The University of Tulsa

Fall Term 2015
Hurricane Fall Advisory
Important Enrollment Information

The most current offerings of courses can be found on the TU web site: http://www.utulsa.edu/courses/schedule

REGISTRATION FOR FALL TERM 2015

Registration for the Fall Term 2015 begins on Monday, March 30, for current University seniors. Students who have a hold (financial or otherwise) will not be able to enroll for Fall classes until the hold(s) has been lifted by the following offices:

- Academic/Dean's Hold
- Admission Hold
- Alexander Health Center Hold
- Business Office Hold
- Disciplinary Hold
- Housing Hold
- Academic Advisor
- Undergraduate Admission or International Student Services
- Kathy Parsons
- Pete Sandman
- Yolanda Taylor
- Jane Langston or Kay Winn

Undergraduate Admission Procedure at The University of Tulsa

The University of Tulsa uses an individualized and holistic approach in evaluating candidates for admission. All available information, including academic and personal records, will be considered. The admission policy is designed to seek students who demonstrate intellectual promise, are committed to upholding the Student Code of Conduct and reflect the purposes stated in the Mission of The University of Tulsa.

Instructions for Making Application for Undergraduate Admission to the University

I. Application for Admission: An application form (available online at apply.utulsa.edu or through the Common Application at commonapp.org) and all required documents should be submitted no later than August 1 for fall enrollment. A one-time, non-refundable application fee of $50.00 (submit a check or money order payable to The University of Tulsa or credit card payment here) must accompany the application.

II. Transcripts:
A. Entering freshmen must request official high school transcripts mailed or transmitted electronically to the Office of Admission by the high school.
B. Transfer students must request official college transcripts from each college attended. If fewer than 48 hours have been completed at the time of application, an official high school transcript is also required. Transcripts must be mailed from the institution issuing the transcript directly to the Office of Admission and are not considered official if hand delivered by the student.
C. Students who have earned a G.E.D. must provide an official G.E.D. score report, as well as an official transcript of any completed high school work.

III. ACT or SAT: All freshmen and all transfer students who have fewer than 30 semester hours must submit official results of the ACT or SAT. Applicants who are 25 years of age or over are exempt from providing the ACT, but may be asked to do alternate testing, such as placement exams.

IV. Counselor Recommendation: Freshman applicants who have graduated from high school within the past year are required to submit a written recommendation from their high school counselor. Home schooled students must submit an additional recommendation from a non-family member who is familiar with their academic potential and character.

V. PRA (Green Card) Verification: Permanent Resident Aliens (PRA) should provide a signed and dated copy of the front and back of their green card with a signed PRA verification form available from the Office of Admission or from the website. The copy of the green card and the verification form must be notarized or verified in person by an admission officer.

Concurrent Enrollment for High School Students

Qualified high school students may apply for admission to take a 1000 – 2000 level college course through the Concurrent Enrollment program. Students should have at least a 3.5 high school grade point average and a 25 Composite on the ACT or 1130 combined Critical Reading and Math scores on the SAT to be considered for the Concurrent Enrollment program.

Concurrent students must complete a Concurrent Enrollment application form and request an official transcript mailed from their high school, along with the School Approval form, to the Office of Admission, The University of Tulsa, 800 S. Tucker Dr., Tulsa, OK 74104. (Forms are available from the admission office.) Concurrent applicants are also asked to schedule an individual appointment with an admission counselor by calling 918-631-2307. Acceptance to the program is determined by the admission office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor. If prerequisites have been met through AP testing, official test results must be on file with TU’s Office of Registration & Records. Accepted students must reapply each semester to continue concurrent enrollment. Tuition for concurrent enrollment is one half the regular tuition rate.

International Students

Undergraduate Applications for Admission are made through the International Student Services Office located in Westby Hall. A completed application includes $50.00 application fee, complete official records with certified English translations of all academic work, TOEFL, and a financial resources statement. Further information and applications are available from International Student Services.
Graduate Admission and Registration

All graduates are admitted and enrolled through the Office of the Graduate Dean in Lorton Hall. Enrollment forms should be obtained from and approved by the Graduate Program Advisor prior to being presented to the Graduate Dean for final approval.

College of Law

Application for admission to the College of Law is made at the Office of the Dean in John Rogers Hall.

Fall Enrollment Schedule

Monday, March 30 and Tuesday, March 31 .....................Seniors
Wednesday, April 1 and Thursday, April 2 .....................Juniors
Monday, April 6 and Tuesday, April 7 .........................Sophomores
Wednesday, April 8 and Thursday, April 9 ...................Freshmen

Late Enrollments

Late enrollments will be accepted until the end of the first week of classes.

