

# *UCO Admissions Information*



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## **Undergraduate Admissions**

The Office of Undergraduate Admissions (UA) provides information to prospective freshman and transfer students interested in attending the University of Central Oklahoma. Undergraduate Admissions is typically the first point of contact for prospective students, their parents, and academic counselors.

Campus visits are offered through this office and provide students the chance to tour campus, visit with a professor, view the various housing opportunities, and obtain information concerning their intended major.

Representatives attend college fairs and make presentations to high schools and community colleges throughout the state of Oklahoma.

Throughout the year, Undergraduate Admissions sponsors recruitment events and activities on campus such as Premiere Days, Edmond College Night, Counselor Only Day, the Multicultural Leadership Series, Diversity Day, Transfer Fridays,

Undergraduate Admissions creates and distributes several publications including the UCO Viewbook, Undergraduate Application Packet, and additional promotional pieces designed to inform and encourage students to enroll.

To arrange a campus visit, or for further information, please call (405) 974-2727.

## **Admission Requirements**

Standards for admission to UCO are established by the Oklahoma State Regents for Higher Education. These standards are based on prospective students' residence status and previous educational background.

All students pursuing an area of study leading to a bachelor's degree must meet both performance standards and curricular standards. Performance standards refer to a student's rank in the high school graduating class and overall grade point average in the core curriculum courses or admission test scores. Curricular standards refer to a student's formal educational background in the subject areas of English, science, mathematics, history, and citizenship skills (as well as three additional units from foreign language, computer science and the subjects listed above).

For first-time entering freshmen, proficiency in these curricular areas can be demonstrated by having successfully completed four years of English, two years of laboratory science, three years of mathematics (Algebra I or above), three years of history and citizenship skills (including 1 year of American History and 2 additional years from History, Economics, Geography, Non Western Culture), and 3 additional units from subjects previously listed or from computer science or foreign language at the high school level.

Students who have not completed the above subject college-bound core at the high school level can demonstrate sufficient curricular background and knowledge for college study. To do so, they must successfully pass a placement examination in the deficient area or attain 19 in the appropriate subject portion of the ACT .

GED students who meet freshman admission standards must wait until their graduating high school class is due to enter the collegiate circuit. Alternatively, they may file for special early admission by submitting the standard application materials, writing a letter of intent, and completing a personal interview with the Assistant Vice President of Undergraduate Admissions.

Transfer students can document proficiency in the curricular areas in one of four ways: 1) successful completion of college-bound core areas at the high school level, 2) achievement of a passing score on the appropriate placement examination, 3) completion of the approved developmental or remedial course(s), or 4) successful completion of a college level course in the curricular area.

Preliminary admissions decisions can be made based on six-semester high school transcripts from students who have earned a 20 ACT composite or above, on seven semester high school transcripts with the required GPA and class rank, or on college transcripts with only the current semester outstanding, except in cases where the grade point average or curricular deficiencies are borderline. Final admission decisions CANNOT be made until all credentials have been received by the Office of Undergraduate Admissions. All transcripts, test scores, correspondence, or other materials submitted for the purpose of applying for admission become the property of the University and will not be returned.

For information regarding admission to the University or to request application forms, write or visit the Office of Undergraduate Admissions, Nigh University Center, Room 124, University of Central Oklahoma, 100 North University Drive, Edmond, Oklahoma 73034-5209 or visit our web site and complete an application on-line at: <http://www.ucok.edu/registrar/admit/Admissions.htm>

## **Application Fee**

All first-time applicants and applicants for a previous term who never enrolled as well as students who have been out for a year or longer, or anyone who has been suspended and reinstated after sitting out the required time will be charged a non-refundable \$25.00 application fee with the Application for Admission.

To insure credit to the proper account, applicant should write his/her social security number or student identification number on the check. In the case of an on-line application, the student must pay electronically.

## **Non-Academic Admission Requirements**

The University of Central Oklahoma may take into account non-academic criteria in admitting first-time, readmission or transfer students to include whether an applicant has been expelled, suspended, denied admission, or denied readmission by any other educational institution. A person whose conduct has been such that if the applicant was a student at the time of the conduct in question and the conduct would have been grounds for expulsion, suspension, or dismissal, then, denial of admission to the University of Central Oklahoma may occur.

Admission of students who are currently under disciplinary sanctions at other institutions must first be approved through the Office of Vice President for Student Affairs, Lillard Administration Building, Room 213 or (405) 974-2361. The University reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

## Assessment

The Oklahoma State Regents for Higher Education requires UCO to assess students for entrance into foundation courses, at the completion of general education courses, and at the point of graduation. Students are required to take the placement tests in the University of Central Oklahoma Academic Support Center if they: 1) have a subject score on the ACT test below 19, or 2) have not successfully completed a college level or approved remedial course in the subject. Other entry assessment activities are described in the section titled Admissions Requirements. Students are contacted to participate in mid-level assessment evaluating the general education curriculum. Assessment of students upon graduation is dependent on the student's major. Students also participate in opinion surveys and the Graduating Student Survey to determine their level of satisfaction with UCO programs and services.

For information regarding entry level student assessment for admission to the University, contact the Academic Support Center, Thatcher Hall, Room 106, (405) 974-2520. For more information about the Academic Support Center visit: <http://asc.ucok.edu/>. For all other questions concerning academic assessment, contact Chelli Gentry, Director of Assessment, Thatcher Hall, Room 106A, (405) 974-2539 or e-mail [cgentry@ucok.edu](mailto:cgentry@ucok.edu)

## Readmission

Former students who have not attended the University of Central Oklahoma for a period of one year or longer must be readmitted before enrollment. An application for readmission and official transcripts of all work completed since leaving UCO must be on file in the Office of Undergraduate Admissions to be considered for readmission.

A returning applicant must submit a non-refundable \$25.00 application fee with their Application for Re-admission. To obtain a re-admit application, write or visit the Office of Undergraduate Admissions, Nigh University Center, Room 124, Edmond, OK 73034-5209 or complete an on-line application for readmission at <http://www.ucok.edu/registrar/admit/Admission.htm>.

## Matriculation

\*The UCO Catalog in effect at the time of a student's initial enrollment shall govern the student's degree requirements. A student may not declare a major that has been subsequently inactivated, even if that major was active in a catalog year for which the student is eligible.

A student who maintains continuous enrollment (no absence of two or more years), but fails to complete degree requirements within 10 years, will be required to meet requirements under a newer catalog.

Any student who has not attended UCO for two or more years is deemed to have broken matriculation and must meet degree requirements in effect at the time the student re-enrolls.

