

# *UCO Admissions Information*



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## **Undergraduate Admissions**

The Office of Undergraduate Admissions (UA) provides information to prospective freshmen 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.

Admission Counselors attend college fairs and make presentations to high schools and community colleges in the state of Oklahoma and out-of-state.

Throughout the year, Admissions coordinates recruitment events and activities on campus. For further information, or to arrange a campus visit please call (405) 974-2727 or online at [www.uco.edu/tours](http://www.uco.edu/tours).

## **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. It can also be based on 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 two 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, three years of laboratory science, three years of mathematics (Algebra I or above and Algebra II), three years of history and citizenship skills (including one year of American History and two additional years from History, Economics, Geography, Non Western Culture), and two 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 areas 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 a minimum score of 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, s/he may file for special early admission by submitting the standard application materials, writing a letter of intent, and completing a personal interview with the Director of 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) successful completion of the approved developmental or remedial course(s), or 4) successful completion of a college level course in the curricular area.

Preliminary admission decisions can be made based on: 1) six-semester high school transcripts from students who have earned a 20 ACT composite or above, 2) seven semester high school transcripts with the required GPA and class rank, 3) final high school transcript with a core calculation of a 2.7 GPA or higher or 4) 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, 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 click the "Apply Now" link on the university's home page at [www.uco.edu](http://www.uco.edu)

## **Application Fee**

All first-time applicants, students who have graduated from UCO, applicants for a previous term who never enrolled, 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, non-transferable, \$40.00 application fee with the Application for Admission. Applications made for the spring term and submitted after December 1st and applications made for the fall term and submitted after August 1st will be assessed an additional \$50 late fee. This fee must be paid before an application will be processed, any unpaid applications will be treated as incomplete and not processed until payment is received. Applications are online at [www.uco.edu/apply](http://www.uco.edu/apply), click on the "Apply Now" button.

On-line applications must be paid 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, placed on probation, denied admission, or denied readmission by any other educational institution. If the applicant was a student at the time of the questionable conduct and if the conduct in question would have been grounds for expulsion, suspension, probation 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 Student Conduct, 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.

## Office of Institutional 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. Placement tests are administered by the Office of Testing Services in Thatcher Hall. Randomly selected student papers from required Core courses in English, history, and healthy life skills are scored by a team of faculty and professional staff to gauge student learning in the critical areas of written communication, critical thinking, and integrative learning in early general education courses. Within their major area of study, each UCO student is required to complete a Capstone Project. That work is assessed for both achievement of the student learning outcomes of the major discipline and the achievement of the general education outcomes of written communication and critical thinking. Assessment is also done through the Capstone of student reflection on their learning related to the Central Six tenets of transformative learning: Discipline Knowledge; Leadership; Service Learning and Civic Engagement; Global and Cultural Competencies; and Health and Wellness. Students also participate in surveys in which they report their levels of engagement and their satisfaction with UCO programs and services.

For information regarding entry-level student assessment for admission to the University, contact the Office of Testing Services in Thatcher Hall, Room 307, (450) 974-2388 or e-mail [testingservices@uco.edu](mailto:testingservices@uco.edu). For all other questions concerning institutional assessment, contact Dr. Cia Verschelden, Executive Director of Institutional Assessment, Thatcher Hall, Room 106A, (405) 974-2539 or e-mail [cverschelden@uco.edu](mailto:cverschelden@uco.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. Central alumni who are hoping to take additional undergraduate courses must also reapply for admission. 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 application fee with their Application for Re-admission. To obtain a re-admit application, click the "Apply Now" button on the university's home page at [www.uco.edu](http://www.uco.edu).

## 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 ten 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 as defined by the university and the Oklahoma State Regents for Higher Education.

## Admission of Academically Suspended Students from Other System Institutions

Students with suspensions from other institutions may apply for probationary admission. To be considered for probationary admission, students must have met all other applicable UCO admission criteria at the time of first college admission. Application for admission on probation 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. If admission is denied, the decision of the committee is final for that academic term.

To apply for probationary admission following suspension from another institution, students must petition the Committee on Undergraduate Admissions and Academic Retention within prescribed deadlines. Petition forms are available online at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>. For more information please call (405) 974-2727.

## 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 with enrollment limits may give priority admission or class enrollment preference to Oklahoma residents.

