The University of Tulsa
Spring Term 2018
Important Enrollment Information

The most current offerings of courses Can be found on the TU Website at http://www.utulsa.edu/courses/schedule

REGISTRATION FOR SPRING TERM 2018

Enrollment for the Spring Term, 2018 begins on Monday, October 30, 2017 for current University seniors. Students who have a hold (financial or otherwise) will not be able to register in classes until the hold(s) has been lifted by the respective offices. Holds may be viewed on WebAdvisor under Registration Readiness.

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 applying for Undergraduate Admission to the University

Application for Admission: An application for admission, available on the website, http://admission.utulsa.edu/apply/, should be submitted well ahead of the beginning of the term in which enrollment is sought. The Common Application is also accepted. A one-time, non-refundable application fee of $50.00 must accompany the application and can be paid at https://payments.utulsa.edu/undergraduate.

Transcripts:
A. Entering freshmen must request official high school transcripts mailed to the Office of Admission by the high school.
B. Transfer students must request official college transcripts from each college attended and, if fewer than 48 hours have been completed, an official high school transcript is also required. Transcripts must be mailed to the Office of Admission from the institution issuing the transcript.
C. Students who have earned a G.E.D. must provide an official G.E.D. score report.

ACT or SAT: Freshmen and all transfer applicants who have fewer than 30 semester hours must submit ACT or SAT results (the writing component is not required). Students who are 25 years of age or older are not required to submit an ACT or SAT score. However, the admission committee reserves the right to request additional testing if deemed necessary to the review process.

School Report Form: Freshman applicants who have graduated from high school within the past year are required to submit a school report form from their high school counselor. School Report Forms can be found through the Common Application or at http://admission.utulsa.edu/apply.

PRA Verification: Permanent Resident Aliens (P.R.A.) should provide a signed and dated copy of their “green card” with a signed and notarized PRA verification form available from the Office of Admission or from the website: http://admission.utulsa.edu/apply.

A personal interview with an admission counselor is strongly recommended.

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 the Dean of Admission 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. 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 on 2nd floor of Allen Chapman Student Union. A completed application includes $50.00 application fee, complete official records, with English translations, of all academic work, proof of English proficiency, 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 is made at the Office of the Dean in the College of Law.
Late Enrollments

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

University Calendar

January 8, Monday .......................... 8:00 a.m. .......... Class Instruction Begins
January 15, Monday, (NO CLASSES) .......... Martin Luther King Day
March 19, Monday .................................. Spring Recess Begins
March 26, Monday ............................... 8:00 a.m. .......... Class Instruction Resumes
April 2 – 13 .................................. Registration for the Summer 2018 Term
April 2 – 13 .................................. Registration for the Fall 2018 Term
April 24, 25 (NO CLASSES) ................. Reading Days
April 26, 27, 30 & May 1-3 Thursday, Friday,
Monday, Tuesday, Wednesday, Thursday ..... Final Examinations
May 5 .............................................................. Commencement Exercises

Important Dates

January 16, 2018 ... Last day to add a class.
January 26, 2018 .... Last day to sign for a pass/fail declaration or withdraw from a class without academic penalty in the Advising Offices.
March 30, 2018 .... No withdrawals permitted after this date.

Policy for Auditing Courses

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 advising offices in order to make such a change. 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 examination or receiving credit for the course.

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 Collegiate Advising Office any time up to the end of the third week of the term.

Policy for Repeating a Course (Undergraduate Students)

An undergraduate student may repeat a course up to two times and will be charged the usual fees for each time. Students are not allowed to repeat a course in which they have an “Incomplete” pending. Additional repeating of a course may be allowed only with written approval from the chair of the student’s academic unit and the dean of the student’s college of enrollment. When a course is repeated, only the most recent grade earned in the course will be included when calculating the student’s cumulative GPA.

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 the Registrar. The incomplete grade can remain on the student record for up to one year. After that time, unless the course work is completed and the instructor changes it to an alternate grade, the Office of the Registrar will change the grade to 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 do so through the collegiate advising office and will be expected to complete a questionnaire identifying their reasons for withdrawal. Mere non-attendance of classes does not constitute a withdrawal. For information concerning refunds of tuition, consult page 4 of this schedule under the heading "Refunds". Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological Withdrawals:

Students who withdraw for medical or psychological reasons should submit a written request to the Center for Student Academic Support. A request for a medical or psychological withdrawal must be supported by a letter from the attending physician or mental health practitioner. Readmission to the University is contingent upon receipt of a letter from the attending physician or mental health practitioner indicating the student is able to attend classes. Withdrawals for psychological reasons must include a 90-day absence from the University. Requests for Medical/Psychological Withdrawals must be submitted to the Center for Student Academic Support.

