edu) if you find any errors or have suggestions for new items/subjects to be added.