All students, except bona fide residents of Oklahoma, must pay the nonresident tuition fee in addition to other tuition and enrollment fees and must meet nonresident admission criteria. Members of the Active Duty Armed Services stationed in Oklahoma and their dependents are eligible for in-state tuition. They must provide a copy of their military orders to be reclassified.

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 residency packet must be completed to determine residency. The packet may be obtained at [www.uco.edu/residency](http://www.uco.edu/residency).

## 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.

- 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 5.5 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 type of ACT exam is referred to as “national,” meaning it was taken on a national test date. These dates are scheduled a year in advance with one exam being offered approximately every other month. The other type of ACT exam is referred to 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 and can only be taken once per November-October year. **NOTE: Only the national exam is acceptable for NCAA athletic eligibility and some academic scholarships. The ACT has four subtests, the sum of whose scores must meet the acceptable composite score.**

**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.

**High School Class Rank** - The class rank is a comparison on where the student ranks academically versus the rest of the graduating class.

**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.

### New Freshman Admission

Admission to the University of Central Oklahoma as a first-time freshman student is based on high school performance, standardized test results (ACT or SAT), 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

<u>Year</u>	<u>Test Scores</u>	<u>High School</u>
	Composite ACT or Combined SAT	GPA and Class Rank
2015-2016	ACT 20 or SAT 940	2.7 AND Upper 50%
OR		
2015-2016	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. It will be based on the preceding three years’ ACT scores of graduating seniors, if available, using 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\*

<u>High School</u>	<u>Yrs</u>	<u>Class Subjects/Discipline of Study</u>
*English	4	English (Grammar, Composition, Literature; should include an integrated writing component)
*Mathematics	3	Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus - (must have completed geometry and Algebra II) -, Calculus, Advanced Placement Statistics)
*Lab Science	3	Lab Science (Biology, Chemistry, Physics or any Lab Science certified by the school district; general Science with or without a lab may not be used to meet this requirement.)
History and Citizenship	3	History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture)
Additional	2	Additional units of subjects previously listed or selected from: computer science, foreign language, or any Advanced Placement course except applied courses in fine arts.

### 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, science or reading, the student may do one of the following:

- a. Submit an ACT national subscore or UCO residual ACT subscore of 19 or above in the curricular area in which the deficiency exists. (ACT scores must be less than five years old.)
  - b. Take the College Placement Test (CPT) and make the appropriate score in the curricular area in which the deficiency exists.
  - c. Take and pass the designated 0 - level course(s) in the curricular area in which the deficiency exists. (0 - level courses do not count as college credit and are not computed in the GPA.)
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 course curricular deficiencies and demonstrate a minimal level of proficiency in the subject areas of English, math, 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 English, math, 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 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 the committee is final for that academic term.

Students interested in the alternative admission program must complete an alternative admission appeal packet. Information and the petition of appeal is available at <http://www.uco.edu/em/become-a-broncho/apply/appeals.asp>. For more information please call (405)-974-2727

#### B. Adult Admission

Students, 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 at (405)-974-2727 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. Take the ACT or SAT exam and achieve a 20 or higher composite score on the ACT or a 940 or higher combined 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 taken the ACT exam.
  - b. Has achieved a composite ACT test score of at least 20 OR a high school GPA of 3.0, and is ranked in the top 50% of his/her high school class.
  - c. Is eligible for spring graduation from high school and will satisfy curricular requirements for college admission;
  - d. Has submitted the Application for Concurrent Enrollment, high school transcripts, and admission test scores. The application may be obtained at [www.uco.edu/apply](http://www.uco.edu/apply).
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 achieved 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, if the student does not have a curricular deficiency in the subject area.
  - c. Has submitted the Application for Concurrent Enrollment, high school transcripts, and admission test scores. The application may be obtained at [www.uco.edu/apply](http://www.uco.edu/apply).
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 the student:
  - a. Is 17 years of age or older, has taken the ACT exam and achieved a score at or above the 50th percentile (Oklahoma norms 20); OR
  - b. Is 16 years of age, taken the ACT exam and achieved a composite score of 23.
  - c. Has an ACT composite combined score which is less than 23, 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, if 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 in which they have met the ACT 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 nor be allowed to take secondary institutional assessments.

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 will be subject to the State Regents' retention standards. For more information, please see the Academic Retention Standards section.

#### **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 SAT, which places them at the 99th percentile using national norms.

