



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

MPA Student Guide – Tulsa Campus
Academic Year 2020-2021

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PREFACE

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

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

Equal Opportunity Statement

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

Accommodations Statement

For accommodations on the basis of disability, please contact the Disability Resource Center at (405) 325-3852 (Voice) or (405) 325-4173 (TDD). The Disability Resource Center, unless otherwise provided, is the central point-of-contact to receive all requests for reasonable accommodation and to receive all documentation required to determine disability status under law. This center will then make a recommendation on accommodation to the appropriate administrative unit. Reasonable accommodation with respect to employment matters should be coordinated with the Office of Human Resources. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with the Office of the Provost while all other issues of reasonable accommodation should be coordinated with the Office of the Vice President for Administrative Affairs. For questions, please contact the Disability Resource Center at drc@ou.edu, (405) 325-3852 (Voice) or (405) 217-3494 (Video Phone).

WELCOME

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

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



Meg Myers Morgan, Ph.D.
Associate Professor
Tulsa Director of MPA
Tulsa Graduate Liaison



Alisa Fryar, Ph.D.
Associate Professor
Director of Graduate Programs
in Public Administration

The MPA is an MBA for the public and nonprofit sectors- and those two sectors house the majority of our nation's workforce. While the MBA focuses on business models and the bottom line, the MPA focuses on community leadership and the public good. This is the very reason I'm so passionate about this program: where else do you find a group of people eager to learn how to better serve the public and foster the greater good? Talk about community building! My students are inspiring.

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 is a graduate program of the Department of Political Science and celebrated its 50th anniversary in 2015.

Mission Statements-Graduate Programs in Public Administration

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.

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. Scott E. Robinson 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 health-care needs of the state, region and nation. The Norman campus serves as home to all of the university's academic programs except health-related fields. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. OU enrolls almost 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 doctoral-level majors and 54 graduate certificates. The university's annual operating budget is \$2.05 billion.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

The University of Oklahoma Tulsa Campus:

The University of Oklahoma has been involved in the Tulsa community since the School of Library and Information Studies began offering classes in Tulsa in 1957. The OU College of Medicine - Tulsa, now known as the OU School of Community Medicine, had its beginning in 1972, when the Oklahoma legislature approved the opening of a clinical branch of the University of Oklahoma College of Medicine. OU-Tulsa is a nationally-recognized center for higher education offering a wide range of 30+ undergraduate, Master's and Doctorate level degrees, as well as graduate certificates. Neither the university nor the community could have imagined then how greatly that presence would expand nor how in a little more than 30 years OU-Tulsa would be recognized nationally as a leading example of a new kind of community-based graduate institution. In addition to the university's excellence in research and instruction, our programming at OU-Tulsa is thoroughly embedded in the community. Our faculty have collaborated with local industry, governments, community agencies, health care-providers and many other community partners.³

The University of Oklahoma Tulsa Graduate College:

The University of Oklahoma and the Tulsa Graduate College are committed to providing an environment that encourages and promotes excellence and innovation in academic design, instruction, collaboration and research. Founded in the fall semester of 1996 as the Tulsa Graduate Office when the current Dean, William Ray, was named as Interim Dean on a part-time basis. In the spring of 1998, the position of Dean was made full-time and the operation was reorganized as the Tulsa Graduate College.⁴

The College of Arts & 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.⁵

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.⁶

¹ Available online at: <http://www.ou.edu/publicaffairs/oufacts>

² Available online at: <http://www.ou.edu/publicaffairs/oufacts>

³ Available online at: <http://www.ou.edu/tulsa/about>

⁴ Available online at: <http://www.ou.edu/tulsa/grad-college>

⁵ Available online at: <http://catalog.ou.edu/current/2016-18-general-catalog.pdf>

⁶ Available online at: <http://www.ou.edu/accreditation.html>

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 the 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, 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 admission to the Office of Graduate Admission: full standing or conditional admission.

Admission In Full Standing:

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.⁷

Conditional Admission:

Applicants with an undergraduate GPA less than 3.0 may be recommended for admission to the program through conditional admission status. Such students must take only P SC prefixed courses and maintain a GPA of at least 3.0 in the first twelve hours of graded OU coursework. In addition, students entering the MPA program as conditional admits are not allowed any incomplete ("I") grades. [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.

