

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 <http://gradweb.ou.edu/Programs/index.asp>. 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, [kmartin@ou.edu](mailto:kmartin@ou.edu), or by phone (405) 325-7710.

Sincerely,

Amy Johnson, Ph.D.

Graduate Liaison

## ADMISSION FOR GRADUATE STUDY

To be eligible for enrollment for graduate study in the Department of Communication, the student must be admitted to the university, the Graduate College, and 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 established by 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:

**Graduate Liaison**  
**Department of Communication**  
**ATTN: Kathy Martin**  
**610 Elm Avenue, Room 110**  
**Norman Oklahoma 73019-2081**  
**E-mail: [kmartin@ou.edu](mailto:kmartin@ou.edu)**

The Office of Admissions and Records has charge of all matters regarding general admission to the university. Admission and enrollment in the Graduate College are governed by the college's dean, and in most cases, students also must be recommended for admission by the Department of Communication. Regular admission occurs only during the fall semester. It is the policy of the department to accept qualified applicants without regard to race, color, creed, sex, sexual orientation, age, or national origin.

The Graduate College requires a separate application in addition to any departmental requirements. You will need to return all required forms to complete your application. 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 1st of each year. Please keep in mind that the February 1st deadline supersedes the deadlines specified by the Graduate College. These are separate applications.

Our department advisor, Kathy Martin, is available to answer your questions. She may be contacted via e-mail ([martin@ou.edu](mailto:martin@ou.edu)) or by phone (405) 325-7710.

### **Admission in Full Standing**

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 considered for admission in full standing 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 a Master's degree must have earned a baccalaureate with at least 3.0
  - Students seeking a Ph.D. degree must have earned at least a 3.5 on all graduate work.
- Submission of three letters of recommendation from academic sources. You should ask three faculty members who know your work best to fill out the recommendation forms. 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 Educational Testing Services (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.
- Completion of Master's degree by August 15<sup>th</sup> of the entering year.
- *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 conditional basis while appropriate conditions are being met.

### **Conditional Admission**

Students who fail to meet one or more of the requirements for admission in full standing by the department may be granted conditional admission. This allows the student to begin graduate work while taking steps to satisfy admission in 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 in 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 areas 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 Graduate Liaison 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 minimum of a 3.5 GPA. The Departmental Chairperson, the Graduate Liaison, 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 either be accepted to the program or denied admission after the conditional semester or term is completed. Any student who has not finished his or her Master's degree when entering the program will have one semester to complete the degree. Otherwise, enrollment will be stopped for this student.

### **Unclassified Admission**

Any student who has earned a baccalaureate degree or the equivalent and who has earned at least a 3.00 GPA over the last 60 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 may 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 or 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 Graduate Liaison for the department, and returned to the Graduate College to be placed in the student's file.

### **Special Student Status**

Special student admission status is appropriate for an undergraduate who wishes to take courses without the intention of pursuing a degree, as well as for workshop, short course, or other special course participants who have not yet been admitted to the Graduate College. Upon request, those who later wish to matriculate into the Graduate College 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 to do so 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 University of Oklahoma 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 or her final semester and complete the *Application of University of Oklahoma Graduating Seniors*. The student should also make application to the Department of Communication. If the graduating senior is admitted but does not complete the undergraduate degree requirements, the student must inform the Graduate College. Admission will be cancelled and the student will have to reapply.

### **Registration and Enrollment**

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 either the student has not been admitted or that a stop (usually because of academic or bill-not-paid issues) 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. A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six credit hours during fall and spring semester to be classified as a full-time student in the Graduate College. International students, especially, please note: 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 more than 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. After readmission, the student will be subject to the regulations applicable during the term of the first enrollment.

## Enrollment of Undergraduates in Graduate Courses for Graduate Credit

Undergraduates may apply for graduate credit by returning a completed *Application for Graduate Credit for Courses Taken During the Junior and Senior Years* to the Graduate College. The application form may be obtained in the Graduate College.

The following stipulations must be met:

- 1) The undergraduate must have a minimum overall *and* University of Oklahoma **grade point average of 3.0** when the course(s) is (are) taken.
- 2) The student must be a **junior** or **senior**.
- 3) The Application for Graduate Credit must be completed and returned to the Graduate College with signed approvals of the instructor and Graduate Liaison prior to or during the **first two weeks of classes** in the term in which the course(s) is (are) taken
- 4) The course(s) **cannot be required for nor applied toward** an undergraduate degree.
- 5) A grade of "A," "B," or "S" must be earned in the courses.

If all of the above stipulations are satisfied, the Office of Admissions and Records will note on the student's transcript that graduate credit was earned in the course.

These graduate credits are not automatically transferable to the graduate program in this department. Up to 12 hours maximum of graduate credit earned by an undergraduate can be applied to any graduate program. More than 12 hours will not be allowed without special permission from the Graduate Dean and this department.