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

Students who have a 2.5 high school 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's high school graduation. Students must take one college level course in math and one college level course in English. A performance deficiency in either math or English will eliminate the applicant from consideration for this program. If such credit in math or English has previously been earned, the student must enroll for 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(s).

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

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. Poor academic performance could result in academic probation or suspension. Students admitted under this category are not eligible for Financial Aid. Once students have successfully completed the maximum number of credit hours allowed, should they wish to enroll in additional course work, they will be required to apply for admission as a degree seeking student, pay the 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 Student 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. Self-Paced Online Course (SPOC) Admission**

Self-Paced Online Courses (SPOC) are open enrollment courses (students can enroll any day of the year) and can be completed in as little as 30 calendar days or take as long as 180 days. A student does not have to be admitted to the University of Central Oklahoma to take Self-Paced Online Courses; conversely, enrollment in Self-Paced Online Courses does not constitute admission to UCO. A student must be formally admitted to UCO before credits earned will be applicable towards a degree. Students are encouraged to consult with an academic advisor before enrolling to ensure that credit will apply. Visit the Academic Advisement website at <http://www.uco.edu/em/explore/academic-advisement/index.asp> for more information.

In Self-Paced Online Courses, students work independently under the supervision of a UCO faculty member and submit coursework at their own pace. Courses completed count as credit hours toward a degree at UCO. Self-Paced Online Courses may be used to satisfy the 30-hour residency graduation requirement (OSRHE policy ex-

ception granted Spring 2008). NOTE: Self-Paced Online Courses are considered correspondence courses for the purposes of Enrollment and Financial Aid.

A maximum of 31 hours of Self-Paced Online Course/correspondence credit may be applied towards a UCO degree. It is recommended a student enroll in no more than two courses at a time. Self-Paced Online Courses from UCO may satisfy in-residence requirements but are not included in enrollment verification for Financial Aid, Loan Deferment Programs or for insurance eligibility purposes.

A student may take up to 180 calendar days from the date of enrollment to complete a Self-Paced Online Course, including the final exam. Many Self-Paced Online Courses can be completed in as little as 8-10 weeks; however, the time it takes to complete the course is dependent on many factors such as grading timelines, university holidays, and course-specific requirements and activities. Given the flexible nature of Self-Paced Online Courses, no guarantees are made within this timeframe on the exact length of time in which a course can be completed. No Self-Paced Online Course can be completed in less than 30 calendar days from the date of enrollment.

Students can drop Self-Paced Online Courses within 14 calendar days following the date of enrollment for a full refund. Students can withdraw from Self-Paced Online Courses with a "W" up to 124 calendar days from the date of enrollment.

Upon completion of a Self-Paced Online Course, letter grades earned will be posted to an official UCO transcript with the designation "correspondence course." If a Self-Paced Online Course is not completed within the allowed 180 calendar day timeframe, a grade will be determined by the course instructor based on the work completed through the final date of enrollment. To assure grades are posted for graduation, finals MUST be taken three (3) weeks before the end of the semester

Self-Paced Online Courses adhere 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 school(s) 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 if they can satisfy the following conditions:
  1. Meet all the curricular and performance requirements. The performance standards are listed in the Retention Policy.
  2. Meet the UCO academic retention standards (The academic retention standards are listed in the Retention Policy).
  3. Are 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 all curricular and performance requirements.
2. Provide official transcripts from all accredited colleges and universities (accredited by the Higher Learning Commission 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 Director of Admissions as a basis for admission or for transfer credit articulation. The University will consider the acceptance of credit practices in each state of the institution 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 the student's degree programs will be accepted as transfer credit.
  - 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 accredited or State Regents' accredited institution, admission will be as a first-time student.

### 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. All students admitted on transfer probation are required to meet with their academic advisor to be advised of available academic support services and applicable academic policies. These students may have specific academic course requirements prescribed as a condition of admission and enrollment.

### Articulation Policy for Transfer Credit

A student who completes a post-baccalaureate, baccalaureate, Associate of Arts, or Associate of Science degree at any Oklahoma State Regents for Higher Education institution may transfer into a UCO baccalaureate program with general education requirements met. Associates of Applied Science degrees do not

fulfill general education requirements. Additional courses may be required as prerequisites for a major or to meet certain professional certification requirements as defined by the state. Responsibility to assure all university core curriculum requirements are met for the first degree granted 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.