⁷Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/admissions#3.4.1>

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 *Addition or Change of Program Application* to request a change of program. Students must satisfy the degree requirements for both degrees and must graduate with both degrees in the same semester. For more information about the dual master's degree, contact the Tulsa Graduate Programs Coordinator, Chelsea Appleton at (918) 660-3489 or visit the OU Graduate College website at <http://www.ou.edu/gradcollege>.

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

Transfer Credit Applied to the Master's Degree

Transfer credit applied to a master's degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Graduate Admissions, the academic unit offering the degree and the Graduate College. Academic units may set more stringent rules for transfer credit, which must be identified in the section of the University of Oklahoma General Catalog describing the academic unit's graduate programs. Transfer credit must meet all 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 Tulsa Graduate College.⁸

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

- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.
- 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.⁹

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 fulfillment of required and area courses.

⁸ Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/masters-info#7.1.2>

⁹ Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/masters-info#7.1.2.2>

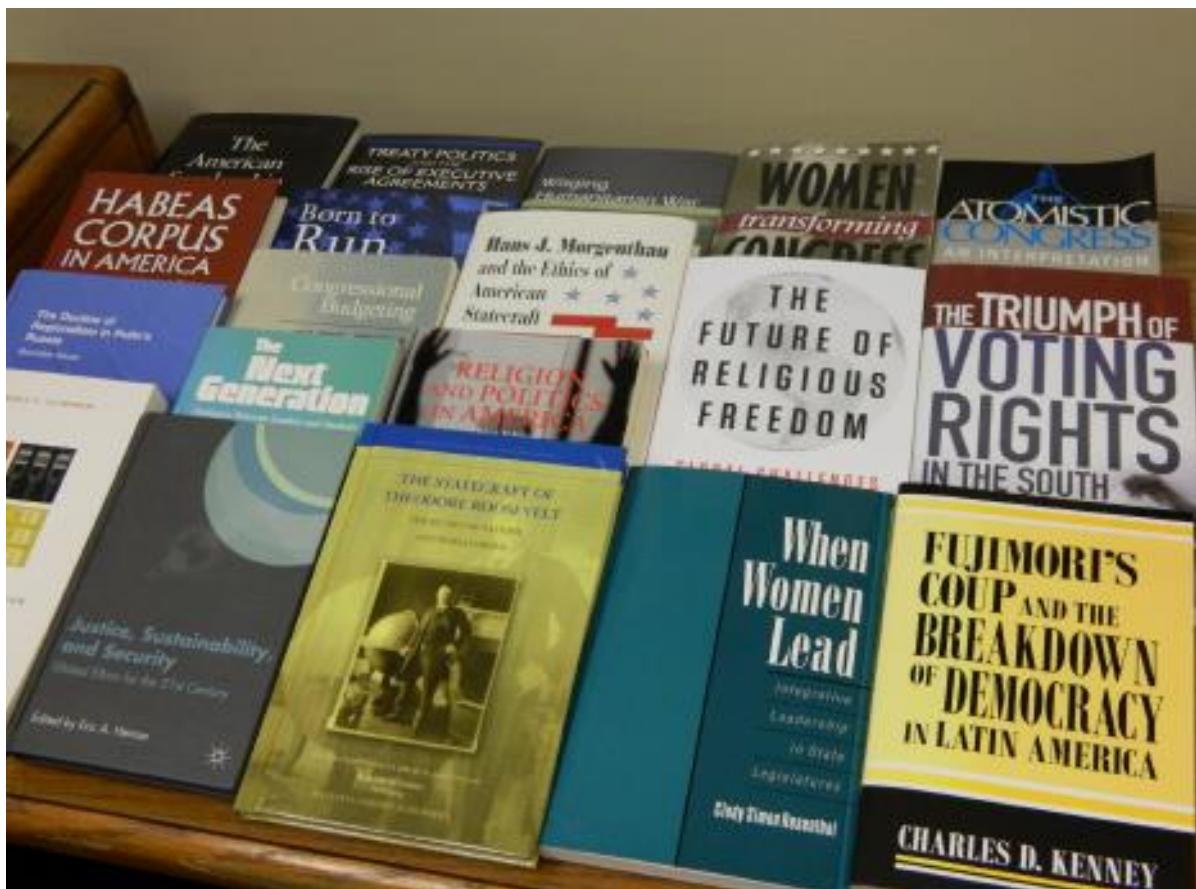
Procedure for Requesting Transfer Credit Approval:

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 a copy of the transcripts with your application package, you will need to follow these steps to request transfer credit approval:

1. Contact Prof. Morgan, Tulsa Director of MPA to request review of your prior graduate transcripts.
2. Provide a copy of the syllabus for each course you are transferring. The Tulsa Director may have other MPA faculty members review the course syllabus for their recommendation(s). The Tulsa Graduate Director will make the final decision concerning if transfer credit is approved at the program level.
3. On the student's behalf, the Tulsa Director will petition the Dean of the Tulsa Graduate College and request approval of the transfer credits. All transfer requests approved by the program are reviewed by the Dean of the Tulsa Graduate College and are subject to final approval by the Graduate College.
4. Upon final approval of the Tulsa 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) course work but did not include this in your original admission materials, send an official transcript to the Tulsa Director of MPA located in 1H05.



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 course work must be P SC-prefixed courses. To take non-P SC courses during your first six credit hours of course work, you must petition the Tulsa Director of MPA for permission to take those courses; however, variances are unusual.

MPA Degree Structure

Required courses: 15 hours

Area Requirements: 9 hours

Electives: 12 hours

Total hours for MPA: 36 hours

Required Courses

P SC 5003 - Introduction to Public Administration (3 hours)

P SC 5913 - Introduction to Analysis of Political & Administrative Data (3 hours)

P SC 5143 - Program Evaluation & Applied Policy Analysis (3 hours)

P SC 5363 - Public Financial Management (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 - Degree Code M805/Q550
- 2) Public Policy - Degree Code M805/Q561
- 3) Non-Profit Management - Degree Code M805/Q471
- 4) Individualized Intensive Study - Degree Code M805/Q331



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 concentration has no specific requirements concerning concentration electives and is the most popular concentration for our students. The public policy concentration is designed for students who are interested in policy analysis positions or political leadership roles. The nonprofit management concentration is designed for students who are interested in executive positions in nonprofit organizations and policy advocate groups. The individualized intensive study concentration allows students to conduct and in-depth exploration of an emerging topic in public administration or public policy.

General Concentration:

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

Public Policy Concentration:

(Approved list of courses to fulfill concentration requirements.)

- P SC 5043 - Public Policy Implementation
- PS C 5213 - Risk, Public Policy & Law
- P SC 5223 - Public Policy Analysis
- P SC 5233 - Health Policy
- P SC 5323 - Problems in Public Policy
- P SC 5333 - Environmental Policy & Administration
- P SC 5343 - Public Policy and Inequality
- P SC 5373 - Education Policy
- P SC 5393 - Regulatory Policy



Nonprofit Management Concentration:

(Approved list of courses to fulfill concentration requirements.)

- P SC 5033 - Foundations of Nonprofit Management
- P SC 5063 - Nonprofits & Public Sector Relations
- P SC 5133 - Strategic Planning and Performance Measurement
- P SC 5253 - Human Resource Administration
- P SC 5363 - Public Financial Management
- P SC 6143 - Seminar in Public Organization Behavior: Organization Change and Development
- P SC 6173 - Seminar in Public Administration: Leading Public Organizations

Individualized Intensive Study Concentration:

The student will submit a proposal that describes the specific topic of study and the nine credit hours of coursework for the concentration. The faculty advisor and the Tulsa Director of MPA will approve the proposal.

Electives

Three credit hours of elective coursework will count towards the MPA degree. Coursework may be completed through OU Political Science courses or from other OU academic departments as long as 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 Tulsa Graduate Programs Coordinator 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 Tulsa Director of MPA.
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 Tulsa Director or Tulsa Graduate Programs Coordinator 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