A student always has the option of following degree requirements established later than his/her date of matriculation at UCO. \*Concurrently enrolled high school students will claim the catalog year in which they become first time Freshmen.

## Admission of Academically Suspended Students From Other System Institutions

Students with suspensions from other institutions may apply for probational admission. To be considered for probational admission, students must have met, at the time of first college

admission, all other applicable UCO admission criteria. Application for probational admission is not guaranteed and a committee will determine the student's potential for success. If admission is granted, limitation of hours and specific course mandates may be imposed as a condition for admission. Future enrollments will depend upon the student meeting retention grade point average requirements.

To apply for probational admission following suspension from another institution, students must petition the Committee on Undergraduate Admissions and Academic Retention within prescribed deadlines. Petition forms are available on-line at [www.ucok.edu/admissions](http://www.ucok.edu/admissions).

## Resident Status

Prospective students are classified as in-state residents or out-of-state non-residents for admission and tuition purposes based on information provided on the application for admission and the applicant's academic history. Programs having enrollment limits may give priority admission or class enrollment preference to Oklahoma residents.

All students, except bona fide residents of Oklahoma, must pay nonresident tuition in addition to other enrollment fees and must meet nonresident admission criteria. Members of the Armed Services stationed in Oklahoma and their dependents are eligible to apply for a waiver of out-of-state tuition. They remain classified as nonresidents and subject to nonresident admission criteria.

Any applicant presenting a transcript of credit from an educational institution outside of Oklahoma will be assumed to be a nonresident. It is the responsibility of each applicant to submit any questions about residence status to the Office of Undergraduate Admissions. A uniform policy concerning residence status exists for all state-supported institutions of higher education in Oklahoma. A petition to determine residency may be obtained from the Office of Undergraduate Admissions.

## English Proficiency Requirement

Prior to admission, all applicants for whom English is a second language shall be required to present evidence of proficiency in the English language. The following are considered acceptable proofs:

- A. For applicants seeking admission by transfer from an accredited college or university in the United States, completion of twenty-four college semester hours with passing grades and meeting other transfer requirements.
- B. For a first-time entering student who has attended all high school years in an accredited high school in the United States, successful completion of the high school core requirements and meeting the requisite ACT or SAT score for admission to the University.
- C. For all other applicants for undergraduate admission, acceptable proof of English proficiency shall be:
  1. A score of 500 or higher on the TOEFL test. The test must have been taken at an "International" or a "Special" testing center and the score report submitted directly from the testing agency. The result of the TOEFL test administered "Institutionally" will be accepted only if administered at the University of Central Oklahoma or on the computer based test.
  2. An applicant not eligible under the provision above may furnish proof of a TOEFL score of 460 or higher plus

proof of subsequent successful completion of a minimum 12 weeks of study at an English language school operated by an institution of higher learning or a private English language school approved by the Oklahoma State Regents for Higher Education.

- A score of 6.0 or higher on the International English Language Testing System (IELTS) under the Intensive English Program (IEP) option as an alternative for admission.

### Definition of Admission Terms

**ACT** - A standardized examination produced by the American College Testing program used for admission purposes. There are two types of ACT exams. One is referred to as “national” which means it was taken on a national test date. These dates are scheduled a year in advance with one being offered approximately every other month. The other type is known as “residual” meaning it is offered by a college or university on a regular basis, but not on the same day a national exam is scheduled. Residual ACT scores are only applicable at the institution where the test was administered. **NOTE: Only the national exam is acceptable for NCAA athletic eligibility. The ACT has four subtests, the sum of whose scores must meet the acceptable composite score.**

**High School Class Rank** - The class rank is one more than the number of students in the high school graduating class who have a grade point average greater than the student in question.

**High School Grade Point Average** - The grade point average is the average of all grades (“A” equating to 4.00 and “D” equating to 1.00) taken in the 9th through 12th grade. Honors weighting will not be used in the calculation of the GPA because there is no equitable mechanism to include the honors premium. **EXCEPTION:** Additional weighting (1.0) will be added to GPA’s of students who take the College Board Advanced Placement (AP) and higher level International Baccalaureate (IB) courses, when calculating the core course GPA for admission purposes.

**SAT** - The Scholastic Achievement Test is a standardized examination produced by the College Board and used for admission purposes. It has two components (math score and verbal score) added together to form the combined score. The writing portion of the test is not considered in the admission decision.

### New Freshman Admission

Admission to the University of Central Oklahoma as a first-time freshman student is based on high school performance, test results, and completion of specific high school curricular requirements. Oklahoma high schools may be accredited by either (1) the State Board of Education for Oklahoma, (2) the Higher Learning Commission, formerly the North Central Association of Colleges and Schools, or (3) the Independent Schools Association of the Southwest. Out-of-state high schools may be accredited by either the regional association or by an appropriate accrediting agency of the state in which the school is located.

To be admissible for regular study, an individual must have (1) graduated from an accredited high school or have earned a high school equivalency certificate based on the General Education Development (GED) tests and GED recipient’s high school class must have graduated, (2) participated in the American College Testing program or a similar battery of tests, (3) met the curricular requirements shown below, and (4) met the following performance criteria:

### Performance Levels for Admission to UCO

Year	Test Scores	High School GPA and Class Rank
2007-2008	ACT 20 or SAT 940	OR 2.7 AND Upper 50%
	OR	
2007-2008	2.7 GPA in 15 unit high school core	

The exact standardized test score will be specified annually by the Oklahoma State Regents for Higher Education based on the preceding three years’ ACT scores of graduating seniors, if available, based on Oklahoma norms. A concordance table will be used to determine SAT score equivalencies.

The GPA will be defined annually by the Oklahoma State Regents for Higher Education to correspond to the rank in class.

### Curricular Requirements for Admission to UCO\*

High School Subject Matter/Years of Study

*English	4	Grammar, Composition, Literature
*Mathematics	3	Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, or Advanced Placement Statistics
*Lab Science	2	Biology, Chemistry, Physics or any lab science certified by the school district; does not include General Science with or without a lab
History and Citizenship	3	Must include one year of American History and two additional units from History, Economics, Geography, Government, or Non-Western Culture
Additional	3	Additional units of subjects previously listed or selected from Computing Science, and/or Foreign Language

Students may be admitted if the asterisked (\*) units are fulfilled and the student has scored a minimum subscore of 19 in the reading subscore area of the ACT.

These requirements and the alternatives that follow are subject to change by the Oklahoma State Regents for Higher Education.