Course work earned as a part of AA/AS degrees (Associate in Arts/Associate in Science) awarded from institutions carrying U.S. regional accreditation but outside the state system (domestic or international) will be evaluated on a course-by-course basis in accordance with university transfer policies.

Course work earned as part of an AAS degree (Associate in Applied Science) from institutions carrying U.S. regional accreditation will be evaluated on a course-by-course basis in accordance with university transfer policies.

The university core curriculum/general education requirements will be considered complete for individuals holding a baccalaureate degree awarded from an institution carrying U.S. regional accreditation.

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 level (3000/4000) 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 coursework for areas in which s/he is the designated advisor. The Advisor will assure the decision is not in conflict with the Oklahoma State Regents for Higher Education's Transfer Course Equivalency Matrix.

### Academic Forgiveness Policies

Academic Forgiveness recognizes students may have experienced extraordinary circumstances which adversely affected their early academic grade point average. The intent of the policy is to assist students 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 four (4) courses not to exceed eighteen (18) semester credit hours of "D" or "F" grades and have the first attempt excluded from Retention GPA calculations. Only the first four 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 calculated in all GPAs. 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 request for a repeated course form may be obtained at [www.uco.edu/advisement](http://www.uco.edu/advisement) under "Forms."

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 the adjustment of the record results in reducing the student's total number of credit hours or if the grade point average falls below required levels.

### Academic Reprieve Policy

The Academic Reprieve Policy allows undergraduate students to have one semester or two consecutive semesters which were below a 2.00 GPA to be 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 date of the reprieve request. The reprieve semesters grade point average must be below a 2.00
2. The student 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 elapsed time of 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 unless the course has been repeated under the Repeated Course Policy and a minimum grade of "C" has been achieved.
4. Students may receive only one academic reprieve during their entire academic career.
5. UCO does not recognize academic reprieves from other institutions.

### 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. The institution may choose to reprove only one semester if the student's request is for two consecutive semesters.
3. Once a reprove 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 reprove for students who:**

1. Have already 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 ( F1 and J1 status ) from U.S. universities must be in good standing with immigration and financial status 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 Office of International Services 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 \$15.00 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 Campus Card Services Office, Nigh University Center, Room 134, to have their pictures taken. Student must provide an 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.

A replacement fee of \$15.00 will be charged for a new I.D. card.

**Programs with Selective Admission**

Several undergraduate programs at the University of Central Oklahoma have admission requirements which exceed minimum university standards. Programs of this type are classified as "Selective Admission Programs." These additional requirements may include a higher grade point average, required audition or interview and/or other criteria. All additional admission requirements must be satisfied for consideration. University admission does not guarantee admission into a "Selective Admission Program."

This section contains programs which have higher or specialized admission requirements.

**Contemporary Music Business**

Admission to this program is selective. To be admissible as a Freshman, an individual must have (1) graduated from an accredited high school or have earned a GED and GED recipient's high school class must have graduated, (2) participated in the ACT or similar test, (3) meet the following performance criteria:

- 1) 16 composite ACT OR
- 2) 2.5 non-weighted, cumulative high school GPA OR
- 3) 2.5 non-weighted, cumulative GPA in the 15 unit high school core curriculum.

If an individual does not meet the above requirements, but are judged to have exceptional talent and promise, they may be admitted as a provisional student based on supplemental audition materials.

Those who are not U.S. citizens or resident aliens should contact the Office of International Services for specific admission information.

**Contemporary Music Performance / Production**

Admission to this program is selective. To be admissible as a Freshman, an individual must have (1) graduated from an accredited high school or have earned a GED and GED recipient's high school class must have graduated, (2) participated in the ACT or similar test, (3) meet the following performance criteria:

- 1) 16 composite ACT OR
- 2) 2.5 non-weighted, cumulative high school GPA OR
- 3) 2.5 non-weighted, cumulative GPA in the 15 unit high school core curriculum.

Applicants must complete the audition requirements and be selected for admission by the ACM selection committee. For specific details on audition materials please visit: [www.uco.edu/em/apply/acm-uco.asp](http://www.uco.edu/em/apply/acm-uco.asp).

If an individual does not meet the above requirements, but are judged to have exceptional talent and promise, they may be admitted as a provisional student based on supplemental audition materials.