Carlson, Deven
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Ph.D., University of Wisconsin-Madison, 2012
Fields: Education Policy, Housing Policy, and Policy & Program Evaluation
Office: 304K DAHT
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Franklin, Aimee
Professor
Ph.D., State University of New York at Albany, 1996
Fields: Public Budgeting & Finance, Financial Management, Strategic Planning, Performance Measurement & Benchmarking, Evaluation
Office: 304D DAHT
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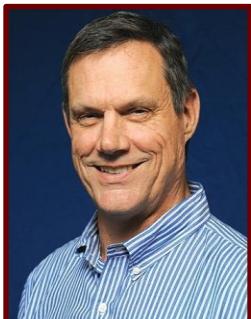
Fryar, Alisa
Associate Professor & Director of Graduate Programs in Public Administration
Ph.D., Texas A&M University, 2006
Fields: Public Administration, Higher Education Policy, Public Policy, American Politics
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Ghosh-Moullick, Abhisekh
Assistant Professor
Ph.D., Texas A&M University, 2015
Fields: Public Financial Management, Nonprofit Finance, Social Entrepreneurship
Office: 304L DAHT
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Jenkins-Smith, Hank

Professor & Co-Director, Center for Risk & Crisis Management

Ph.D., University of Rochester, 1985

Fields: Public Policy Methodology, Risk & Public Policy; National Security Policy; Energy Policy; Survey Research Methods & Applications

Office: 2300 5PP

Contact: 405-325-1720 hjsmith@ou.edu



Lamothe, Meeyoung

Associate Professor

Ph.D., Florida State University, 2000

Fields: Public Administration, Public Management, Public Policy, Program Evaluation

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Lamothe, Scott

Associate Professor

Ph.D., Florida State University, 2000

Fields: Public Policy, Political Methodology, State Gov't, American Gov't

Office: 210 DAHT

Contact: slamothe@ou.edu



Morgan, Meg Myers

Assistant Professor, Tulsa Director of MPA & OU Tulsa-Graduate Liaison

Ph.D., University of Oklahoma, 2013

Fields: Public Administration, Nonprofit Management

Office: 1H05 Administration Building

Contact: 918-660-8363 meg.morgan@ou.edu



Ripberger, Joseph
Assistant Professor & Deputy Director of Research, Center for Risk & Crisis Management
Ph.D., University of Oklahoma, 2012
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Office: 2300 5PP
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Robinson, Scott E.
Professor, Chair of the Department of Political Science & Henry Bellmon Chair of Public Service
Ph.D., Texas A&M University, 2001
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Silva, Carol
Professor & Co-Director, Center for Risk & Crisis Management
Ph.D., University of Rochester, 1998
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Valentine, Paul
Assistant Professor
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Samuel, Workman
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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. You may access your ONE account at <https://one.ou.edu>.

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 Tulsa at <http://www.ou.edu/tulsa/it> or (918) 600-3550.

Registering for Courses:

Students can search and register for classes using ONE at <https://one.ou.edu>. 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 found at http://www.ou.edu/content/admissions/home/academic_calendar.html.

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.

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 Tulsa Graduate Programs Coordinator.

Program Advising Sessions:

A program and career advising session for both new and current students is offered during the fall and spring semester. This advising session provides students with the opportunity to discuss the MPA program (classes, concentrations, capstone, etc.) and career related information.

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 Tulsa Graduate Programs Coordinator can provide a copy of the department's schedule to assist you in planning your *Program of Study* (POS). [Note: The MPA program offers courses on both the Tulsa and Norman campus locations. 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 on experiential learning.

Traditional 15-Week Format – Each semester, classes at both the Tulsa and Norman campuses are taught in the traditional, semester format. These classes meet one evening per week, for three hours per class session.

Three-Weekend Format – Meet exclusively for three weekends in a semester. These classes meet on Friday evenings, all day Saturday and Sunday afternoons.

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

Dropping Courses and Withdrawal:

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

Withdrawal occurs if a student drops all of the 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 of your 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 Tulsa 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 Enrollment & Student Financial Services by emailing tulsainfo@ou.edu or by calling (918) 660-3474.

Week three thru week 16 of a Fall or Spring term

- Graduate students should contact the Tulsa Graduate College office by calling (918) 660-3474.

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 Tulsa 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 outstanding issues that must be resolved to continue in the program. The evaluation criteria may include, but is not limited to, considerations such as:

- progress made in meeting conditions of admission
- completion, within the prescribed period of time, for a course in which the student has received an "I" Incomplete grade
- completion of core course requirements
- completion of P SC 5950 Capstone
- excessive withdraws during an academic year

The evaluation also may encompass the students' 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 Tulsa Director of MPA.¹⁰

Grade Requirements and Academic Probation:

Graduate students in the MPA program must maintain a GPA of 3.0 or higher during each semester. Anytime a student's GPA is below 3.0, 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 3.0 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.¹¹

Information on Special Courses

PSC 5963 Capstone:

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 Tulsa Graduate Programs Coordinator the semester prior to taking P SC 5963. Contact the Tulsa Graduate Programs Coordinator for more information and specific deadlines.