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 suspended 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 without documented extenuating circumstances will receive a grade of "W". Students may not withdraw after the end of the 12th week of classes.

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.

### Final Examination Schedule

**Spring Term 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>April 26, Thursday</td>
<td>9:00-11:25</td>
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<tr>
<td>April 27, Friday</td>
<td>9:00-11:25</td>
</tr>
<tr>
<td>April 30, Monday</td>
<td>9:00-11:25</td>
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<tr>
<td>May 1, Tuesday</td>
<td>9:00-11:25</td>
</tr>
<tr>
<td>May 2, Wednesday</td>
<td>9:00-11:25</td>
</tr>
<tr>
<td>May 3, Thursday</td>
<td>9:00-11:25</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.

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### Undergraduate Tuition Rates for the 2018 Spring Term

**Continuing Students: Initial enrollment 2010-2011 or earlier**

Tuition per semester for continuing full-time students - $18,094.00 per semester (private music lessons not included)

Overload tuition for continuing students for each semester hour

Tuition per semester hour for continuing part-time students taking 1-11 hours, including audit courses - $1,298.00 per credit hour

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**Continuing Students: Initial enrollment 2011-2012 and 2012-13**

Tuition per semester for new full-time students - $18,955.00 per semester (private music lessons not included)

Overload tuition for new students for each semester hour

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses - $1,361.00 per credit hour

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Tuition per semester for new full-time students - $19,321.00 per semester (private music lessons not included)

Overload tuition for new students for each semester hour

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses - $1,387.00 per credit hour

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**Initial enrollment 2015-2016, 2016-2017 & 2017-2018**

Tuition per semester for new full-time students - $20,242.00 per semester (private music lessons not included)

Overload tuition for new students for each semester hour

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses - $1,453.00 per credit hour

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### Graduate Tuition Rate for the 2018 Spring Term

**Continuing Students:**

Graduate - $1,235.00 per credit hour

Master of Energy Business - $900.00 per credit hour

Doctoral Nursing Practice - $1,040.00 per credit hour

Master of Athletic Training - $800.00 per credit hour

Master of Accounting - $900.00 per credit hour

Master of Business Administration - $900.00 per credit hour

Master of Science in Finance - $900.00 per credit hour

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Law Tuition Rate for the 2018 Spring Term

Law- Full-time -12 or more hours........... $12,300.00 per semester
Law-Part-time -4 year program.................. $8,610.00 per semester
Law-Part-time -5 year program.................. $6,744.00 per semester
Law.................................................. $1,000.00 per credit hour

Master of Law in American Law........................... $15,898.00 per semester
Master of Law in American Law........................... $1,325.00 per credit hour
Master of Law in Energy and Natural Resources........ $15,898.00 per semester
Master of Law in Energy and Natural Resources........ $1,325.00 per credit hour
Professional Development Fee.................................. $1,000.00

Law Masters Program.................................. $11,356.00 per semester
Law Masters Program.................................. $946.00 per credit hour
Law Native American Research......................... $11,356.00 per semester
Law Native American Research......................... $946.00 per credit hour

Master Juris Indian Law.................................. $948.00 per credit hour
Master-Juris Energy Law.................................. $1,135.00 per credit hour

Prices quoted for travel courses may be in addition to the above tuition charge. Students enrolled in study-abroad courses should consult with the Center for Global Education or the program instructors concerning the amounts and due dates for payment of additional study abroad and travel expenses.

Applicable tuition rates will be determined according to policy as established by The University of Tulsa.

Fees:
International Student Services fee..........................** $180.00 per semester
Student Association fee - Full-time undergraduate (12-18 hours)........... $70.00
Student Association fee - Less than full-time undergraduate.............. $6.00 per hour
Student Association fee - Full-time graduate (9 hours or more).............. $70.00
Student Association fee - Less than full-time graduate......................... $6.00 per hour
Student Association fee - Full-time Law (10 hours or more).................. $70.00
Student Association fee - Less than full-time Law............................. $6.00 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***........ $742.00

** Non-refundable
***Opt-out provision available-- information available at:
https://studentcenter.uhcsr.com/school-page
Subject to change

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. A processing fee of 2.75 percent of the amount paid ($3 minimum) will be assessed against online student account payments that are made by credit card and debit card.