Those who are not U.S. citizens or resident aliens should contact the Office of International Services for specific admission information.

**Engineering Physics and Biomedical Engineering**

Students seeking the B.S. in Biomedical Engineering, Engineering Physics – Electrical Engineering, Engineering Physics – Mechanical Engineering, and Engineering Physics – Physics are required to make formal application to the Chairperson of the Department of Engineering and Physics for admission into the upper division of each of these majors. Applications must be submitted to the Department of Engineering and Physics on or before the last Monday of January for Fall admission and the last Monday of August for Spring admission.

Upper division admission is open to students meeting Engineering and Physics upper division admission requirements. To be admitted into upper division, the student must have:

- A. A minimum retention grade point average (GPA) of 2.00 in all course work completed by the time the student is formally admitted into upper division.
- B. Completed 60 semester credit hours by the time the student is formally admitted into upper division.
- C. Completed the following courses or their equivalent with a minimum grade of "C" by the time the student is formally admitted into upper division:
  - MATH 2313 Calculus 1
  - MATH 2323 Calculus 2
  - MATH 2333 Calculus 3
  - MATH 2343 Calculus 4
  - MATH 3103 Differential Equations
  - PHY 2014 Physics for Science & Engineering I & Lab
  - PHY 2114 Physics for Science & Engineering II & Lab
  - ENGR 1112 Introduction to Engineering & Lab
  - ENGR 1213 Engineering Computing & Lab
  - ENGR 2033 Statics
  - ENGR 2303 Electrical Science
  - ENGR 2311 Electrical Science Lab
  - ENGR 3302 Engineering Statistics and Experimentation
  - CHEM 1112 General Chemistry I Recitation/Lab AND (for Biomedical Engineering)
  - CHEM 1103 General Chemistry I OR (for Biomedical Engineering)
  - CHEM 1315 Chemistry for Engineering and Lab (for Engineering Physics-Electrical Systems, Mechanical Systems, and Physics)

Formal approval by the department Faculty Advisor and Department Chair is required for admission. Preference is given to University of Central Oklahoma students. The student may enroll in no more than nine (9) hours of 3000 and 4000 level courses in the major prior to admission into upper division unless they secure formal approval from the Department of Engineering and Physics.

### Funeral Service

All funeral service students must apply for admission to the funeral service program. Each applicant must provide an official transcript of high school or college work that is directly mailed from the institution where the credits were received. Said transcripts must be sent to: Department of Funeral Service, University of Central Oklahoma, 100 N. University Drive, Edmond, OK 73034.

To apply for admission, please visit <http://www.uco.edu/funeral/application>

### Kinesiology-Exercise/Fitness Management

The student must apply for the Exercise & Fitness Management program by submitting the application and transcript to the Kinesiology & Health Studies Office on or before the last Friday of January for fall admission and the second Friday of September for spring admission. Students will be notified eight to ten weeks after the filing date as to the disposition of the application.

### 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. No late applications will be accepted. There are two rounds of applications in each of the fall and spring semesters. Candidates must be admitted to the teacher education program to enroll in restricted major and professional courses.

Conditions for admission to teacher education effective Fall 2014 are:

**Please Note: All candidates for the Bachelor of Arts in Education, Bachelor of Music Education, Bachelor of Fine Arts Education, Bachelor of Science in Education degrees or who are attempting to qualify for any teaching certificate are required to apply for admission to teacher education must meet these requirements listed below and must maintain all admission requirements.**