University Calendar

August 24, Monday ..................8:00 a.m. ............Class Instruction Begins
September 7, Monday ..........................Labor Day Holiday
October 26-November 6 ....................Pre-Registration for 2016 Spring Term
November 23, Monday 8:00 a.m ..........Thanksgiving Day Recess Begins
November 30, Monday ..................8:00 a.m. ............Class Instruction Begins
December 8, 9 Tuesday & Wednesday ..................................Reading Days
December 10, 11 (Thursday & Friday) and December 14-17 (Monday,
Tuesday, Wednesday, Thursday) ..................................Final Examinations
December 19, Saturday ..................................Commencement

Important Dates

Tuesday, September 1..................................................Last day to add a class
September 11,....................Last day for withdrawing from a class without academic penalty
September 11,....................Last day to sign for a pass/fail declaration in the Advising Office
September 11 ..............................................................Last day to declare an Audit
November 13 ..............................................................No withdrawals permitted after this date

Policy for Auditing Courses

Students who elect to audit a course will have all the responsibilities and privileges of students taking the course for credit, except those of taking the final exam or receiving credit for the course.

Auditors who have completed all other requirements for a course may elect to take the course for credit at any time within the first three weeks of a regular term if the course instructor and the college dean give their permission.

Students originally enrolled in a course for credit may elect to change their status to that of auditor at any time within the first three weeks of a regular term if they are passing the course at the time the change in status is requested and if they secure the consent of the course instructor. Students must complete an add/drop form and secure permission from the collegiate dean in order to make such a change.

Students who enroll in a course for audit but fail to attend the course may be withdrawn at the request of the instructor and the approval of the academic dean. The University’s normal refund policy will apply.

Pass/Fail Policy

Some courses may be taken on a pass/fail basis in which grades of A, B, and C are recorded as pass (P), grades of D are recorded as D and grades lower than D are recorded as Fail (F).

For limitations on courses that may be taken Pass/Fail, consult your advising office. Your intention to take a course on Pass/Fail basis can be made to the Academic Advisor any time up to the end of the third week of the term.

University Policy Revisions

Undergraduate Incomplete (I) Grades:

Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I (incomplete). Incompletes will not be granted, without an exceptionally good reason, to students who have been absent excessively during the term nor to students who have merely failed to complete course work.

When the instructor grants an incomplete, a “Record of Incomplete” form must be filed in the office of the undergraduate dean. This form, which is to be signed by the instructor should specify what must be done to remove the incomplete and give a deadline for the completion of unfinished work. The contract will be attached to the course grade report for inclusion in the student’s official file in the Office of Registration and Records. The incomplete grade will remain on the student record for no more than one year or an earlier date as designated by the instructor. After that time, unless the course work is completed and the instructor changes it to an alternate grade, The Office of Registration and Records will change the Incomplete to an F. Students with more than 9 credits of I will not be permitted to enroll in courses at the university without the permission of the Office of the Dean.

Dismissal:

Students who remain on probation for two consecutive semesters are subject to dismissal from the university. Those who fail more than 50 percent of their grade point hours or earn a GPA of 1.0 or less for any academic year are subject to dismissal even if they have not previously been on probation.

Voluntary Withdrawals:

A degree-seeking student desiring to withdraw must discuss the matter with their advisor. The request for withdrawal must be approved by the college dean. Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological Withdrawals:

Students wishing to withdraw or take a leave of absence from the University based on a medical or psychological reason should contact the Center for Student Academic Support in 210 Lorton to discuss their reasons for seeking a withdrawal or a leave of absence, the medical documentation required, their plans while on leave, and to work out any conditions that may be necessary for an easier transition back to The University of Tulsa. Graduate students should also contact the Graduate School to discuss any assistantships, scholarships and/or fellowships provided by the Graduate School and to discuss the impact of the Leave of Absence on their academic plans. It should be noted that a student may voluntarily withdraw for any reason (medical or otherwise) before the 12th week of classes through the normal withdrawal process. The complete policies are available at the Center for Student Academic Support or online through the Portal:

http://portal.utulsa.edu
Non-Voluntary Withdrawals:

Students may be required to withdraw from the University for habitual delinquency in (absence from) class, habitual idleness or any other behavior which prevents the student from fulfilling the purposes implied by registration in the University. Grades of “W” will be entered for each of the courses in which the student was registered. Students who have been required to withdraw must apply for readmission to their dean in the same manner as a dismissed student.

Grades of students withdrawing with official approval will be determined as follows:

Students who withdraw from the University due to documented extenuating circumstances before the end of the course adjustment (drop/add) period will not receive a grade. Students who withdraw from the University after the end of the course adjustment (drop/add) period but prior to the end of the withdrawal period without documented extenuating circumstances will receive a grade of "W".

Students who are required to withdraw during a given term will have the notation Involuntary Withdrawal (date) entered on their permanent academic record following the semester in which the action occurred.