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%

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.

Explanation 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 the ID Card Center now issued in the Parking and ID Center in 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 Parking & ID Center 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.

Certificate Programs

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 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 3443</td>
<td>Digital Painting with Photoshop</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 3573</td>
<td>Advanced Media Production &amp; Criticism</td>
</tr>
<tr>
<td>COM 3623</td>
<td>Public Relations Cases and Campaigns</td>
</tr>
<tr>
<td>COM 4443</td>
<td>National Student Advertising Competition</td>
</tr>
<tr>
<td>COM 4543</td>
<td>Branding</td>
</tr>
<tr>
<td>COM 4613</td>
<td>Internship</td>
</tr>
<tr>
<td>COM 4843</td>
<td>Topics in Communication</td>
</tr>
<tr>
<td>FLM 3243</td>
<td>Graphics Communication I</td>
</tr>
<tr>
<td>FLM 3443</td>
<td>Digital Painting with Photoshop</td>
</tr>
<tr>
<td>FLM 3573</td>
<td>Advanced Media Production &amp; Criticism</td>
</tr>
</tbody>
</table>

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 Uniform Certified Public Accountant, Certified Management Accountant, and Certified Internal Auditor, and to enhance accounting skills necessary for advancement in existing positions.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 2113</td>
<td>Concepts in Accounting Information I</td>
</tr>
<tr>
<td>ACCT 2123</td>
<td>Concepts in Accounting Information II</td>
</tr>
<tr>
<td>ACCT 3113</td>
<td>Intermediate Financial Accounting I</td>
</tr>
<tr>
<td>ACCT 3123</td>
<td>Intermediate Financial Accounting II</td>
</tr>
<tr>
<td>ACCT 3133</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 4143</td>
<td>Accounting Information Systems</td>
</tr>
</tbody>
</table>
Certificate in Classical Studies
This program is designed for the traditional or non-traditional student who wants to acquire a solid foundation in Greco-Roman world and its legacy. Students must complete 21 hours of approved course work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 2203</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ARTH 4053</td>
<td>Gender &amp; Sexuality in Renaissance Art</td>
</tr>
<tr>
<td>ARTH 4803</td>
<td>Late Antique &amp; Eastern Medieval Art</td>
</tr>
<tr>
<td>GRK 1004</td>
<td>Beginning Greek I</td>
</tr>
<tr>
<td>HIST 3813</td>
<td>The Rise &amp; Fall of the Roman Empire</td>
</tr>
<tr>
<td>HIST 5313</td>
<td>The Frontiers of Premodern Europe</td>
</tr>
<tr>
<td>LAT 1014</td>
<td>Beginning Latin II</td>
</tr>
<tr>
<td>LAT 2013</td>
<td>Intermediate Latin II</td>
</tr>
<tr>
<td>PHIL 1003</td>
<td>Socrates to Sartre: Ideas that Shaped Our World</td>
</tr>
<tr>
<td>WS 4053</td>
<td>Gender &amp; Sexuality in Renaissance Art</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>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 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>Title</th>
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</thead>
<tbody>
<tr>
<td>COM 4113</td>
<td>Documentary Workshop</td>
</tr>
<tr>
<td>ENGL 2403</td>
<td>Introduction to Creative Writing</td>
</tr>
<tr>
<td>ENGL 2513</td>
<td>Major British Writers I</td>
</tr>
<tr>
<td>ENGL 2523</td>
<td>Major British Writers II</td>
</tr>
<tr>
<td>ENGL 3783</td>
<td>ST: Television Writing</td>
</tr>
<tr>
<td>ENGL 4243</td>
<td>Advanced Fiction Writing</td>
</tr>
<tr>
<td>FLM 2383</td>
<td>Introduction to Scripting &amp; Script Analysis</td>
</tr>
<tr>
<td>FLM 3283</td>
<td>Film Theory &amp; Criticism</td>
</tr>
<tr>
<td>FLM 4243</td>
<td>Screenwriting III</td>
</tr>
<tr>
<td>FLM 4973</td>
<td>Advanced Film &amp; Video Seminar</td>
</tr>
<tr>
<td>FR 3033</td>
<td>Approaches to Analysis of French Texts</td>
</tr>
<tr>
<td>RUSS 3043</td>
<td>20th Century Russian Literature</td>
</tr>
<tr>
<td>SPAN 4113</td>
<td>ST: Marginal Rioplantense Film</td>
</tr>
<tr>
<td>SPAN 4113</td>
<td>ST: Prose Fiction of Vicente Blasco Ibanez</td>
</tr>
<tr>
<td>THEA 2383</td>
<td>Introduction to Scripting &amp; Script Analysis</td>
</tr>
<tr>
<td>THEA 3023</td>
<td>Classical Theatre</td>
</tr>
</tbody>
</table>