1. Achieve a minimum accumulative grade point average of 2.75 in all courses completed at UCO and other colleges or universities at the time of application. However, if the teacher candidate's overall GPA is less than 2.75, the teacher candidate may qualify for admission to Teacher Education if the following criteria are met:
  - a. Have a minimum GPA of 3.00 in the last 30 hours completed at UCO.
  - b. OR If the teacher candidate is concurrently enrolled in coursework at UCO at the time of application and will be able to obtain an overall GPA of 2.75 OR achieve a minimum GPA of 3.00 in the last 30 hours taken at UCO the application will be considered "Pending Approval" until the individual has achieved the GPA requirement by the end of the semester in which the application was submitted.
2. All coursework taken in the degree certification major or common courses required for majors must be completed with no grade lower than "C" after August 15, 1990 OR if concurrently enrolled in the same coursework in which the teacher candidate has achieved a grade lower than a "C", the application will be considered as "Pending Approval" until a grade no lower than a "C" at the end of the semester of application is achieved.
3. All coursework taken in Professional Teacher Education must be completed with no grade lower than "C" OR if concurrently enrolled in the same coursework in Professional Teacher Education in which the teacher candidate has achieved a grade lower than a "C", your application will be considered "Pending Approval" until a grade no lower than a "C" at the end of the semester of application is achieved.
4. Successfully completed 40 hours of college credit OR if concurrently enrolled in coursework to meet the 40 hours at the time of application; the teacher candidate will be considered "Pending Approval" until a total of 40 hours of college credit by the end of the semester of application.
5. Completion of PTE 3023 (or concurrent enrollment)
6. Demonstrate a proficiency in written and oral English as indicated by having a grade of "C" or better in six hours of English Composition (ENG 1113 & 1213, or ENG 1153 & ENG 1223) OR if concurrently enrolled in the same English course in which the teacher candidate has achieved a grade lower than a "C", the application will be considered "Pending Approval" until a grade no lower than a "C" at the end of the semester of application is achieved.

7. Early Childhood, Elementary, and Special Education majors must make a "C" or better in all supportive coursework (4 x 12 courses) completed at the point of application. All courses that have been substituted must be completed with a grade of "C" or better. OR If concurrently enrolled in the same 4 x 12 coursework in which the teacher candidate has achieved a grade lower than a "C", the application will be considered "Pending Approval" until a grade no lower than a "C" at the end of the semester of application is achieved.
8. Upload Code of Ethics to PASSPORT.
9. Pass the Oklahoma General Education Test (OGET) prior to submission of application OR if the teacher candidate is scheduled to take the OGET exam during the semester of application, the application will be considered "Pending Approval" until documentation is received showing a passing score.
10. Schedule an interview with a program coordinator and/or faculty member to review his/her plans, program requirements, etc. The program coordinator or faculty member will submit a verification of the interview to Teacher Education Services (TES).
11. Complete electronic background check. Background checks must be cleared and are valid for one year.
12. Receive formal approval by the Council on Teacher Education.

**The above requirements are subject to change. It is the candidate's responsibility to inquire about changes relative to his/her program.**

#### **Application processing STEPS:**

1. Turn in application on or before due date.
2. All teacher candidates will be approved by a vote of the Council on Teacher Education. Upon approval, a letter showing admission status to teacher education will be emailed.
  - a. Have met all the requirements and have been accepted.
  - b. If the teacher candidate has not met all the requirements, but is considered Pending Approval status. A letter will be emailed to you from the TES office explaining the deficiencies that need to be met by the end of the semester.

Procedures to clear deficiencies are:

1. The teacher candidate will bring the "Pending Approval" letter and an unofficial transcript to the TES office at the end of the semester.
2. Verification of completion of all requirements for admission will be made by the TES office.
3. The teacher candidate's "Pending Approval" status will be changed to "approved" for admission upon completion of all requirements and a letter of admission will be made available in TES office.

#### **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 submitted no later than Friday of the third week of the fall semester to enroll in student teaching for the next fall semester. In other words, the teacher candidate planning to teach in Fall 2015 must apply in 2015. 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. There-

fore, 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, 2014 are:

- A. Admitted to Teacher Education or submission of concurrent application.
- B. Continuation of meeting the standard prerequisite for admission to teacher education:

1. Achievement of a minimum grade point average of 2.75 in all subjects completed at UCO or other colleges or universities to the time of application with no grade lower than "C".

OR

Achievement of a minimum grade point average of 3.0 in the last 30 credit hours at UCO.