### Remediation of Curricular and Performance Deficiencies

New freshmen and transfer students who have not completed the core curriculum requirement in high school listed under NEW FRESHMAN ADMISSION or who have not demonstrated performance proficiency requirements will be considered deficient and must remediate these deficiencies as follows:

- If a student has deficiencies in English, math, or science, the student may do one of the following:
  - Submit an ACT subscore of 19 or above in the curricular area in which the deficiency exists. (ACT scores must be less than five years old.)
  - Take the Computerized Placement Test (CPT) and make the appropriate score in the curricular area in which the deficiency exists.
  - Take and pass the designated 0 - level course in the curricular area in which the deficiency exists. (0 - level courses do not count as college credit.)

2. To remediate the other deficiencies, the student must take an extra 3 credit hour college level course in the area in which the deficiency exists.

First-time freshmen must remediate all basic skills curricular deficiencies and demonstrate a minimal level of proficiency in the subject areas of math, English, science and reading within 24 credit hours attempted at UCO. Transfer students must remediate all basic skills course curricular deficiencies and demonstrate a minimal level of proficiency in the subject areas of math, English, science and reading within the first 12 semester credit hours at UCO.

If the student fails to remediate the deficiency in the designated time, the student will not be allowed to enroll in any course except the course(s) required to remediate the deficiency.

## Special Admission Programs

Students who do not qualify under previously stated academic and curricular requirements may be considered for admission under one of the following alternative categories.

### A. Alternative Admission

The University of Central Oklahoma may admit a **limited number** of first-time freshmen who do not meet the established criteria for regular freshman admission.

Admissibility is determined by the University of Central Oklahoma's Committee on Undergraduate Admissions and Academic Retention. This determination is based on the applicant's ability to demonstrate a reasonable expectation for academic success, an unusual talent or ability in art, drama, music, sports, or the like, or if the student is educationally or economically disadvantaged and shows promise of being able to succeed in a program or curriculum offered at UCO. The decision of this committee is final.

Students interested in the alternative admission program should contact the Office of Undergraduate Admissions at 974-2338 for more information. The forms are available on-line at [www.ucok.edu/admissions](http://www.ucok.edu/admissions).

### B. Adult Admission

Students who are 21 years of age or older who have attempted six or fewer collegiate hours may be admitted by achieving the required scores on the institutional placement exam administered by the University. Transfer students are not eligible for adult admission.

Students not regularly admissible who are interested in the adult admission program should contact the Office of Undergraduate Admission for additional information.

### C. Home Study or Unaccredited High School Graduates

Graduates of private, parochial, or other non-public high schools not accredited by a recognized accrediting agency are eligible for admission if they:

1. Submit an official transcript or document reflecting graduation (the corresponding public high school class must have graduated);
2. Participate in the ACT or SAT program and achieve a 20 or higher composite score on the ACT or an 940 SAT score;
3. Satisfy the high school curricular requirements listed for freshmen, as certified by the school, or for home study, the parent.

### D. Concurrent Enrollment of High School Students

1. Seniors: Twelfth grade students enrolled in an accredited high school may be admitted provisionally to the University of Central Oklahoma if the student:
  - a. Has participated in the ACT.
  - b. Has achieved a composite ACT test score of at least 20 or a high school GPA of 3.0 and ranked in the top 50% of his/her high school class.
  - c. Is eligible for spring graduation from high school including curricular requirements for college admission;
  - d. Has submitted Application for Concurrent Enrollment, high school transcripts, and admission test scores.

2. Juniors: Eleventh grade students enrolled in an accredited high school may be admitted provisionally to the University of Central Oklahoma if the student:
  - a. Has a composite score or combined score at or above the 72nd percentile on the ACT (Oklahoma norms, 23) ; OR a high school GPA of 3.5.
  - b. If the ACT composite is not at the 72nd percentile, but the student's subscore(s) are at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.
  - c. Has submitted Application for Concurrent Enrollment, high school transcripts, and test scores.

3. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

4. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

5. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

6. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

7. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

8. Home Study or Students from Unaccredited High Schools: Students receiving high school level instruction at home or from an unaccredited high school may be admitted provisionally to the University of Central Oklahoma if student:
  - a. Is 17 years of age or older, has participated in the ACT and achieved a score at or above the 50th percentile (20 for ACT) using Oklahoma norms; OR
  - b. Is 16 years of age, participated in the ACT program and achieved a composite or combined score at or above the 72nd percentile (on the ACT - 23).
  - c. Has an ACT composite combined score which is not at the 72nd percentile, but the student's subscore(s) is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

High school students admitted concurrently may enroll in a combined number of high school and college courses per semester not to exceed a full-time college course load of 19 semester credit hours. For purposes of calculating course load, one-half high school unit shall be equivalent to three semester credit hours of college work.

Students admitted under this policy may enroll in a maximum of nine semester credit hours during the summer session without being concurrently enrolled in high school classes.

Concurrently enrolled high school students are required to see an undergraduate academic advisor. High school students enrolling concurrently in off-campus classes, such as One Net, may only enroll in liberal arts and sciences courses. Concurrently admitted high school students may only enroll in curricular areas where they have met the curricular requirements for college admission or have met the assessment requirements for college placement. Concurrently admitted high school students will not be allowed to enroll in any developmental (0-level) courses offered at Oklahoma colleges and universities designed to remove high school deficiencies.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if

s/he achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.

#### **E. Exceptional Student/Opportunity Admission**

The University of Central Oklahoma will determine admissibility of exceptional students who have not graduated from high school based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially. Exceptional students may apply for opportunity admission if they have admission test scores as follows:

1. Composite standard score of 32 on the ACT which places them at the 99th percentile using Oklahoma norms **OR**
2. Combined verbal and mathematical score of 1400 on the Scholastic Aptitude Test which places them at the 99th percentile using national norms.

#### **F. Summer Provisional Admission**

Students who have a 2.5 GPA and no curricular deficiencies, or a composite 17 on the ACT test may be admitted if they successfully complete summer coursework with C or better grade(s). Enrollment is restricted to the summer session immediately following the students' high school graduation. Students must take one college level course in English and one college level course in mathematics. If such credit has previously been earned, the student must have an additional course in social science, natural science or humanities.

#### **G. Summer Curricular Deficiency Program**

Students who have met the performance requirements but have two or less curricular deficiencies may be admitted if they successfully complete summer coursework with C or better grade.

#### **H. Special (Non-Degree Seeking) Student**

Students who wish to enroll in courses without intending to pursue a degree at the University of Central Oklahoma may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the University of Central Oklahoma. Academic retention standards will be enforced. Students admitted under this category are not eligible for financial aid. Once students have successfully completed the designated number of hours, should they wish to enroll in additional course work, they will be required to apply for admission as a degree seeking student, pay the \$25 application fee and fully meet UCO's formal admission and/or transfer admission requirements

#### **I. International Student Admission and Admission of Students for Whom English is a Second Language**

At the University of Central Oklahoma the International Office serves both international students and students for whom English is a second language. International students transferring from United States universities must be in proper status with the United States Immigration and Naturalization Service (INS). Any F-1 visa holder who has been out of school for a semester or who has been a part-time student must file for a reinstatement of visa status with the INS prior to initial enrollment and must receive INS approval for the subsequent semester's enrollment.