The assignments for P SC 5963 satisfy the comprehensive examination requirements 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 and 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 Tulsa Graduate Program Coordinator 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.

¹⁰ Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/standards#6.2.6>

¹¹ Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/standards#6.2.4>

Variable Content Courses and Seminars:

P SC 5153, 5170, 6123, 6143, 6173 and 6223 are variable content classes. You can take these courses more than once, as long as there is a substantial difference in the content of the course number repeated. For example, one semester you enroll in 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 Tulsa Graduate Programs Coordinator.

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 Tulsa Graduate Programs Coordinator 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 the OU Academic Integrity website
<http://integrity.ou.edu>.

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.

Tulsa Campus Courses – All books may be ordered and purchased electronically at:
www.soonerbooks.com

In addition to the vendors described below for each of the different sites, many students use online websites such as www.amazon.com or www.half.ebay.com/ to purchase textbooks.

Parking:

Students can park in any parking spot on the Tulsa campus that is not a handicap, reserved or state vehicle designated spot. All students should register their vehicle with the OU-Tulsa Police Department. Students can register their vehicle and receive a parking sticker by submitting the OU-Tulsa Parking Registration form. Students can submit the registration form, along with required documentation to the Dispatch Desk at the south end of the 1C hallway. Currently there is no charge for parking stickers on the OU-Tulsa campus.

Library:

The OU Schusterman Library is the home library for students of Tulsa-based graduate programs. The library contains more than 19,000 books, subscriptions to numerous print journals and access to thousands of electronic journals, e-books, databases and images. To learn more about the Schusterman Center Library, visit <http://library.tulsa.ou.edu> or call (918) 660-3320.

Writing Services:

The OU Schusterman Library offers writing services for students. For more information visit:
<http://library.tulsa.ou.edu/main/writing-services>

Student ID Card:

OU Sooner ID cards are issued by Enrollment and Student Financial Services, located on the 1st Floor, Corridor C, Room 114. A \$15 charge is payable at time of service by way of cash or check only. Students can use their OU ID card to receive access to the OU-Tulsa Fitness Center.

Computer Lab:

The computer lab located in the Tulsa Schusterman Center, 1C65 is open 24 hours a day, seven days a week, with the exclusion of holidays or when it is in use by a class. To use the computer lab, check in at the South Security Entrance.

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-Tulsa Enrollment and Student Financial Services in Room 1C114.

Federal Grants

TEACH Grant information available online at <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>

Federal Supplemental Education Opportunity Grant (SEOG) information online at
<https://studentaid.ed.gov/sa/types/grants-scholarships/fseog>

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.

Students may also contact the **American Indian Student Life** at
http://www.ou.edu/studentlife/diverse_communities/american_indian_studentlife

Another resource of funding is through the **American Indian Graduate Center**, a national resource for nonprofit organization providing resources for American Indian students at <https://www.aigcs.org>.

Vocational Rehabilitation Services

The **Oklahoma Department of Rehabilitation Services** at <http://www.okdrs.gov> may assist certain physical, mental or emotionally disabilities by providing funding or other support services.

Department of Political Science-MPA scholarships

MPA scholarship information is available online at http://www.ou.edu/cas/psc/graduate/scholarships?cq_ck=1500304195345 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 Student Alliance** at <http://www.ou.edu/veterans> 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 the Tulsa Graduate Programs Coordinator.

Loans

Direct Unsubsidized Loan

<http://www.ou.edu/financialaid/typesofaid/loans/federal-student-loans>

Direct PLUS Loan

<https://studentloans.gov/myDirectLoan/launchPLUS.action?plusType=parentPlus>

Direct Graduate PLUS Loan

<https://studentloans.gov/myDirectLoan/launchPLUS.action?plusType=gradPlus>

OU Institutional Loan

http://www.ou.edu/content/dam/financialaid/Forms/2017-2018/OU_inst_loan_app_20180307.pdf

Professional and Academic Associations/Student Organizations

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

Professional Associations:

The American Society for Public Administration (ASPA) at <http://www.aspanet.org>. 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) at <http://www.appam.org>

The Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) at <http://www.arnova.org>.