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

PTE 3023	Foundations of American Education
PTE 3133/53/63	Child/ Adolescent/ Developmental Psychology
SPED 4123	Teaching Individuals with Disabilities
IME 3312	Technology for Teachers
PTE 4533	Educational Psych/Field Experience
PTE 4172	Education Assessment
- D. Complete 3 hours of speech communication with no grade below "C" (MCOM 1113) .
- E. Complete three-fourths of the course work required in the currently declared major in which student teaching is to be completed. For early childhood, special education, and elementary majors, the 4 x 12 support courses are considered part of the major.
- F. Maintain a grade of "C" or better in all major and PTE coursework taken. For early childhood, elementary, and special education majors a grade of "C" or better must be achieved in the support courses (4 x 12).
- G. Complete all methods course(s) in the area of specialization in which the student plans to student teach prior to the student teaching semester.
- H. Complete and document the Foreign Language Proficiency requirement.
- I. Complete a minimum of 60 hours of field experience prior to student teaching.
- J. Complete an electronic Background Check through the designated UCO vendor or provide documentation of completion within the last year. This check must document that there have been no conviction(s) of a felony, any crime involving moral turpitude, or a felony violation of the narcotic laws of the United States or the State of Oklahoma within the preceding ten-year period.
- K. Maintain and complete portfolio requirements for all courses taken up to the point of admission to student teaching.
- L. Pass the following certification tests prior to student teaching and provide documentation to the TES office prior to the first week of student teaching:
  1. Oklahoma Subject Area Test (OSAT) in major or area of specialization.

M. Have the recommendation for continuation in the teacher preparation program (student teaching) section of application signed. Students must receive approval of the chairperson of the department or his/her designee in the major field.

N. Receive formal approval by the Council on Teacher Education. Written approval will be provided after the Council on Teacher Education has met, verified that requirements have been met, and approved the individual student's application.

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.

## Teacher Certification

### 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 an educational bachelor's degree for standard 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, (405) 974-5447. 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:

1. Complete all courses identified for general education and the respective professional education and specialized areas.
2. 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.

3. Complete the process for being admitted to the teacher education program, following the procedures and guidelines enumerated earlier in the section entitled "Admission Requirements."
4. Complete the student teaching process following the procedures and guidelines enumerated earlier in the section entitled "Admission Requirements." Guidelines are in Teacher Education Services.
5. Apply to take the appropriate state certification examinations according to UCO guidelines and suggested timeline. Application is made on the examination website at [www.ceoe.nesinc.com](http://www.ceoe.nesinc.com). (See Certification Examinations)
6. Must have completed the final checkpoint of the portfolio requirements for all courses, including student teacher artifacts, at time of application for licensure.
7. After completing certification requirements and all applicable course work has been posted on the UCO transcript, including degree, if applicable, obtain an application for recommendation for the initial certification from Teacher Education Services.
8. Applicants must submit the application for recommendation, official transcript, with degree posted to Teacher Education services. If courses needed for certification were completed at an institution other than UCO, official transcripts must be submitted with the application form for certification. UCO will not supply official transcripts from other universities. Applications cannot be processed without official transcripts showing all required course work.
9. Effective November 1, 2001, Oklahoma requires applicants for initial teacher certification to have on file with the Oklahoma State Board of Education a current OSBI and FBI fingerprint-based criminal history record. Contact the Oklahoma State Board of Education for more information regarding fingerprints and the OSBI background check. [www.ok.gov/sde](http://www.ok.gov/sde)
10. When the Certification Officer 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.

### Initial Issuance of a Certificate

The State Board of Education shall issue a certificate to teach to any person who completed his/her initial teacher education program after July 2010, 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):

1. 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.
2. Has graduated from an accredited four-year college or university and holds the standard baccalaureate degree (Those seeking career-technical certificates should verify require-

ments with the Oklahoma Department of Career and Technology Education).

3. Has received a passing score on the certification examinations.
4. 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.
5. 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 Coordinator of Teacher Certification.
6. Has met all other requirements as may be established by the State Board of Education.

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

Individuals who currently hold a valid Oklahoma certificate who desire to add an additional specialization area by testing, must complete the following:

1. Satisfactorily complete the applicable state certification examination(s).
2. Make application for the new certificate through the State Department of Education.

Other criteria may be required for those who want to obtain additional certification in Elementary, Early Childhood, or Special Education, check with the Teacher Education Services office for specific information. For advanced certification requiring a master's degree, see the current graduate catalog.

#### **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). Certificate - All teachers who meet the requirements of an approved certificate program after January 31, 1982, and have zero [0] years of experience as a classroom teacher shall receive this initial entry-level document. Application is made through the recommending University, and the certificate is valid for five years

#### **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 4853 Classroom Management and Instruction
- PTE 4811 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.

#### **Certification Examinations**

The individual seeking certification must satisfactorily complete the Certification Examinations for Oklahoma Educators. The state certification examinations are administered six 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 prior to the student teaching semester.
3. Oklahoma Professional Teaching Examination (OPTE) specific to the teaching level of the certificate sought.