Students for whom English is a second language are required to present evidence of proficiency in the English language prior to admission.

#### **J. Admission of First - Time Entering International Students**

The University of Central Oklahoma will admit international students who graduate from high schools outside the United States and its possessions provided they:

1. Are eligible for further study on a comparable level in their own countries;
2. Furnish satisfactory proof of proficiency in English;
3. Meet equivalent academic performance standards as listed for new freshman admission;
4. Supply the International Student Office with all documents required by that office for admission;
5. Meet the deadlines for application as outlined in the international student application packet;
6. Supply a cash or check deposit if requested by the University. (This deposit will be used for room and board, tuition, fees, books, health insurance, and other related university expenses until it is exhausted.)

After the above six requirements have been completed, the immigration form will be sent to the prospective student.

#### **K. Correspondence Study Admission**

A student does not have to be admitted to the University of Central Oklahoma to take correspondence courses; conversely, enrollment in Correspondence Studies does not constitute admission to UCO. Credits earned will not be applicable towards a degree at UCO until the student has been formally admitted and has secured approval from the appropriate academic officers. Students are encouraged to consult with an academic advisor before enrolling to ensure that credit will apply.

A maximum of 31 hours of correspondence credit may be applied towards a UCO degree. It is recommended that a student enroll in no more than two courses at a time. Correspondence Studies do not satisfy in-residence requirements and are not included in enrollment verification for Financial Aid, Loan Deferment Programs or for insurance eligibility purposes.

A student may take up to twelve months from the date of enrollment to complete a correspondence course, including the final exam. The minimum requirement for completion is six weeks from the date of enrollment, however, the realistic completion time for any course is ten to twelve weeks. Upon completion, letter grades earned will be posted to an official UCO transcript with the designation "correspondence study."

The Correspondence Studies Office adheres to all policies and regulations set forth in Students Rights and Responsibilities regarding: 1) Honor Codes, 2) Academic Policy, 3) Grade Appeals, 4) Dishonesty Policy, 5) Conduct, 6) Enrollment, and 7) Refunds.

#### **Admission by Transfer**

A transfer student is defined as any undergraduate student with greater than six attempted credit hours from another institution at the time of admission, excluding remedial (0-level courses) or pre-college work, and excluding credit hours accumulated while concurrently enrolled in high school.

Prior to enrolling at the University of Central Oklahoma, applicants must submit official transcripts from their high schools and all colleges in which they have been admitted or enrolled.

- A. Students classified as Oklahoma residents who wish to transfer to the University of Central Oklahoma may do so under the following conditions:
1. All students must meet the curricular and performance requirements. The performance standards are listed in the Retention Policy.
  2. Students must meet the UCO academic retention standards (see Retention Policy).
  3. Students must be in good standing at the institution from which they plan to transfer.
- B. Nonresident students who wish to transfer from an out-of-state college or university to the University of Central Oklahoma must:
1. Meet curricular and performance requirements.
  2. Provide official transcripts from all accredited colleges and universities (accredited by the North Central Association or other regional associations). In addition:
    - a. Nonresident applicants must be in good standing at the institution from which they plan to transfer.
    - b. Nonresident applicants must have a retention 2.0 grade point average at institutions previously attended.
  3. Under certain circumstances, transcripts from institutions not accredited by a regional association may be considered by the Assistant Vice President as a basis for admission or for transfer credit. The University will consider the acceptance of credit practices of the institution in each state which is responsible for reporting their practices to the American Association of Collegiate Registrars and Admissions Officers to determine acceptance of transfer credit. The following conditions will also apply:
    - a. Nonresident applicants must be in good standing at the institution from which they plan to transfer.
    - b. Nonresident applicants must have a minimum retention grade point average of 2.0 at institutions previously attended.
    - c. Applicants will be required to validate the transferred credit by making satisfactory progress (an average of "C" or better) for at least 12 semester hours at UCO.
    - d. Only courses appropriate to students' degree programs will be accepted in transfer.
    - e. When courses cannot be accepted, an applicant's admissibility will be determined on the basis of other transfer work; or if they have not previously attended a regionally or State Regents' accredited institution, admission will be as first-time entering students.

### Transfer Center

The UCO Transfer Center's mission is to assist transfer students during their transition to UCO. As a branch of the Office of Undergraduate Admissions, the Transfer Center actively recruits transfer students from Oklahoma colleges and universities and facilitates the transfer process for out-of-state students. The staff can also provide assistance to transfer students in the areas of admissions, advisement, and enrollment. The Transfer Center is located in the Nigh University Center, Room 134. For more information about the transfer process, students are encouraged to call (405) 974-2248 or send an email to [transfer@ucok.edu](mailto:transfer@ucok.edu).

### Transfer Probation

Applicants who do not meet the performance or curricular criteria for transfer admission may be considered for transfer probation admission. Applicants who have been recently suspended from any college or university must apply through the committee on Undergraduate Admissions and Academic Retention. Prior to enrolling at the University of Central Oklahoma, applicants must submit official transcripts from all colleges in which they have been admitted or enrolled.

Students admitted under this provision will be on academic probation and must maintain a 2.0 GPA each semester while on probation or they will be academically suspended.

Students admitted with curricular deficiencies must resolve those deficiencies within the first 12 hours of enrollment at UCO. Students admitted on transfer probation are required to meet with their academic advisor to be advised of available academic support services and may have specific academic requirements prescribed as a condition of admission.

### Articulation Policy for Transfer Credit

A student who completes a post-baccalaureate, baccalaureate, Associate of Arts, or Associate of Science degree at any U.S. regionally accredited institution of higher education may transfer into a UCO baccalaureate program with general education requirements met. Additional courses, however, may be required as prerequisites for a major or to meet certain professional certification requirements as defined by the state, for example, in teacher education. Responsibility to assure all general education requirements are met as part of the curriculum of the first degree rests with the transferring institution, i.e., the institution from which the student received the transferred degree. General education credit earned at regionally accredited colleges or universities within the Oklahoma state system will apply toward the basic (OSRHE minimum) general education component at UCO in the same way the credit would apply at the institution at which it was earned. Degrees from institutions without U.S. regional accreditation are not recognized.