New Final Examination Schedule
Fall Term 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 10</td>
<td>9:00-11:25</td>
<td>MWF</td>
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<tr>
<td>11:00</td>
<td></td>
<td>MWF</td>
</tr>
<tr>
<td>December 11</td>
<td>9:00-11:25</td>
<td>M</td>
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<tr>
<td>11:00</td>
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<td>MWF</td>
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<tr>
<td>1:00</td>
<td></td>
<td>MWF</td>
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<tr>
<td>December 14</td>
<td>9:00-11:25</td>
<td>M</td>
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<tr>
<td>11:00</td>
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<td>MWF</td>
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<tr>
<td>1:00</td>
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<td>MWF</td>
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<tr>
<td>December 15</td>
<td>9:00-11:25</td>
<td>T</td>
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<tr>
<td>11:00</td>
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<td>TTH</td>
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<tr>
<td>1:00</td>
<td></td>
<td>TTH</td>
</tr>
<tr>
<td>December 16</td>
<td>9:00-11:25</td>
<td>T</td>
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<tr>
<td>11:00</td>
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<td>TTH</td>
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<tr>
<td>1:00</td>
<td></td>
<td>TTH</td>
</tr>
<tr>
<td>December 17</td>
<td>9:00-11:25</td>
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<tr>
<td>11:00</td>
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<td>TTH</td>
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<tr>
<td>1:00</td>
<td></td>
<td>TTH</td>
</tr>
</tbody>
</table>

The following classes will meet for final examinations at the time scheduled for MWF classes:

1) One and two hour classes meeting days other than Tuesday and Thursday;
2) Classes meeting for four or five days a week.

Final examinations for classes meeting after 3:00 p.m. or that do not fit into the schedule above will occur as specified by individual instructors during the regularly scheduled meeting times in final examination week.

Students who have more than 2 final examinations on the same day may appeal to their Academic Dean to request rescheduling.

2015 Fall Term Payment of Accounts

Undergraduate Tuition Rates for the 2015 Fall Term

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Students: Initial enrollment 2010-2011 or earlier</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition per semester for continuing full-time students</td>
<td>$17,232.00 per semester (private music lessons not included)</td>
</tr>
<tr>
<td>Tuition per semester for continuing part-time students taking 1-11 hours, including audit courses</td>
<td>$1,236.00 per credit hour</td>
</tr>
<tr>
<td>Overload tuition for continuing students for each semester hour</td>
<td>$1,236.00 per credit hour</td>
</tr>
<tr>
<td><strong>Continuing Students: Initial enrollment 2011-2012 and 2012-13</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition per semester for new full-time students</td>
<td>$18,052.00 per semester (private music lessons not included)</td>
</tr>
<tr>
<td>Tuition per semester for new part-time students taking 1-11 hours, including audit courses</td>
<td>$1,296.00 per credit hour</td>
</tr>
<tr>
<td>Overload tuition for new students for each semester hour</td>
<td>$1,296.00 per credit hour</td>
</tr>
<tr>
<td><strong>New Students: Initial enrollment 2015-2016</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition per semester for new full-time students</td>
<td>$19,278.00 per semester (private music lessons not included)</td>
</tr>
<tr>
<td>Tuition per semester for new part-time students taking 1-11 hours, including audit courses</td>
<td>$1,384.00 per credit hour</td>
</tr>
<tr>
<td>Overload tuition for new students for each semester hour</td>
<td>$1,384.00 per credit hour</td>
</tr>
</tbody>
</table>

Graduate Tuition Rate for the 2015 Fall Term

**Continuing Students:**

Graduate ........................................ $1,176.00 per credit hour

Master of Energy Business Tuition Rate for the 2015 Fall Term

MEB ........................................ $1,176.00 per credit hour

Master of Jurisprudence in Energy Law Rate for the 2015 Fall Term

MJEL ........................................ $1,081.00 per credit hour

Master of Jurisprudence in Indian Law Tuition Rate for the 2014 Fall Term

MJIL ........................................... $903.00 per credit hour

Law Tuition Rate for the 2015 Fall Term

**Continuing Students: Initial enrollment 2012-2013 or earlier**

Law- Full-time -12 or more hours .......... $17,732.00 per semester
Law-Part-time -4 year program .......... $12,413.00 per semester
Law-Part-time -5 year program .......... $9722.00 per semester
Law ........................................... $1,442.00 per credit hour
Continuing and New Students: Initial enrollment 2013-2014 or later
Law- Full-time -12 or more hours......... $18,076.00 per semester
Law-Part-time -4 year program............ $12,654.50 per semester
Law-Part-time -5 year program............ $9,911.00 per semester
Law................................................................. $1,470.00 per credit hour

Master of Law in American Law....................... $15,141.00 per semester
Master of Law in American Law....................... $1,262.00 per credit hour
Master of Law in Energy and Natural Resources........ $15,141.00 per semester
Master of Law in Energy and Natural Resources........ $1,262.00 per credit hour
Professional Development Fee........................................ $1,000.00

Fees:
International Student Services fee..................** $180.00 per semester
Student Association fee - Full-time undergraduate (12-18 hours) ....... $65.00
Student Association fee-Less than full-time undergraduate ........... $5.00 per hour
Student Association fee - Full-time graduate (9 hours or more) ......... $65.00
Student Association fee - Less than full-time graduate ........... $5.00 per hour
Student Association fee - Full-time Law (10 hours or more) .......... $65.00
Student Association fee - Less than full-time Law ........... $5.00 per hour
Student Services Fee:
One time charge for first time (Undergraduates) enrollees........ $485.00
Student Services Fee:
One time charge for first time (Graduate and Law) enrollees.... $100.00
Community Fee-All Full-time students................................. $175.00
Student Medical Insurance-All part-time and full-time students*** $485.00

** Non-refundable
***Opt-out provision available-information available at

Undergraduate and Graduate course related fees, if applicable, are listed in the Undergraduate and Graduate Bulletins.