Certificate in Finance
This program is designed to prepare individuals for entry-level positions in the finance industry, or to enhance the finance skills necessary for advancement in existing positions. Areas of study include corporate finance, investments and portfolio management, financial institutions, and international finance. Students are required to complete 15 credit hours of approved course work in Finance and Real Estate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<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</td>
</tr>
</tbody>
</table>

Certificate in International Studies
This program meets the needs of students with personal, academic, or 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>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2043</td>
<td>Patterns in Culture</td>
</tr>
<tr>
<td>ANTH 3173</td>
<td>Genders across Culture</td>
</tr>
<tr>
<td>ECON 3083</td>
<td>International Economics</td>
</tr>
<tr>
<td>FR 4123</td>
<td>Topics in Literary &amp; Cultural Studies</td>
</tr>
<tr>
<td>HIST 2603</td>
<td>Russia and the West</td>
</tr>
<tr>
<td>HIST 2703</td>
<td>Dragon &amp; the Eagle: History of US-China Relations</td>
</tr>
<tr>
<td>HIST 2823</td>
<td>European Politics</td>
</tr>
<tr>
<td>HIST 3603</td>
<td>Russia and the West</td>
</tr>
<tr>
<td>HIST 3813</td>
<td>Rise &amp; Fall of the Roman Empire</td>
</tr>
<tr>
<td>HIST 4843</td>
<td>Topics in European History</td>
</tr>
<tr>
<td>HIST 4873</td>
<td>Topics in Medieval History</td>
</tr>
<tr>
<td>POL 2023</td>
<td>European Politics</td>
</tr>
<tr>
<td>POL 2033</td>
<td>World Politics in the 21st Century</td>
</tr>
<tr>
<td>POL 2263</td>
<td>Modern Latin America</td>
</tr>
<tr>
<td>POL 3183</td>
<td>Issues in European Political Development</td>
</tr>
<tr>
<td>POL 3385</td>
<td>Human Rights in International Politics</td>
</tr>
<tr>
<td>POL 3393</td>
<td>Politics of the Commons</td>
</tr>
<tr>
<td>POL 4133</td>
<td>Corruption and Government Reform</td>
</tr>
<tr>
<td>RUSS 3043</td>
<td>20th Century Russian Literature</td>
</tr>
<tr>
<td>SPAN 3463</td>
<td>Business Spanish</td>
</tr>
<tr>
<td>SPAN 4113</td>
<td>Special Topics in Spanish</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. This certificate is not designed for those students already majoring in media studies.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2153</td>
<td>Photography I</td>
</tr>
<tr>
<td>ART 3323</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>COM 2523</td>
<td>Political Communication</td>
</tr>
<tr>
<td>COM 3573</td>
<td>Advanced Media Production &amp; Criticism</td>
</tr>
<tr>
<td>COM 3873</td>
<td>History &amp; Philosophy of Free Expression</td>
</tr>
<tr>
<td>COM 4113</td>
<td>Documentary Workshop</td>
</tr>
<tr>
<td>COM 4613</td>
<td>Internship</td>
</tr>
<tr>
<td>COM 4863</td>
<td>Topics in Communication: Investigative</td>
</tr>
<tr>
<td>JS 3001</td>
<td>Journalism Practicum</td>
</tr>
<tr>
<td>POL 2073</td>
<td>Law and Society</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Statistics for the Social Sciences</td>
</tr>
</tbody>
</table>

Certificate in Medieval and Early Modern Studies
This certificate in Medieval and Early Modern Studies, also known as MEMS is an interdisciplinary program spanning the year’s c. 300 to 1800 CE with a focus on the geography, cultures, and the intellectual traditions of Europe. Students must complete 21 hours of approved coursework.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 2203</td>
<td>Survey of Art History I</td>
</tr>
<tr>
<td>ARTH 4053</td>
<td>Gender &amp; Sexuality in Renaissance Art</td>
</tr>
<tr>
<td>ARTH 4803</td>
<td>Special Topics: Late Antique &amp; Eastern Medieval Art</td>
</tr>
<tr>
<td>ENGL 3703</td>
<td>Special Topics: Before Harry Potter Witches, Wizards &amp; Magic in Early Modern Drama</td>
</tr>
<tr>
<td>HIST 2413</td>
<td>Pirates &amp; Piracy in the Atlantic World</td>
</tr>
<tr>
<td>HIST 3813</td>
<td>The Rise &amp; Fall of the Roman Empire</td>
</tr>
<tr>
<td>HIST 4873</td>
<td>Special Topics: Late Antique &amp; Eastern Medieval Art</td>
</tr>
</tbody>
</table>
Gender Studies requirement. The following courses fulfill the Sciences must take two courses to fulfill the Cultural Diversity &