The University of Central Oklahoma accepts credits earned at community and senior colleges that are accredited by the regional accrediting associations, such as the North Central Association of Colleges and Schools. A minimum of 60 semester hours of course work, excluding physical education activity courses, applied toward the bachelor's degree must be earned at a senior (baccalaureate granting) institution.

Credit earned at a community college cannot be applied toward satisfying the minimum hours of upper division (3000/4000) credits required in a major or a bachelor's degree from the University of Central Oklahoma. Upper division requirements relate to junior and senior (3000/4000) level courses of study.

Transfer credits are accepted and applied to degree programs generally in accordance with the recommendations in the Transfer Credit Practices Guide published by AACRAO (American Association of Collegiate Registrars and Admissions Officers). Consequently, credits from some technical colleges and professional schools may not be applicable toward degree requirements at UCO due to the highly technical or specialized nature of the course work.

UCO also reserves the right to accept transfer course work using the same grading practices as if the work was earned in residence at UCO.

The Undergraduate Academic Advisor has the authority to articulate transfer course areas in which he/she is the designated advisor. The Advisor will assume the decision is not in conflict with the Oklahoma State Regents for Higher Education's Transfer Matrix.

### Academic Forgiveness Policies

Academic Forgiveness recognizes that students may have experienced extraordinary circumstances which adversely affected their early academic grade point average. The intent of the policy is to assist students who have demonstrated they successfully overcame these problems toward obtaining a degree without having to complete a large number of extra courses simply to raise the GPA. Courses/semesters warranting academic forgiveness will be excluded from Graduation/Retention GPA calculations but will remain on the transcript. The University of Central Oklahoma recognizes two methods for the undergraduate student to recover from academic problems in ways which do not forever jeopardize his or her academic standing: the Repeated Course Policy and the Academic Reprieve Policy.

#### Repeated Course Policy

Students may repeat up to 4 courses not to exceed 18 semester hours of "D" or "F" grades and have the first attempt excluded from Retention GPA calculations. Only the first 4 courses repeated will be considered for GPA forgiveness. Courses eligible for GPA forgiveness repeated more than once will have all grades after the first attempt counted in all GPA's. All repeated courses will appear on the transcript and be counted in the Cumulative GPA.

It is the student's responsibility to report repeated courses to the advisor on a "repeat form." Unless the form is received, all courses attempted will contribute to the graduation/retention GPA.

The Registrar reserves the right to adjust a student's transcript whenever a repeated course is discovered that has not been reported by the student. This could result in a student being ineligible for graduation or other recognition if adjustment of the record results in reducing the student's total credit hours or grade point average below required levels.

#### Academic Reprieve Policy

The Academic Reprieve Policy allows undergraduate students to have one semester or two consecutive semesters excluded from the Retention GPA calculations provided all of the following conditions are met:

1. At least three years must have elapsed between the period in which the grades being requested to be reprieved were earned and the reprieve request.
2. Students must have earned a GPA of 2.00 or higher with no grade below a "C" in all regularly graded course work (a minimum of 12 hours) excluding performance and activity courses since the semester(s) requested to be reprieved.
3. The student must be currently enrolled at UCO or seeking admission/readmission as an undergraduate degree seeking student at UCO. In all cases, no reprieve will be posted to the UCO transcript until the student has successfully completed 12 semester hours in residence at UCO with no grade below a "C". If a grade less than "C" is earned before the first twelve hours after the semester(s) to be reprieved, then the request for reprieve is denied.

4. Students may receive only one academic reprieve during their entire academic career.

#### Effects of a successful request for a reprieve:

1. Students who successfully completed a course (grade of "D" or better) during a reprieved semester and whose course grade in the reprieved semester had previously applied toward graduation requirements may need to complete additional course work to meet minimum credit hour requirements but will not be required to repeat the specific course(s).
2. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
3. Once a reprieve is granted, it is permanent and UCO will not accept student requests for changes. UCO reserves the right to revoke reprieved semesters if they were awarded in violation of policy or based on incomplete or falsified information.

#### UCO will not grant a reprieve for students who:

1. Have received a bachelor's or higher degree from UCO or any institution.
2. Are attending, or seeking admission to, another institution (in-state or out-of-state).

#### Academic Renewal

UCO does not offer nor does it recognize academic renewal from other institutions.

#### International Student Transfer Admission

Transfer students from universities outside the United States and its possessions must meet all applicable requirements for admission of first-time entering international students as stated in the international student application packet.

Transferring students from U.S. universities must be in good standing with immigration prior to any request for transfer. Enrollment of such students will be pending upon the transcript of the final semester and SEVIS release. For additional information contact the International Student Services Office at (405) 974-2390.

#### I.D. Cards

All entering students must have an identification (I.D.) card which will be issued the first semester of enrollment and will be used as long as the student is actively pursuing a degree at the University of Central Oklahoma. The I.D. card is required for completion of many business transactions, as well as for use of certain facilities on campus.

Students are charged the \$10.00 I.D. fee when the I.D. card is issued. The fee may be paid at the Bursar's Counter on the first floor (when other tuition and fees are paid). Students must go to the I.D. Office, Nigh University Center, Room 128, to have their pictures taken. Students must provide a current enrollment form and one other authorized picture identification, (i.e., driver's license, passport, military I.D. card). Sunglasses and any item covering the hair must be removed for the picture.

Identification cards must be validated each semester at the Bursar's Counter at the time student fees are paid. A replacement fee of \$10.00 will be charged for a new I.D. card.

## Admission to Teacher Education

Students at the University of Central Oklahoma who expect to become candidates for the Bachelor of Arts in Education, the Bachelor of Science in Education, Bachelor of Fine Arts in Education, or the Bachelor of Music Education degrees (or otherwise qualify to teach) are required to make formal application during their sophomore year (after completing 40 semester hours and meeting criteria below) to the Council on Teacher Education. Application must be made according to published dates. There are two rounds of applications in the fall and spring semester. Candidates must be admitted to the teacher education program to enroll in restricted, professional courses. No late applications will be accepted. Periodically, admission guidelines and requirements change. It is the responsibility of the individual seeking admission to meet requirements that are in place at the time of application to teacher education. Therefore, individuals should review the most recent UCO catalog and teacher education handbook to determine the most current admission requirements.

The conditions for admission to teacher education effective Fall 2000 are:

- A. Have already successfully completed 40 semester hours of college credit.
- B. Continue to meet the standard prerequisite for admission to teacher education:

### For those enrolled as entering freshmen, transfer students, or those seeking certification beginning Fall 2000,

1. Achieve a minimum grade point average of 2.75 in all subjects completed at UCO or other colleges or universities to the time of application.
2. Achieve a minimum grade point average of 2.75 in degree certification major or common courses required for majors with no grade lower than "C" after August 15, 1990.
3. Achieve a minimum grade point average of 2.75 in Professional Teacher Education courses with no grade lower than "C".