Law School fees are listed in the College of Law website
http://www.law.utulsa.edu/.

Figures in this section are subject to change without notice at the beginning of the fall term.

As a University of Tulsa student, it is your responsibility to ensure that all educational expenses are paid during the semester in which they are incurred. If financial aid does not cover all of your expenses, you may either pay the balance in full or enroll in a payment plan. Payment plans are offered for each standard academic semester. For the fall and spring semesters, we offer a 6 payment, 5 payment, or 4 payment plan. There is a 4 payment and 3 payment plan for the summer term. A nominal fee will be assessed to establish a monthly payment plan.

Payment plans may be set up by accessing http://portal.utulsa.edu
> view and pay my account.

The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plans, or financial support from other off campus sources. You will receive an email at your utulsa email address advising you that a statement is available for review at
https://portal.utulsa.edu, click on view and pay my account. It is your responsibility to ensure that your financial obligations to TU are resolved in a timely manner.

Payment of current semester charges or payment arrangements must be made by 5:00 p.m. on the first day of classes. Payment arrangements may include the monthly payment plan, pending financial aid, or a combination. Payments not made when due will be subject to a finance charge of 1 1/2% per month.

Currently enrolled students with an unpaid balance may be eligible to enroll in a subsequent semester provided that:

The student balance includes current semester charges only.

AND

The student has established an university approved payment plan, at least one payment of that plan has been processed, and the terms of the payment plan allow for payment in full of the current unpaid balance by the start of the semester in which the student wishes to be enrolled. AND

The student balance is not in excess of $5000

A failed payment plan will result in cancellation of enrollment.

If the account remains unpaid, the University reserves the right to suspend or withdraw you from classes; withhold grades, transcripts, and diplomas; deny you future enrollments; and require you to move from student housing.

The University accepts charges on valid VISA, MasterCard, American Express, and Discover credit cards.

Refunds: If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is processed. The University shall follow federally mandated refund schedules as they apply. Non-attendance of classes does not constitute an official withdrawal or drop.

Refund Schedule

First day of classes...................................................... 100%
Day 2 thru end of first week........................................ 90%
Second and third week............................................. 50%
Fourth thru seventh week........................................... 25%
Remainder of semester................................................. 0%

Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines. The prescribed order of refund distribution is to FFEL programs, Federal Perkins Loan program, Federal Pell Grant Program, and to other Student Financial Aid Programs.
Explaination and Abbreviations

The "Course" column lists the catalogue number of each course. Courses numbered from 1000 to 1990 are primarily for freshmen; 2000 to 2990 are for sophomores; 3000 to 3990 are for juniors; 4000 to 4990 are for seniors; 5000 to 5990 are advanced senior level courses taken with advisors' approval only; 6000 to 6999 are undergraduate courses being taken for graduate credit; 7000 and above are for graduates.

Numerals following course numbers indicate sections, i.e., Math 1013-01.

Synonym numbers follow section numbers and are used to facilitate data entry of courses in the computer.

Course titles are given in the "Title" column.

The "Cr" column lists the semester hours of credit given in each course.

Courses listed in bold face type are offered after 5:00 p.m.

Identification Cards

Identification cards, obtained from Fisher Hall are required for all students and university employees. These cards must be carried at all times when on campus and presented to University officials upon requests. They are required for admission to the University libraries and residence halls, for access to many campus activities, and for check cashing identification at the business office.

Parking Permits

All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Parking permits and copies of parking regulations should be obtained from the ID and Parking Office located in Fisher Hall.

Family Educational Rights and Privacy Act

Annually, The University of Tulsa informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FER-PA) concerning alleged failure by the institution to comply with the Act.

Copies of the law as recorded in the Federal Register may be reviewed in the Student Affairs Office, along with the statements and policies which govern The University of Tulsa's compliance with the provisions of the Act.

Nondiscrimination

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to the race, color, national origin, gender, age, religion, handicap, or status as a veteran.

The College Experience Course

College of Arts and Sciences

All freshmen students in the College of Arts and Sciences will be enrolled in The College Experience Course (AS 1001) in the fall semester. The mandatory, one-credit hour course is designed to orient the freshman student to academic life and student success. Freshmen faculty advisors will be instructors for this course. Academic advisors will assign students to a section of AS 1001 based on the student's academic interest.

Collins College of Business

All incoming students in the Collins College of Business will be enrolled in the CCB Orientation Course (BUS 1001) in the fall semester. The mandatory, one-credit hour course is designed to orient new students to academic life and student success. Selected faculty advisors will be instructors for this course. Academic advisors will assign students to a section of BUS 1001 based on the student's academic interest.

