

Fall, 2007

Dear Prospective Applicant,

Congratulations on your decision to extend your education by attending graduate school! We are pleased with your interest in the University of Oklahoma, and are always gratified to receive inquiries. The enclosed information will introduce you to several important graduate admission documents, and explain the procedures involved in applying for both admission and graduate assistantships.

The Department of Communication at the University of Oklahoma offers diverse areas of study specifically tailored to fit individual goals and professional objectives. Our areas include:

- Interpersonal/Social Influence
- Intercultural/International
- Mass/Political
- Health
- Language and Social Interaction

Admissions forms for the Graduate College can be requested through their web-site at [gradweb.ou.edu](http://gradweb.ou.edu). This is a separate application from our department's. You will need to return **both** required forms to fully complete your application at the University of Oklahoma. We can only consider your application when all necessary forms have been returned.

The deadline for fall admission to the Department of Communication is February 1, of each year; we no longer admit students for the spring semester. Please keep in mind that the February 1, deadline supersedes the deadlines specified by the Graduate College. These are separate applications.

We are proud of our graduate program and its students. Interaction between students and faculty is frequent and pleasant. We thank you for considering our program.

Should you decide to include the Department of Communication at the University of Oklahoma in your plans, we look forward to receiving your application material. Feel free to visit our web page at [www.ou.edu/deptcomm/](http://www.ou.edu/deptcomm/). Our Department advisor, Brandi Goldman, is also available to answer your questions. She may be contacted via email, [goldman@ou.edu](mailto:goldman@ou.edu), or by phone (405) 325-7710.

Sincerely,

Amy Johnson, Ph.D.

Graduate Liaison

## ADMISSION FOR GRADUATE STUDY

To be eligible for graduate study enrollment in the Department of Communication, students must be admitted to **the University, the Graduate College, and the Department of Communication**. The Office of Admissions and Records has charge of all matters pertaining to general admission to the University. The Graduate Dean governs admission and enrollment in the Graduate College. Students must also be accepted by the Department of Communication. Students seeking admission in full standing must meet the admission requirements of the Department of Communication as well as the requirements of the Graduate College.

Requests for application to the University and the Graduate College should be sent to:

**Office of Admissions and Records**

**1000 Asp Avenue**

**Norman Oklahoma 73019**

You may also download the application from the following web site: <http://gradweb.ou.edu/>

Requests for application to the Department of Communication should be sent to:

**Director of Graduate Studies**

**Department of Communication**

**ATTN: Brandi Goldman**

**610 Elm Avenue, Room 110**

**Norman Oklahoma 73019-2081**

**Email:** [goldman@ou.edu](mailto:goldman@ou.edu)

You may also download the Department of Communication application from the following web site:

<http://www.ou.edu/cas/deptcomm/pages/graduate.htm>

*It is the policy of the Department to accept qualified applicants without regard to race, color, creed, sex, sexual orientation, age, or national origin.*

Students enter the graduate program under one of the following status categories, based on credentials available at the time of admission.

### **FULL STANDING STATUS**

Graduate students in full standing are those who have been accepted by both the Department of Communication and the Graduate College

In order to be recommended for full standing status by the Department of Communication, prospective graduate students must satisfy the following requirements:

- Completion of the department application forms
- Satisfaction of minimum grade point average:
  - Students seeking Master's degree must have earned baccalaureate with at least 3.0
  - Students seeking Ph.D. degree must have earned at least a 3.5 on all graduate work.
- Submission of 3 letters of recommendation from academic sources. You should ask 3 faculty members who know your work best to fill out the recommendation forms enclosed. Recommendations should be returned to the address listed on the form as soon as possible.

- Submission of Graduate Records Examination (GRE) scores. These should be sent directly to the Department by the ETS. The Department expects a score of at least 1000 (composite of verbal and quantitative). Students with a lower score may still be accepted if other evidence (such as GPA or recommendations) warrants admission. The GRE is required of all Ph.D. students and any M.A. students who are seeking a graduate teaching or research assistantship.
- International students whose native language is not English must score at least 550 on the Test of English as a Foreign Language (TOEFL) examination to be considered proficient in English.
- *Note: International students having English as a second language may also be required to take the Spoken English Test offered at sites where the TOEFL examination is administered.*

Students who do not meet the requirements for full standing may be admitted on a provisional basis while appropriate conditions are being met.

### **CONDITIONAL STATUS**

Students who fail to meet one or more of the requirements for full standing admission by the department may be granted conditional admission. This allows the student to begin graduate work while taking steps to satisfy full standing requirements. The Department of Communication makes three types of conditional admissions:

**Low Grades:** Entering M.A. students whose undergraduate GPA is 2.75 to 2.99 may be admitted conditionally on recommendation of the Department and approval of the Graduate College. The Department will specify the first twelve hours to be taken, which must be completed in one calendar year with a minimum 3.25 GPA earned and no letter grade below a 'B'. No hours will be applied retroactively to satisfy this condition and no independent or directed readings hours may be applied to satisfy this condition. According to the Graduate College policy, this form of condition is considered to be equivalent to academic probation.