### Those enrolled prior to Fall 2000 and maintaining continuous enrollment should contact Teacher Education Services (ED 207) for more information regarding admission standards

- C. Demonstrate proficiency in written and oral English as indicated by having a grade of "C" or better in six hours of English Composition.
- D. Pass the Oklahoma General Education test (OGET).
- E. Interview with a departmental advisor.
- F. Receive formal approval by the Council on Teacher Education.

Students transferring to the University of Central Oklahoma from other institutions will be expected to meet the above conditions before beginning teacher education training.

All students will be required to compile a Teacher Education Portfolio. The portfolio is checked periodically and will need to be up-to-date for Admission to Student Teaching.

Students of junior standing who come to the University of Central Oklahoma for a summer term only and plan to transfer back to the school from which they came may be permitted to enroll in teacher education courses provided they bring a letter from an appropriate official, i.e., advisor, registrar, or dean stating they would be permitted to enroll in such courses at their home college.

Students will be notified as to the status of their applications soon after the meeting of the Council on Teacher Education.

## Admission to Student Teaching

All students desiring to student teach are required to make formal application to the Council on Teacher Education for admission to student teaching. Applications must be made no later than Friday of the third week of the fall semester to enroll in student teaching in the spring term and not later than Friday of the third week of the spring semester to enroll in student teaching for the fall semester. Periodically, admission to student teaching guidelines and requirements change. It is the responsibility of the individual seeking admission to student teaching to meet requirements that are in place at the time of application to student teach. Therefore, individuals should review the most recent UCO catalog and teacher education handbook to determine the most current admission to student teaching requirements.

Conditions for admission to student teaching effective Fall, 2000 are:

- A. Admitted to Teacher Education.
- B. Continue to meet the standard prerequisite for admission to teacher education:

### For those enrolled as entering freshmen, transfer students, or those seeking certification beginning Fall, 2000,

1. Achieve a minimum grade point average of 2.75 in all subjects completed at UCO or other colleges or universities to the time of application.
2. Achieve a minimum grade point average of 2.75 in degree certification major or common courses required for majors with no grade lower than "C" after August 15, 1990.
3. Achieve a minimum grade point average of 2.75 in Professional Teacher Education courses with no grade lower than "C".

### Those enrolled prior to Fall, 2000 and maintaining continuous enrollment should contact Teacher Education Services (ED 207) for more information regarding admission to student teaching standards.

- C. Complete the following courses prior to student teaching:
 

PTE 3023	Foundations of American Education
PTE 4133/53/63	Child/ Adolescent/ Developmental Psychology
SPED 4123	Teaching Individuals with Disabilities
IME 3312	Technology for Teachers
PTE 4533	Educational Psych/Field Experience
PTE 4172	Educational Assessment
- D. Students must have completed three-fourths of the course work required in the field(s) in which the student teaching is to be completed.
- E. The basic methods course(s) in the area of specialization in which the student plans to do student teaching must be completed prior to student teaching or concurrent enrollment with permission of the program coordinator.
- F. Beginning Fall 1997, students admitted to an Oklahoma college or university as a freshman OR out-of-state students transferring to an Oklahoma college or university OR degreed candidates seeking initial certification must meet the Foreign Language Proficiency Requirement.
- G. Early Childhood, Elementary, and Special Education must achieve a grade of "C" or better in each course required in

the 12 semester hour concentrations in Language Arts, Mathematics, Science, and Social Studies.

- H. Students must complete portfolio requirements for all courses taken up to the point of admission to student teaching. Beginning and mid-point checkpoints should be complete at the time of application to student teaching.
- I. Pass the following certification tests prior to student teaching:
  1. Oklahoma General Education Test (OGET)
  2. Oklahoma Subject Area Test (OSAT) in major or area of specialization.
- J. Students must receive approval of the chairperson of the department in the subject matter field.
- K. Students must receive formal approval by the Council on Teacher Education.

## Teacher Certification

### Licensure/Certification Procedures for Persons Graduating In-State and General Regulations for Eligibility

**Special Note: Certification requirements established by the Oklahoma State Department of Education and the Oklahoma Commission for Teacher Preparation changed beginning September 1, 1999. Individuals who obtain certification after that date are subject to these new regulations.**

Compliance with certification requirements is the responsibility of the individual seeking certification. Advisors can assist in the process, but compliance with all rules and regulations pertaining to certification is the responsibility of the candidate.

The individual seeking certification is responsible for following all guidelines presented in the University of Central Oklahoma undergraduate catalog or graduate catalog, depending upon the academic level of the certificate sought. Graduate level certificates require graduate level course work and completion of a master's degree for standard certification. Bachelor level programs require the completion of a bachelor's degree for certification.

Periodically the program guidelines, course work, and state regulations change. It is the responsibility of the individual seeking certification to meet the revised standards. An individual should therefore review the most recent UCO catalog, certification course lists, and state regulations, particularly when an extended period of time has elapsed during the completion of a program.

### Program Procedures and Guidelines for Certification

The University of Central Oklahoma Teacher Education Services is located in the Education Building, Room 207, telephone (405) 974-5710. Applications and other information regarding certification may be obtained from that office. Applications for certification based on the completion of University of Central Oklahoma approved programs are processed through Teacher Education Services.

To obtain certification, the individual should:

- A. Complete all courses identified for general education and the respective professional education and specialized areas.
- B. Contact the appropriate department chairperson regarding the course work for the respective program, particularly if it seems likely that some courses previously completed could substitute for required courses in the program. Official substitution forms should be completed where courses, based on

their titles, do not seem to match. If course names and levels from different institutions are equivalent, substitutions are NOT necessary.

- C. Apply for admission to teacher education following the procedures and guidelines enumerated earlier in the section entitled "Admission Requirements."
- D. Apply to student teaching following the procedures and guidelines enumerated earlier in the section entitled "Admission Requirements." Guidelines are in Teacher Education Services.
- E. Apply to take the appropriate state certification examinations according to UCO guidelines and suggested timeline. Application is made through Teacher Education Services.
- F. For recommendation for the initial license or certificate, the applicant is required to meet all academic standards mandated for admission to student teaching and degree requirements.
- G. After completing certification requirements obtain an application for certification from Teacher Education Services.
- H. After all applicable course work has been posted on the UCO transcript, including the degree, if appropriate, candidates submit a complete UCO official transcript along with the completed license or certificate application form to Teacher Education Services for review and recommendation. If courses needed for certification were completed at an institution other than UCO and those courses do NOT appear on the UCO transcript, official copies of those transcripts MUST be submitted with the application form for certification. UCO will not supply official copies of transcripts from other universities. Applications cannot be processed without official transcripts showing all required course work.
- I. Effective November 1, 2001, Oklahoma requires applicants for initial teacher licensure to have on file with the Oklahoma State Board of Education a current OSBI and FBI fingerprint-based criminal history record. Fingerprint cards for this purpose are available in the Education Building, Room 207.
- J. When the Director of Teacher Certification at UCO completes the review of course work with respect to the appropriate UCO approved program requirements and certifies that those requirements have been completed and the Dean concurs, the application is then forwarded to the Teacher Certification Section of the State Department of Education.