College of Engineering and Natural Sciences

All incoming students in the College of Engineering and Applied Sciences will be enrolled in an introductory, major-related course. These courses will provide students with the opportunity to explore curriculum and careers of their chosen major, as well as orienting them to the college facilities, academic life and student success.

Certificate Programs and Interdisciplinary Majors

The University of Tulsa has developed several certificate programs designed for individuals seeking a career change or advancement within their present career. Certificate programs are defined sequences or groups of courses that focus on an area of specialized knowledge or information. All courses are credit classes from the university's traditional curriculum.

Certificate programs are designed both for people who have already completed a college degree and for individuals interested in including a certificate program as part of a degree program. Admission requirements vary from program to program. The following certificate programs are listed with the core courses only. For information on electives, see your collegiate advisor.

Certificate in Accounting

This 24 credit-hour sequence of course work is designed to prepare individuals for entry-level accounting positions and professional certification examinations such as the Certified Management Accountant, and Certified Internal Auditor, and to enhance accounting skills necessary for advancement in existing positions. A minimum grade point average of 2.0 required in all courses.

Acct 2113 Concepts in Accounting Information I
Acct 2123 Concepts in Accounting Information II
Acct 3113 Accounting Processes & Problem-solving I
Acct 3123 Accounting Processes & Problem-solving II
Acct 3133 Accounting Processes & Problem-solving III
Acct 3143 Accounting Processes & Problem-solving IV
(Plus two electives – see current Undergraduate Bulletin).
**Certificate in Finance**

This program is designed to prepare individuals for entry-level positions in finance or to enhance the finance or real estate skills necessary for advancement in existing positions. Areas of study include corporate finance, investments and portfolio management, financial institutions, international finance, and risk management. Certification requires that students complete 15 hours of accredited course work in finance with a minimum 2.0 grade point average in all course work as well as in courses used to fulfill certification requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fin 3023</td>
<td>Financial Institutions &amp; Markets I</td>
</tr>
<tr>
<td>Fin 3083</td>
<td>Investment Analysis &amp; Portfolio Management I (Plus three electives – see current Undergraduate Bulletin).</td>
</tr>
</tbody>
</table>

**Certificate in Management Information Systems**

This program is designed to prepare individuals for entry-level positions in data processing and management information systems and to enhance management information processing skills necessary for advancement in existing positions. Certification requires that students complete 18 hours with a minimum of 2.0 grade point average of approved course work in management information systems.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MIS 2013</td>
<td>Business Programming Concepts I</td>
</tr>
<tr>
<td>MIS 3003</td>
<td>Introduction to Management Information Systems</td>
</tr>
<tr>
<td>MIS 3023</td>
<td>Business Programming Concepts II</td>
</tr>
<tr>
<td>MIS 3043</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>MIS 3053</td>
<td>Database Design &amp; Applications</td>
</tr>
<tr>
<td>MIS 4053</td>
<td>Systems Analysis &amp; Design</td>
</tr>
</tbody>
</table>

**Certificate in Computer Science**

This program is designed to prepare individuals trained in other fields to qualify for entry-level programming positions or to enhance their computing skills in an existing position. A minimum of 18 hours of approved course work is required for this certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1043</td>
<td>Introduction to Programming &amp; Problem-Solving</td>
</tr>
<tr>
<td>CS 2003</td>
<td>Fundamentals of Algorithm &amp; Computer Applications</td>
</tr>
<tr>
<td>CS 2123</td>
<td>Data Structures</td>
</tr>
</tbody>
</table>

**Certificate in Advertising**

This program is designed for the traditional or non-traditional student to prepare for a lucrative position in the account services and/or creative field. Students must complete 21 hours of approved course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Art 3113</td>
<td>Web Site Design</td>
</tr>
<tr>
<td>Art 3243</td>
<td>Graphic Communication I</td>
</tr>
<tr>
<td>Art 3273</td>
<td>Typography/Graphic Production</td>
</tr>
<tr>
<td>Art 3443</td>
<td>Digital Painting with Photoshop</td>
</tr>
<tr>
<td>Art 3463</td>
<td>Adobe Illustrator</td>
</tr>
<tr>
<td>Art 4253</td>
<td>Interactive Multimedia</td>
</tr>
<tr>
<td>Art 4903</td>
<td>Internship</td>
</tr>
<tr>
<td>Com 3433</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>Com 3453</td>
<td>Media &amp; Concept Strategy</td>
</tr>
<tr>
<td>Com 3473</td>
<td>Film &amp; Video Production Studio</td>
</tr>
<tr>
<td>Com 3633</td>
<td>Writing Public Relations</td>
</tr>
<tr>
<td>Com 4543</td>
<td>Branding</td>
</tr>
<tr>
<td>Com 4613</td>
<td>Internship</td>
</tr>
</tbody>
</table>