Certificate in Management Information Systems
The Certificate in Management Information Systems program is designed for two groups of individuals. The program prepares those without a college degree for entry level positions in data processing and management information systems (i.e., positions that do not require an undergraduate degree in MIS), and helps individuals with degrees in areas other than MIS who want to enhance their information systems skills.

- MIS 2013 Business Programming Concepts I
- MIS 3003 Introduction to Management Information Systems
- MIS 3023 Business Programming Concepts II
- MIS 3043 Telecommunications
- MIS 4043 Database Design & Applications
- MIS 4053 Systems Analysis & Design

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 18 hours of approved course work.

- ANTH 2043 Patterns in Culture: Cultural Anthropology
- ANTH 3103 North American Indians
- ART 3243 Graphic Communication I
- ARTH 2203 Survey of Art History I
- COM 3573 Advanced Media Production & Criticism
- COM 3623 Public Relations Cases and Campaigns
- HIST 2523 History of Oklahoma

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 and Nature
- ANTH 2033 Human Development and Diversity
- ANTH 2043 Patterns in Culture: Cultural Anthropology
- ANTH 3103 North American Indians
- ANTH 3173 Gender across Culture
- ARTH 4053 Gender & Sexuality in Renaissance Art
- CDDE 2383 Deaf History & Culture
- CHIN 3903 Topics in Chinese Literature and Culture
- CHIN 4303 Topics in Chinese Media
- COM 2723 Native Americans & the Popular Imagination
- ECON 2073 Introduction to the Chinese Economy
- EDUC 3103 Children’s Literature
- HIST 2413 Pirates & Piracy in the Atlantic World
- HIST 2703 The History of US-China Relations
- HIST 3403 Crime & Punishment in American History
- HIST 4843 Topics in European History
- HIST 4853 Topics in American History:
- HIST 5313 Readings in the History of the Ancient World:
- HIST 5513 Readings in the History of the United States:
- MUS 3263 Music History II
- POL 3293 Inequalities in American Democracy
- PSY 4063 Psychology of Diversity
- RUSS 3043 20th Century Russian Literature
- SOC 1033 The Sociological Imagination: An Introduction To Sociology

Chinese Studies (Interdisciplinary) Major-College of Arts & Sciences

- CHIN 1014 Beginning Chinese II
- CHIN 2013 Intermediate Chinese II
- CHIN 3903 Topics in Chinese Literature and Culture: Critical Thinking & Language Innovation
- CHIN 4303 Topics in Chinese Media: Voicing Sentiments
- ECON 2073 Introduction to the Chinese Economy
- HIST 2703 Dragon & the Eagle: The History of U.S.-China Relations

Environmental Policy (Interdisciplinary Major - College of Arts & Sciences)

- BIOL 1031 The Environment & Humanity Lab
- BIOL 3500 Plant Diversity Lab
- BIOL 3504 Plant Diversity
- BIOL 4213 Environmental Ethics & Conversation
- CHEM 1011 General Chemistry I Laboratory
- CHEM 1013 General Chemistry I
- CHEM 1021 General Chemistry II Laboratory
- CHEM 1023 General Chemistry II
- CHEM 2024 Energy Technology for the Future
- CHEM 3011 Organic Chemistry I Laboratory
- CHEM 3013 Organic Chemistry I
- CHEM 3021 Organic Chemistry II Laboratory
- CHEM 3023 Organic Chemistry II
- CHEM 4081 Analytical Chemistry I Laboratory
- CHEM 4083 Analytical Chemistry I
- CHEM 4131 Biochemistry I Laboratory
- CHEM 4133 Biochemistry I
- CHEM 4143 Biochemistry II
- ECON 2013 Principles of Economics I: Macroeconomics
- ECON 2023 Principles of Economics II: Microeconomics
- ECON 3023 Macroeconomic Theory
- ECON 3083 International Economics
- ECON 3123 Resources and the Environment
- GEOG 3053 Geomorphology
- GEOL 1010 Physical Geology Lab
- GEOL 1014 Physical Geology
- GEOL 2000 History of the Biosphere Lab
- GEOL 2003 History of the Biosphere
- GEOL 2053 Earth Resources
- SOC 1033 The Sociological Imagination: An Introduction to Sociology