### Residence Requirement

In order for the University of Central Oklahoma to recommend candidates for certification, the candidates must meet all requirements for teacher education. In addition, candidates must complete at least their last 24 semester hours in the area of specialization (the teaching field) and professional education at UCO. These 24 semester hours must include the following:

- PTE 4901 Practicum in Professional Teacher Education  
(if Educational Psychology taken elsewhere)
- PTE 4852 Instructional Designs
- PTE 4812 Contemporary Issues
- PTE 4828/38/48 Directed Observation & Student Teaching

Neither CLEP tests, nor advanced standing tests, nor teaching experience can be used to meet the UCO residency requirements.

### Admission to Teacher Education

Students at the University of Central Oklahoma who expect to become candidates for the Bachelor of Arts in Education, the Bach-

elor of Science in Education, Bachelor of Fine Arts in Education, or the Bachelor of Music Education degrees (or otherwise qualify to teach) are required to make formal application for admission to Teacher Education during their sophomore year (after completing 40 semester hours) to the Council of Teacher Education. For additional information on admission to teacher education, refer to the section entitled "Admission to Teacher Education."

### Certification Examinations

The individual seeking certification must satisfactorily complete the Certification Examinations for Oklahoma Educators. The state certification examinations are administered at least four times each year on a set schedule with advanced registration required. Three different exams are required:

1. Oklahoma General Education Test (OGET) must be passed for admission to teacher education.
2. Oklahoma Subject Area Tests (OSAT) must be passed for admission to student teaching.
3. Oklahoma Professional Teaching Examination (OPTE) specific to the teaching level of the certificate sought.

Applications for the state certification examinations are available in Teacher Education Services (Education Building, Room 207). Study guides can also be obtained from National Evaluation Systems.

### College Credit

Only work completed in state and regionally accredited colleges and universities, or transfer credit validated by an accredited college, will be accepted as a basis for teacher certificates. In order for the applicant to be eligible for certification, the grade point average of the applicant on all work submitted in qualifying for teacher certification shall be equal to or greater than that required for admission to the teacher education program at the University of Central Oklahoma.

Candidates transferring credit from out-of-state colleges or from Oklahoma colleges not having an approved program for a specific certificate area to an Oklahoma college or a university having an approved program in that certificate area shall have their work evaluated by the receiving institution. Transferring candidates shall expect to satisfy all requirements imposed by the approved program of the receiving institution in qualifying for certification.

The amount of college credit earned during one year, including correspondence and extension work, which can be used to meet certification requirements, will be controlled by the rules and regulations of the college or university. However, not more than one-fourth of the work completed to satisfy requirements in any area of preparation (general education, professional education, specialization) nor more than one-fourth of the total academic work completed may be taken by correspondence and/or extension study.

### Work Completed In Community Colleges

Only 64 semester hours of credit taken in an accredited community college may be counted toward satisfying the general education and specialized education requirements of an approved certificate program. Work taken in an accredited community college after achieving sixty-four (64) or more semester hours may count toward certification in the areas of general education and specialized education providing the following guidelines are met:

- A. The course work is lower division work as determined by the course level assigned to the course by the four-year institution that will make recommendation for certification. If

UCO designates a course as a junior or senior level course (3000 or 4000 level), then a comparable course completed at a junior college will NOT substitute for the course in the UCO approved teacher certification program.

- B. The course work is applicable in meeting the approved program of certification at the recommending institution.
- C. The course work CANNOT include any early childhood or elementary specialization area courses (this refers to the 40 hours of specialization).
- D. The course work CANNOT include any professional education courses (this refers to courses in the 28-31 hours in professional teacher education).
- E. The course work is counted in lieu of an equal number of hours of the 64 already taken at a community college so that no more than 64 semester hours, in total (including all general education), are being counted from community colleges.
- F. The last nine semester hours of credit in the area of specialization were completed in an institution having an approved teacher certification program in the area of concern. Community colleges do not have state approved teacher certification programs.

### Initial Issuance of a License

The State Board of Education shall issue a license to teach to any person who completed his/her initial teacher education program after January 31, 1982, has not taught in a state accredited elementary or secondary school for a minimum of one year and completed the residency-year requirements, and who meets all of the following requirements (If the individual completed his/her initial teacher education program prior to February 1, 1982, he/she should contact the State Department of Education regarding certification requirements):

- A. Has successfully completed all training and courses required by the State Board of Education based on the guidelines and program in effect at the time of application for certification.
- B. Has graduated from an accredited four-year college or university and holds the standard baccalaureate degree (Those seeking career-technical certificates should verify requirements with the Oklahoma Department of Career and Technology Education).
- C. Has made the necessary application for the certification exams and paid the curriculum examination fees.
- D. Has received a passing score on the certification examinations.
- E. Has made application to the State Department of Education on the appropriate State of Oklahoma form and paid the appropriate application fee for each class of certificate sought.
- F. Has received recommendation from the preparing institution for the certificate desired if the teacher preparation work was completed in Oklahoma. The State of Oklahoma certificate application form must be signed by the Dean and by the Director of Teacher Education.
- G. Has met all other requirements as may be established by the State Board of Education including meeting the residency requirement at the time of application for certification. The applicant should contact the State Department of Education regarding current residency requirements.

### Issuance of Certificates

The State Board of Education shall issue a certificate to any person who meets all of the following requirements:

If the individual completed his/her initial teacher education program after January 31, 1982, he/she must have passed the

applicable state certification examinations, completed one year of teaching in a state accredited elementary or secondary school, and for Oklahoma teachers, have successfully completed the residency-year program and received recommendation by the residency-year committee. The individual must then make application to the State Department of Education and pay the certification fee. (If the individual completed his/her initial teacher education program prior to February 1, 1982, he/she should contact the State Department of Education regarding their certification requirements.)