**Certificate in African American Studies**

This program is designed for the traditional and non-traditional student who wants to gain an understanding of the history, literature, and culture of African Americans. Students must complete 18 hours of approved course work.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mus 1043</td>
<td>Jazz: Mirror of American Society</td>
</tr>
<tr>
<td>Pol 3263</td>
<td>African Politics</td>
</tr>
<tr>
<td>Soc 1033</td>
<td>Sociological Imagination</td>
</tr>
<tr>
<td>Soc 2133</td>
<td>Inequality in American Society</td>
</tr>
</tbody>
</table>

**Certificate in Classics**

This program is designed for the traditional and non-traditional student who wants to acquire a solid foundation in Latin or Greek and to employ this knowledge in the study of the ancient world. Students must complete 6 hours of upper-level Latin or Greek, and 12 hours of approved course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arth 2203</td>
<td>Survey of Arts History I</td>
</tr>
<tr>
<td>Arth 4053</td>
<td>Gender &amp; Sexuality in Renaissance Art</td>
</tr>
<tr>
<td>Grk 1014</td>
<td>Beginning Greek I</td>
</tr>
<tr>
<td>Hon 1003</td>
<td>Greek History, Philosophy &amp; Drama</td>
</tr>
<tr>
<td>Lat 1004</td>
<td>Beginning Latin I</td>
</tr>
<tr>
<td>Lat 2003</td>
<td>Intermediate Latin I</td>
</tr>
<tr>
<td>Lat 3023</td>
<td>Advanced Latin Text I</td>
</tr>
<tr>
<td>Phil 1003</td>
<td>Socrates to Sartre: Ideas that Shaped our World</td>
</tr>
<tr>
<td>Phil 1453</td>
<td>Great Conversation I: Ancient &amp; Medieval</td>
</tr>
<tr>
<td>Rel 1453</td>
<td>Great Conversation I: Ancient &amp; Medieval</td>
</tr>
</tbody>
</table>

**Certificate in Creative Writing**

This program is designed for the traditional or non-traditional student to provide an academic study of the art and craft of expression in poetry, fiction, nonfiction and/or performance writing, as preparation for either graduate school or career. Students must complete 21 hours in approved course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cplt 2403</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>Engl 2313</td>
<td>Reading Major American Writers</td>
</tr>
<tr>
<td>Engl 2353</td>
<td>Masterpiece Russian Literature</td>
</tr>
<tr>
<td>Engl 2403</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>Engl 2513</td>
<td>Reading Major British Writers I</td>
</tr>
<tr>
<td>Engl 2523</td>
<td>Reading Major British Writers II</td>
</tr>
<tr>
<td>Engl 3213</td>
<td>Writing Fiction</td>
</tr>
<tr>
<td>Film 2003</td>
<td>Scripting for Young Audiences</td>
</tr>
<tr>
<td>Film 4003</td>
<td>Playwriting Workshop</td>
</tr>
<tr>
<td>Film 4143</td>
<td>Screenwriting II</td>
</tr>
<tr>
<td>Thea 2323</td>
<td>Survey of Dramatic Literature</td>
</tr>
<tr>
<td>Thea 4003</td>
<td>Playwriting Workshop</td>
</tr>
<tr>
<td>Thea 4143</td>
<td>Screenwriting II</td>
</tr>
</tbody>
</table>

**Certificate in International Studies**

This program meets the needs of students with personal, academic, and career interests in other cultures; in other political and economic systems; and in the institutions and practices of international relations. Students must complete 21 hours of approved course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 2043</td>
<td>Patterns in Culture: Cultural Anthropology</td>
</tr>
<tr>
<td>Anth 3443</td>
<td>Magic, Witchcraft &amp; Religion</td>
</tr>
<tr>
<td>Anth 4093</td>
<td>The Anthropology of Globalization</td>
</tr>
<tr>
<td>Econ 4823</td>
<td>Globalization</td>
</tr>
<tr>
<td>Fr 3403</td>
<td>French Translation I</td>
</tr>
<tr>
<td>Hist 2053</td>
<td>European Women's History</td>
</tr>
<tr>
<td>Hist 2403</td>
<td>Modern Europe</td>
</tr>
<tr>
<td>Hist 3663</td>
<td>Reform &amp; Revolution in Modern China</td>
</tr>
<tr>
<td>Hist 4833</td>
<td>Topics in Latin American History</td>
</tr>
<tr>
<td>Hist 4863</td>
<td>Topics in East Asian History</td>
</tr>
<tr>
<td>Pol 2333</td>
<td>Introduction to Comparative Politics</td>
</tr>
<tr>
<td>Pol 2393</td>
<td>The Politics of the Global Commons</td>
</tr>
<tr>
<td>Pol 3263</td>
<td>African Politics</td>
</tr>
<tr>
<td>Pol 3303</td>
<td>State Building &amp; Political Development</td>
</tr>
<tr>
<td>Russ 3013</td>
<td>Russian Culture</td>
</tr>
<tr>
<td>Soc 4823</td>
<td>Globalization</td>
</tr>
<tr>
<td>Span 3023</td>
<td>Latin American Cultures</td>
</tr>
<tr>
<td>Span 3033</td>
<td>Explication of Hispanic Literary Texts</td>
</tr>
<tr>
<td>Span 3233</td>
<td>Cinema of the Franco Years (1939-1975)</td>
</tr>
<tr>
<td>Span 4113</td>
<td>Special Topics in Spanish</td>
</tr>
<tr>
<td>Span 4873</td>
<td>Spanish Undergraduate Research</td>
</tr>
<tr>
<td>Span 4973</td>
<td>Seminar in Spanish Literature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc 3093</td>
<td>Sociology of Poverty</td>
</tr>
</tbody>
</table>
Certificate in Journalism Studies
This program is designed to give formal academic & professional attention to the practice and study of journalism, to prepare individuals for entry-level positions in the field of journalism, and to enhance the skills necessary for advancement in existing positions. The certificate is not designed for those students already majoring in communication.
Com 2013 Communication Systems
Com 2353 Political Communication
Com 3113 Inquiry in Communication
Com 3473 Video Production: Studio
Com 3873 History & Philosophy of Free Expression
Com 4613 Internship
Hist 2473 American Social Movements
Pol 2053 Governing Ideas in America
Pol 3343 Civil Liberties in the United States
Psy 2023 Statistics for Behavioral Sciences
Soc 4123 Qualitative Methods of Sociological Research