**Course Work Deficiencies:** Entering M.A. students who do not have a baccalaureate degree in Communication will usually be accepted into the program if their degree is one of the social sciences. Students holding degrees in other areas of study that have included little or no course work in Communication or related subjects may be required to complete some undergraduate communication hours before entering the Master's program. Entering Ph.D. students with less than 21 hours of undergraduate or graduate credit in communication will be admitted upon completion of up to 21 hours of undergraduate and/or graduate level courses in communication. The number and nature of the hours required will be contingent upon the extent of the deficiency. The Departmental Chairperson, or the Director of Graduate Studies, will specify the courses and hours, in collaboration with appropriate faculty, which will not include tool courses, independent study, or directed reading hours. Courses must be completed within the specified time with a 3.5 GPA. The Departmental Chairperson, the Director of Graduate Studies, or a specified faculty member will serve as the student's advisor until the conditions are met.

*Note: No hours taken to satisfy the course work deficiency may be applied toward the Ph.D.*

**Incomplete Credentials:** Students who have allowed insufficient time for receipt and processing of their application materials or who have not submitted all materials may be admitted conditionally for one semester, or Summer term while satisfying the credentials requirement. The student will be accepted to the program or denied admission after the conditional semester or term is up.

### **UNCLASSIFIED STATUS**

Any student who has earned a baccalaureate degree or the equivalent and has earned at least a 3.00 GPA over the last sixty hours of undergraduate work may be admitted to the Graduate College in unclassified status. Conditional unclassified status may be granted if the student's grade point average is between 2.8 and 3.0. A student may not accumulate more than 12 hours of credit as an unclassified student without written approval from the Graduate College Dean.

A student in unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to the Department of Communication. If a student is later accepted into a degree program, courses taken while in unclassified status might be used to fulfill graduate degree requirements only if accepted by the Department and approved by the Graduate Dean. After admission to graduate study in the Department of Communication, the

student seeking to upgrade unclassified hours to graduate credit must secure permission to apply from his/her advisory committee. If permission is given, the student must go to the Graduate College to obtain the form, ***Approval of Unclassified Credit***. This form must be completed by the student's advisor, signed by the Director of Graduate Studies for the Department, and returned to the Graduate College to be placed in the student's file.

### **SPECIAL STATUS**

Special student admission status is appropriate for an undergraduate who wishes to take courses without the intention of pursuing a degree and workshop, short course, or other special course participants who have not yet been admitted to the Graduate College. Those who later wish to matriculate into the Graduate College, upon request, will have their application materials reviewed. A special status student is **not** a graduate student. Special student applications are processed in the Office of Admissions and Records, but records are maintained in the Graduate College for those special students holding a baccalaureate degree. Special students with grade point averages under 3.00 are generally restricted from enrolling in 5000 and 6000 level courses, but may receive permission from the instructor, the Department, and the Graduate Dean. Credit earned may be used to satisfy degree requirements only if the student would have qualified for admission to the Graduate College and the Department of Communication at the time admitted as special status. Hours earned to raise GPA for admission while classified as a special student may not be applied to satisfy degree requirements.

### **ADMISSION OF O.U. GRADUATING SENIORS**

Any graduating senior who wishes to apply for admission to the graduate program should report to the Office of Admissions and Records during his/her final semester and complete the ***Application of University of Oklahoma Graduating Seniors***. He/she should also make application to the Department of Communication. If the graduating senior is admitted but does not complete the undergraduate degree requirements, he/she must inform the Graduate College. Admission will be cancelled and the student will have to reapply. Any graduate student who wishes to be readmitted must enroll for courses within one year after the admission date to retain active status. If not, the student must reapply for admission.

### **REGISTRATION & ENROLLMENT**

At the time of registration, a new student who has been officially admitted to the graduate college should report directly to the Graduate Liaison for assignment to a temporary advisor. Assignment of temporary advisors will usually be made during new student orientation. Each semester the Office of Admissions and Records prepares the official form, which is the student's permit to register. These forms are available prior to official registration dates in the Graduate College. If a form is not available, it means the student either has not been admitted, or that a stop (usually because of academic or bill-not-paid) has been placed on the student's enrollment.

There are enrollment limitations. Full-time enrollment for graduate students who are **not** a 0.5 FTE graduate assistant is nine or more credit hours during the fall and spring semesters, and four or more credit hours during the summer session. A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six credit hours during fall and spring semesters, and at least three in the summer session to be classified as a full time student in the Graduate College. Students appointed at greater than a 0.5 FTE should not anticipate being a full-time student. A graduate student may not carry more than sixteen credit hours per regular semester nor nine hours during summer session without the permission of the Graduate Dean.

### **LAPSED ENROLLMENT**

*A graduate student who has a lapse of enrollment for one calendar year must reapply for admission following the same procedures as used for first time admission. The student will then be subject to the regulations applicable during the term of the first enrollment after readmission.*