### **Issuance of a License or Certificate for Additional Certification Areas**

Individuals who currently hold a valid Oklahoma license or certificate who desire UCO recommendation to obtain certification in another specialization area, must complete the following:

- A. Complete the specialization area courses based on the UCO state approved program.
- B. Complete a minimum of the last nine semester hours toward the new certification area through the University of Central Oklahoma.
- C. Satisfactorily complete the applicable state certification examination(s).
- D. Complete the appropriate developmental psychology course (e.g. child, adolescent, or developmental) for the level of the new certification area if the course was not completed previously (see the professional education work sheet for the new specialization area).
- E. Complete the course SPED 4123 Teaching Individuals with Disabilities if not previously completed.
- F. Make application for the new license/certificate through Teacher Education Services following the required procedures.

### **Teaching Certificate Definitions and Overview**

For certification to be received, an individual must hold a bachelor's degree and have completed the course requirements in professional education and in the area specialization, and have received a passing score on the applicable state certification examination(s).

- A. License - The class of certification for entry-level teachers is a license. Application for licensure is made through UCO.
- B. Certificate - The license will be changed to a certificate upon successful completion of the residency year program and application to the State Department of Education for a certificate. Application is made directly to the Oklahoma State Department of Education.
- C. Emergency Certificate - This is issued only in emergency cases upon request and recommendation from a local school superintendent who shall state the schools' intention to employ the applicant if the certificate is granted. All such certificates are valid only within the school district upon whose request they are granted. For those individuals who obtain emergency teaching certificates, it is recommended that they contact the Director of Field Experiences in Teacher Education Services prior to the beginning of the school year during which their emergency certificate is valid and discuss the alternative plan for student teaching.

Any person who obtains an emergency teaching certificate to teach in an Oklahoma accredited elementary or secondary school and has had no student teaching experience may complete

the alternative plan for student teaching. The plan requires that the individual enroll in the four-semester hour in-service supervised teaching experience at the University of Central Oklahoma (permission and documentation of employment is required for enrollment). The in-service supervised teaching experience shall be completed during the first year that the teacher is employed in an accredited school. Permission from the school superintendent for participation in the in-service supervised teaching experience is required, and the individual must be supervised by UCO.

To complete a teacher certification program at UCO and to be recommended for teacher certification by UCO, the individual must have been admitted to the University of Central Oklahoma Professional Teacher Education program. The individual completing the alternative plan for student teaching must follow the guidelines presented in the section "Admission Requirements".

The number of semester hours of professional education normally required for the certificate sought may be reduced by the number of student teaching semester hours that are required. This reduction may be made if the student successfully completes the four semester hours of in-service supervised teaching experience.

Upon the completion of one year of teaching, the in-service supervised teaching experience, the residency year assistance program, successful completion of the appropriate certification examination(s), and other requirements appropriate to the certificate sought, the applicant may be recommended for a certificate.

### **License Requirements**

All teachers who meet the requirements of an approved certificate program after January 31, 1982, and have not had at least one year of experience as a classroom teacher prior to that date will be required to hold a Residency Year License during the first year (or two years) that they are employed in the teaching profession in the accredited schools of Oklahoma. Every beginning teacher (zero [0] years of experience as a classroom teacher) shall serve under the guidance and assistance of a Residency Committee.

### **Procedures**

The process of establishing a resident teacher's committee is usually initiated by the principal of the school where the resident teacher is employed. The principal selects a mentor teacher and then contacts the university where the resident teacher completed his or her teacher education program. The university then provides the principal with the name of the university representative to serve on the Resident Teacher's Committee.

The responsibilities of the administration of the school district are to notify the university of the residency teacher's employment and to set up the first committee meeting within the first twenty days of employment. If for some reason, the administration has not notified the university, it is recommended that the residency teacher either contact the public school administrator or call the university.

### **Application for a Certificate**

Upon successful completion of the residency year the resident teacher is provided with a document to be filed with the Professional Standards Division of the State Department of Education. This document is used to obtain the standard certificate. The State Board of Education shall issue a certificate to teach to any person who meets all of the following requirements:

1. Holds a license to teach;

2. Has served a minimum of one (1) school year as a residency teacher;
3. Has received passing scores on the OGET, OSAT, and OPTE examinations;
4. Has been recommended for certification by the Residency Committee.

### Residency Information

The Resident Teacher Program was initially implemented as a result of the Teacher Reform Act of 1980 (House Bill 1706). In 1995, House Bill 1549 changed the name from Entry-Year Assistance program to Resident Teacher Program. The intent of legislation is to establish qualifications of teachers in the accredited schools of this state through licensing and certification requirements to ensure that the education of the children of Oklahoma will be provided by teachers of demonstrated ability.

The licensed teacher is required to participate in the Resident Teacher Program during the initial year of teaching in an accredited school under the guidance and assistance of a Resident Teacher Committee in order to qualify for an Oklahoma teaching certificate.

“Resident Teacher Committee” is defined as a committee in a local school district for the purpose of reviewing the teaching performance of a resident teacher and making recommendations to the Board and the preparing institution of higher education regarding certification of the resident teacher. A Resident Teacher Committee shall consist of a mentor teacher, the principal or an assistant principal of the employing school or an administrator designated by the local board, and a teacher educator in a college or school of education of an institution of higher learning or, an educator in a department or school outside the institutions’ teacher education unit. If available, qualified mentor teachers shall have expertise in the teaching field of the resident teacher and, if possible, the higher education member of the Resident Teacher Committee shall have expertise and experience in the teaching field of the resident teacher. However, in all cases, at least one member of the Resident Teacher Committee shall have expertise and experience in the teaching field of the resident teacher (House Bill 1549).

The Resident Teacher Committee is responsible for:

1. Working with the resident teacher to assist in all matters concerning classroom management and professional development.
2. Making a recommendation regarding certification.
3. Making a recommendation for a professional development program for the resident teacher designed to strengthen the resident teacher’s teaching skills in any area identified by the committee.

### Teaching Certificate Programs Available through the University of Central Oklahoma

Art

Bilingual/ESL - Special Enrichment Area

Business

Early Childhood

Elementary Education

English

Driver’s Education - Special Enrichment Area

Foreign Languages

French

German

Spanish

Mathematics

Music: Instrumental/General

Music: Vocal/General

Physical Education/Health Science

Social Studies

Special Education

Mild/Moderate Disabilities

Severe-Profound/Multiple Disabilities

Speech/Drama/Debate

Career-Tech Programs

Career and Technology Business

Career and Technology Health Occupations

Family and Consumer Sciences

Career and Technology Family and Consumer Sciences

Marketing Education

Trade and Industrial Education

School Counselor

Library Media Specialist

School Nurse

School Principal

School Psychologist

School Psychometrist

Reading Specialist

Speech-Language Pathologist

School Superintendent