Certificate in Judaic Studies
This program is designed for individuals who are interested in upgrading their knowledge or preparing for careers in museum work. Students must complete 21 hours of approved course work.
Rel 2013 Introduction to Hebrew Bible

Certificate in Museum Studies
This program is designed for individuals who are interested in upgrading their knowledge or preparing for careers in museum work. Students must complete 21 hours of approved course work.
Anth 2043 Patterns in Culture: Cultural Anthropology
Anth 4513 Regional Studies in Prehistory
Anth 5053 Cultural Properties: Ethics & Law
Art 3243 Graphic Communication I
ArtH 2203 Survey of Art History I
ArtH 3093 American Art
ArtH 4613 19th Century European Art
Com 3473 Film & Video Production: Studio
Com 3633 Writing for Public Relations

Certificate in Political Philosophy
This program is designed for the traditional and non-traditional student who wants to gain an historical and philosophical perspective on current political disputes through the study of the classic texts in the Western political tradition. Students must complete 21 hours of approved course work.
Hist 4033 Seminar in the History of Political Thought
Phil 4003 Seminar in the History of Political Thought
Phil 4163 Philosophy of Natural Law
Pol 3343 Civil Liberties in the United States
Pol 4033 Seminar in the History of Political Thought
Rel 4163 Philosophy of Natural Law
Soc 4193 Sociological Theory

Certificate in Visual Communication
This program is designed to give more formal academic attention to the major changes associated with on-going developments in visual communication, encompassing graphic design, desktop publishing, photographic communication and their underlying technologies. Students are required to take 18 hours of approved course work.
Art 2053 Icons & Images: The Visual Dialogue
Art 2063 Digital Art: Survey & Practice
Art 2123 Printmaking I
Art 2183 Craft in America
Art 2263 Critical Thinking and Visual Image
Art 3113 Web Site Design
Art 3243 Graphic Communication I
Art 3273 Typography & Graphic Production
Art 3443 Adobe Photoshop
Art 3463 Adobe Illustrator
ArtH 2203 Survey of Arts History I
ArtH 3093 American Art
ArtH 4053 Gender & Sexuality in Renaissance Art
ArtH 4613 19th Century European Art
ArtH 6093 American Art
ArtH 6153 Gender & Sexuality in Renaissance Art
ArtH 6803 Special Topics in Art History
ArtH 6913 19th Century European Art
Com 3473 Film & Video Production: Studio
Com 3483 Principles of Visual Communication
Engl 1133 Visual Confessions: Russian & European Cinema
Engl 2273 Film History
Fil 2133 Music & Film
Fil 3243 Graphic Communication I
Fil 3443 Digital Painting with Photoshop
Span 3233 Cinema of the Franco Years (1939-1975)
Thea 1223 Theatre Graphics
Thea 3523 Scene Design: Background & Practice

Chinese Studies
(Interdisciplinary Major-College of Arts & Sciences)
Chin 3143 Modern Poetry & Prose
Chin 4123 Chinese Microblogging
Hist 3663 Reform/Rev Modern China
Hist 4863 Topics East Asian History

Environmental Policy
(Interdisciplinary Major-College of Arts & Sciences)
Geol 1014 Physical Geology
Geol 2063 Geological Hazards & Catastrophes
Geol 4513 Hydrogeology
Geol 4523 Environmental Geochemistry
Pol 3023 Politics of the Judicial System
Soc 1033 The Sociological Imagination
Soc 3143 Environmental Sociology
Soc 4823 Globalization