Applications and study guides for state certification examinations are available from National Evaluation Systems online at [www.ceoe.net](http://www.ceoe.net). The UCO Library also provides copies of study guides as well as practice exams available for checkout.

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

Art Education

Dance Education

Early Childhood Education

Elementary Education

English Education

History Education

Mathematics Education

Modern Language Education

French

German

Spanish

Music Education-Instrumental

Music Education-Vocal

Physical Education/Health

Science Education-Biology

Science Education-Chemistry

Science Education-General Science

Science Education-Physical Science

Science Education-Physics

Special Education-Mild/Moderate Disabilities

Special Education-Severe-Profound/Multiple Disabilities

Theatre/Communication Education

(For advanced programs see the current graduate catalog.)

### Admission to Nursing Program

Students planning to become candidates for the Bachelor of Science with a major in Nursing are required to make formal application to the Chairperson of the Department of Nursing for admission into the Professional Nursing program. Applications must be submitted to the Department of Nursing on or before the **last Friday of January for fall admission, and the second Friday of September for spring admission** into the program.

**Admission is competitive as applications exceed the number of positions available. Formal approval by the selection committee is required for admission.** Preference is given to University of Central Oklahoma students. The student will be notified eight to ten weeks after the filing date as to the disposition of the application.

The following must be submitted to the Department of Nursing as part of the admission process and are used by the faculty in selection of candidates:

- A. Transcript(s) reflecting a minimum retentive grade point average of 2.50 in all course work completed at the time of the application.
- B. A minimum grade of "C" in chemistry, all biological sciences, NURS 1221 and NURS 2113 is required. Two of the five required science courses must be successfully completed prior to the application deadline. Students may enroll a maximum of two times in any nursing course.

- C. Score on the Test of Essential Academic Skills (TEAS).
- D. Submit a criminal background check (OSBI).
- E. Meet "Performance Standards for Admission and Progression in the Department of Nursing" (available in application packet).
- F. International students (i.e. students for whom English is a second language regardless of resident status) must have a minimum TOEFL score of 530 on the written examination or equivalent on computer or internet version.

### Career Ladder Students

#### RN to BS

Registered nurses who have graduated from an NLNAC accredited associate degree program may be eligible for matriculation into the program on an advanced standing basis. For information regarding criteria and application, go to <http://www.uco.edu/cms/nursing/index.asp>, or contact the Department of Nursing.

#### LPN to BS

Licensed practical nurses who have graduated from an Oklahoma Career Technology program or an NLNAC accredited practical nursing program may be eligible for matriculation into the program on an advanced standing basis. For information regarding criteria and application, go to <http://www.uco.edu/cms/nursing/index.asp>, or contact the Department of Nursing.

### Transfer Students

Students transferring to the University of Central Oklahoma from other institutions are expected to fulfill all requirements specified for regularly enrolled students. The three lower division nursing courses (NURS 1221 - Introduction to Nursing, NURS 2207 - Foundations of Nursing, and NURS 2113 - Individual and Family Development Through the Lifespan must be completed at UCO before entering the junior year of nursing. Call the Department of Nursing for detailed information.

### Progression in the Program

- A. To continue in the Nursing Program, candidates must show evidence of satisfactory progress toward graduation and comply with all requirements as indicated in the UCO Undergraduate Catalog, UCO Student Handbook, and the Department of Nursing Student Handbook.
- B. Nursing courses (after admission to the program) will begin with NURS 2207. NURS 1221 and NURS 2113 may be taken prior to, or concurrently with NURS 2207. All university core and pre-professional courses must be successfully completed prior to beginning Upper Division (3000 level) nursing courses.

**A minimum grade of "C" must be obtained in all professional courses.**

### Other Requirements

- A. Transportation to the clinical area and to other special assignments is the responsibility of each student;
- B. Professional liability insurance is required of all students for the duration of the program. Information is available from the Department of Nursing;
- C. Additional expenses for the nursing major include such items as uniforms, equipment, and fees for achievement tests;

- D. Documentation of immunizations: see UCO Department of Nursing Student Handbook for required immunizations;
- E. Current CPR Certification as an American Heart Association Health Care Provider.
- F. A criminal background check (Federal).
- G. Drug screening is required.

\*\*Accreditation Commission for Education in Nursing

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