Institutional Associations:

The MPA program is a full member of the Network of Schools of Public Policy, Affairs and Administration (NASPAA). Prof. Aimee Franklin is currently serving as Chair of the NASPAA finance committee.

Academic Honor Association:

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

At the point in your *Program of Study* when you enroll in PSC 5950 Capstone, you will be considered for membership in **ΠΑΑ**. If your grade point average is equal to or above 3.70 when 75 percent of substantive 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 5950. For more information on **ΠΑΑ** and how it can enhance your career, visit the web site at <http://pialphaalpha.org>.

Student Organization:

Master of Public Administration Connections Tulsa (MPACT)

Tulsa 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. To learn more about the organization, please contact Prof. Meg Morgan.

SECTION 5: FINISHING THE DEGREE REQUIREMENTS

Program of Study (POS)

The *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 form is found on the Graduate College website: <http://www.ou.edu/gradcollege/forms>.

The Graduate College maintains strict deadlines for submission of the POS form. The filing deadlines are available at: <http://www.ou.edu/gradcollege/current-students/progress-completion/deadlines>.

Return the completed form to the Tulsa Graduate Programs Coordinator's office located in 1H15 or email a scanned signed copy to cappleton@ou.edu. Once approved by the Tulsa Director of MPA, the form is submitted to the Tulsa Graduate College on your behalf. Please contact the Tulsa Graduate Programs Coordinator if you have further questions about completing this form.

When completing the POS form, follow these guidelines.

1. Contact the Tulsa Graduate Programs Coordinator for a copy of the most up-to-date course 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 requirements.
5. Save a .pdf of the form for your records. Often students will need to correct issues observed by the Tulsa Graduate Programs Coordinator.
6. Indicate the semester and year you plan to graduate.
7. Sign and date the form.
8. Submit your POS to the Tulsa Graduate Programs Coordinator well in advance of the Graduate College deadlines to avoid graduation delays. The form is reviewed and signed by the Tulsa Director of MPA 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 Tulsa Graduate Programs Coordinator 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 Tulsa Graduate Programs Coordinator 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. Inactive Student 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, the university allows up to one year from the end of the semester in which the course was taken to finish the work. While the university allows a maximum of one year to complete the course, individual professors and the Director of Professional Programs can impose earlier time limits. You are responsible for verifying and meeting deadlines imposed in the syllabus and/or by the professor. MPA program professors are not obligated to accept course work beyond those deadlines. If you fail to complete course work by the professor-appointed deadline, the "I" becomes permanent on your transcript or the professor may change the grade to a "U". Despite either scenario, credit will not be accepted for that course; therefore, re-enrollment and all tuition and applicable fees may be necessary for degree completion.

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.¹²

Inactive Student Status:

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.¹³

Military Deployment:

The University of Oklahoma supports our service members in time 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 Tulsa Graduate Programs Coordinator.

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 deadlines for submitting the application is at: <http://www.ou.edu/commencement/graduates/apply>

Graduation Ceremonies at the University of Oklahoma:

The University of Oklahoma in Norman 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. OU-Tulsa students are eligible to participate in the convocation ceremony held on the Norman campus. Information on commencement and the College of Arts and Sciences convocation is available online at: <https://www.ou.edu/content/commencement.html>.

¹² Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/masters-info#7.1.5>

¹³ Available online at: <http://www.ou.edu/gradcollege/forms/bulletin/admissions#3.6.2>

Convocation Ceremony at the University of Oklahoma-Tulsa:

The University of Oklahoma in Tulsa holds one convocation ceremony at the end of each spring semester. The convocation ceremony is open to all OU-Tulsa students completing their degree program in the fall, spring or summer. Information on the Tulsa convocation ceremony is available online at:

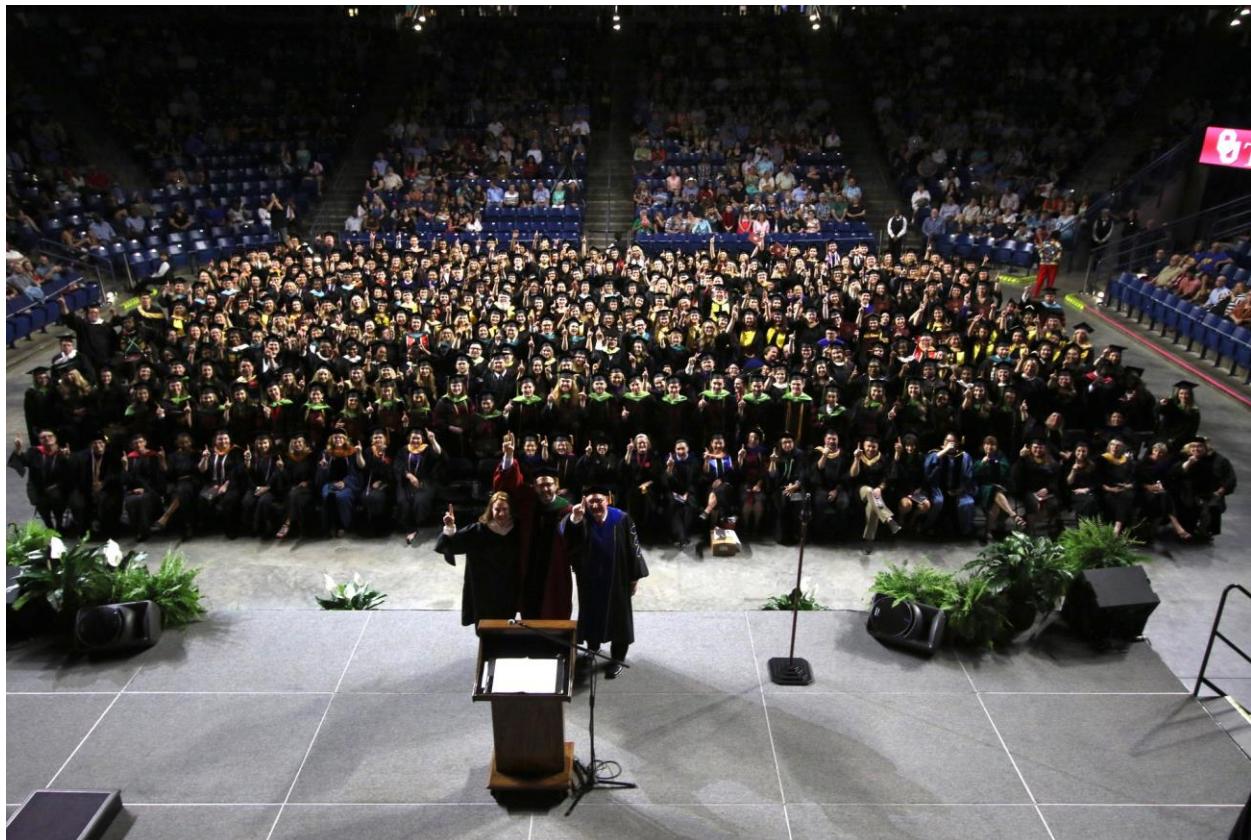
<http://ou.edu/tulsastudentaffairs/services/convocation>

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 fees 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. Students who plan to participate in commencement or convocation ceremonies may purchase caps, gowns and other graduation gear from the OU bookstore or participate in the Graduation Gear-Up event. Information on the Graduation Gear-Up event is available online at: <http://www.ou.edu/commencement/graduates/graduation-gear-up>

Requesting Transcripts:

Tulsa students may request a transcript any time at: <http://www.ou.edu/content/tulsa/esfs/records-and-transcripts.html>. There is no charge for transcripts.



SECTION 5: CONTACT INFORMATION

OU-Tulsa Faculty/Administrator Contact

Meg Myers Morgan, Ph.D.

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 Department of Political Science
 University of Oklahoma Tulsa
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Megan Gray

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 Tulsa, OK 74135
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 Fax: (918) 660-3490
 Email: megan.gray-1@ou.edu

OU-Norman Campus Program Contact Information

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

Alisa Fryar, Ph.D.

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Home Page for Tulsa MPA Program: <http://mpa.ou.edu>
 Home Page for MPA Program: <http://psc.ou.edu/mpa>
 Graduate College Home Page: <http://ou.edu/gradcollege>