Organizational Studies (Interdisciplinary Major – College of Arts & Sciences)

- AM 3013 Arts Administration I
- BUS 1013 Business & Society
- COM 4613 Internship
- ECON 2013 Principles of Economics I: Macroeconomics
- ECON 2023 Principles of Economics II: Microeconomics
- ENGL 3003 Writing for the Professions
- MGT 2143 Introduction to Sports Management
### Senior Project

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.

### Russian Studies (Interdisciplinary Major – College of Arts and Sciences)

Students who major in Russian Studies enroll in 33 hours of coursework in Russian language, literature and culture, history and politics. The major provides students with a knowledge and understanding of historical and contemporary Russia, as well as the ability to use the Russian language. Students have the opportunity to live and study abroad, and can combine their Russian Studies major with many other majors across campus.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2603</td>
<td>Russia and the West</td>
</tr>
<tr>
<td>HIST 3603</td>
<td>Russia and the West</td>
</tr>
<tr>
<td>RUSS 1014</td>
<td>Beginning Russian II</td>
</tr>
<tr>
<td>RUSS 2013</td>
<td>Intermediate Russian II</td>
</tr>
<tr>
<td>RUSS 3043</td>
<td>20th Century Russian Literature</td>
</tr>
<tr>
<td>RUSS 4113</td>
<td>Russia Today? Special Topics in Russian</td>
</tr>
</tbody>
</table>

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MGT 3003  Principles of Management
MGT 3063  Organizational Behavior
MGT 3103  Human Resource Management
MGT 3173  Revenue Generation for Sport Organizations
MGT 4023  Negotiation & Management Skills
MKTG 3003 Principles of Marketing
PSY 3073  Industrial/Organizational Psychology
PSY 4063  Psychology of Diversity
SOC 1033  The Sociological Imagination
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’s Promise, Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet three (3) requirements to maintain their financial aid eligibility at TU:

I. QUALITATIVE: (1), students are required to maintain a required minimum cumulative grade point average.

II. QUANTITATIVE (Pace): (2), students are required to complete (pass) a minimum 67% of hours they attempt.

III. MAXIMUM TIME FRAME: (3), students must complete their degree within a timely manner.

These three (3) 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 Financial Aid Satisfactory Academic Progress policy, when they may be placed on *Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation. Financial Aid Satisfactory Academic Progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

I. Qualitative – Grade Point Average Requirement – Each student must meet a required minimum cumulative grade point average to remain eligible for federal financial aid.

<table>
<thead>
<tr>
<th>Financial Aid Satisfactory Academic Progress requirements</th>
<th>Undergraduate Students</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 Grade Point Average (GPA) Requirements</td>
<td>2.0 Cumulative GPA</td>
<td>3.0 Cumulative GPA</td>
<td>2.0 Cumulative GPA</td>
</tr>
</tbody>
</table>

II. Quantitative (The pace at which a student must progress to complete the program within the maximum timeframe.) – 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, W and MG are all considered attempted hours. All transfer and repeat hours are included in this calculation.

\[
\text{Pace} = \frac{\text{Total number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}
\]

<table>
<thead>
<tr>
<th>Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Financial Aid</th>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
<th>Law Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must successfully complete: 67% of attempted courses</td>
<td>67% of attempted courses</td>
<td>67% of attempted courses</td>
<td>67% of attempted courses</td>
</tr>
</tbody>
</table>
III. **Maximum Time Frame for Degree Completion** – Students must complete their degree program within an allotted timeframe to remain eligible for federal financial aid. The chart below indicates the **timeline** 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 aid. The Office of Student Financial Services recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For federal financial aid purposes, grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. 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 financial aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Office of Student Financial Services. 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</th>
<th>First Bachelor’s Degree</th>
<th>First Master’s Degree</th>
<th>Ph.D.</th>
<th>Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>150% of the published length of the degree program</td>
<td>186 hours</td>
<td>54 hours</td>
<td>135 hours</td>
<td>132 hours</td>
</tr>
</tbody>
</table>

Students who wish more information concerning these requirements should make an appointment to discuss their situation with a counselor in the Office of Student Financial Services located in Collins Hall.