Organizational Studies
(Interdisciplinary Major-College of Arts & Sciences)
Com 2013 Communication Systems
Com 2523 Com Technology & Society
Com 3433 Principles of Advertising
Com 3453 Media & Concept Strategy
Com 3633 Writing for Public Relations
Econ 2013 Principles of Economics I - Macro
Econ 2023 Principles of Economics II - Micro
Engl 3003 Writing for the Professions
Mgt 3003 Principles of Management
Mgt 3063 Organizational Behavior
Mgt 3973 Fin Aspects of non-Profits
Mgt 4023 Negotiation & Management Skill
MIS 1001 Introduction to Spreadsheets
Mktg 3003 Principles of Marketing
Psy 2253 Foundations of Psychology
Psy 3053 Social Psychology
Psy 3073 Industrial/Organizational Psychology
Psy 4063 Psychology of Diversity
Russian Studies  
(Interdisciplinary Major—College of Arts & Sciences)  
Engl  1133 Visual Confessions: Russian & European Cinema  
Russ  3013 Russian Culture

For more information about Certificate Programs and Interdisciplinary Majors at The University of Tulsa, please contact your collegiate academic advising office.

Senior Projects

All seniors in the Henry Kendall College of Arts & Sciences must complete a Senior Project. See Program Directors in each Department for a list of courses that fulfill the Senior Project requirement.

Cultural Diversity & Gender Studies Requirement

Students enrolled in the Henry Kendall College of Arts and Sciences must take two courses to fulfill the Cultural Diversity & Gender Studies requirement. The following courses fulfill the Cultural Diversity & Gender Studies requirement:

Anth  1063 Culture, People & Nature
Anth  2043 Patterns in Culture: Cultural Anthropology
Anth  2053 Culture before History: Archeology
Anth  3443 Magic, Witchcraft & Religion
Com  2723 Native Am Pop Imagination
Engl  1133 Russian & European Cinema
Engl  2353 Masterpieces Russian Literature
Hist  2053 European Women's History
Hist  3663 Reform & Revolution in Modern China
Hist  4833 Topics in Latin American History
Hist  4863 Topics in East Asian History
Mus  1043 Jazz: Mirror of American Society
Pol  3263 African Politics
Pol  2333 Introduction to Comparative Politics
Psy  2083 Psychology of Trauma
Psy  3053 Social Psychology
Russ  3013 Russian Culture
Soc  1033 The Sociological Imagination
Soc  2133 Inequality in American Society
Soc  4823 Globalization
WS  2013 Intro to Women’s & Gender Studies
WS  2053 European Women’s History
WS  2123 Crime, Justice, and Social Order
WS  3863 Special Topics in Women’s & Gender Studies I
WS  4053 Gender & Sexuality in Renaissance Art
WS  4383 Queer Theory/Queer Lives
WS  4863 Special Topics in Women’s and Gender Studies II
Satisfactory Academic Progress-SAP

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma's Promise (OHLAP), Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at The University of Tulsa.

1. **QUALITATIVE**: First, students are required to maintain a minimum cumulative grade point average.
2. **QUANTITATIVE (PACE)**: Second, students are required to complete (pass) a minimum 67% of hours they attempt.
3. **MAXIMUM TIME FRAME**: Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on *Financial Aid Warning, Financial Aid Suspension* or *Financial Aid Probation*. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative-Grade Point Average Requirement** - Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress Policy Requirements</th>
<th>Undergraduate Hours</th>
<th>Graduate Students</th>
<th>Law Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Attempted from all Institutions</td>
<td>All Hours</td>
<td>All Hours</td>
<td>All Hours</td>
</tr>
<tr>
<td>Minimum Cumulative GPA Requirements</td>
<td>2.00 GPA</td>
<td>3.00 GPA</td>
<td>2.00 GPA</td>
</tr>
</tbody>
</table>

2. **Quantitative (PACE) - Satisfactory Completion of Semester Hours Requirement** - Students must also successfully complete and pass 67% of all courses they attempt. Grades of A, B, C, D, F, P, I, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standards charts for Undergraduate Students, Graduate Students, Law Students and PhD Students.

**Quantitative (PACE) = Total Number of credit hours successfully completed**

**Total number of credit hours attempted**

<table>
<thead>
<tr>
<th>Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid</th>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
<th>Law Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Students must successfully complete: 67% of attempted courses. 67% of attempted courses. 67% of attempted courses.

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all accepted hours from all institutions attended will be included, even if a student did not receive federal student aid. The Student Financial Services Office recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For financial aid purposes grades of A, B, C, D, F, P, I, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Once students reach their maximum time frame (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid and are placed on Financial Aid Suspension. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Student Financial Services Office. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

<table>
<thead>
<tr>
<th>Attempted Hours Allowed for Earning a Degree - 150% of the published length of the degree program</th>
<th>186 hrs</th>
<th>54 hours - First Master's Degree</th>
<th>135 hours - Ph.D.</th>
<th>132 hours - Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bachelor's Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Repeated Coursework**

Students may receive federal financial aid consideration to repeat a previously passed course once. Students may repeat failed courses until they have attained a passing grade. An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.