



<http://cidl.ou.edu/pace/>

ncpace@ou.edu

(800) 942-5702

Fax: (405) 325-7687

University of Oklahoma

1600 S. Jenkins

Norman, OK 73072-6507

A degree from the University of Oklahoma (OU) symbolizes a quality education and OU's dedication to excellence. In 1942, the University began serving the educational needs of the United States Armed Forces by offering independent study college courses, bachelor's and master's degree programs, as well as a doctorate degree. Today, Servicemembers all over the world are awarded degrees at 50 OU sites.

The University of Oklahoma is a Servicemembers Opportunity College member with policies and programs designed especially to help meet the needs of Navy Service members. OU provides NCPACE students the opportunity to enroll in **statistics, mathematics, chemistry, geology, physics, human relations, sociology, geography and music** undergraduate courses, as well as the core courses from two distance learning degrees, the **Bachelor of Arts in Administrative Leadership** and the **Master of Arts in Administrative Leadership**.

The University of Oklahoma offers both undergraduate and graduate level courses through the NCPACE program. Students interested in taking graduate level courses and students who wish to exceed 6 credit hours of LSTD 3000-4000 level coursework must meet the following prerequisite:

- OU Advisor Permission Required - Send unofficial copies of your SMART and college transcripts to ncpace@ou.edu or fax (Attn: NCPACE Office) to (405) 325-7687.

Bachelor of Arts in Administrative Leadership (BAAL):

The Bachelor of Arts in Administrative Leadership is a 120-hour degree program that educates students for success in the 21st century by combining the broad elements of interdisciplinary study with an in-depth understanding of leadership. Topics include organizational leadership, conflict resolution, ethics, marketing, cultural diversity, and quality initiatives.

To meet the 120 semester hour requirement, 46 general education, 35 lower/upper division electives, and 39 upper division core hours are required. **Students who have not received full admission to the College of Liberal Studies BAAL program will not be permitted to exceed 6 credit hours.** Admission applications can be found at http://www.cidl.ou.edu/pace/gettingstarted_baal.cfm or http://www.ou.edu/content/cls/aud/military_students/navy.html.

Getting Started:

If you are interested in obtaining a Bachelor of Arts in Administrative Leadership degree, please follow the steps below.

1. Complete BA Admission Application
 - See OU application included in catalog. Visit the website address above for the BA supplemental application required for full admission
 - NCPACE students are exempt from paying the OU application fee.
2. Request official transcripts from prior institutions
3. Complete SOC Evaluation Request Form
 - See SOC evaluation request form inside this catalog.
4. Mail completed form(s) and transcripts to: The University of Oklahoma
Attn: NCPACE Office
1600 South Jenkins

Evaluation of your Military Credits:

For an unofficial evaluation toward the BAAL degree, please fax a copy of all college and military transcripts to the NCPACE Office at (405) 325-7687 along with a request for an unofficial evaluation. You can also email request to ncpace@ou.edu.

Do I need a calculator for the Math courses offered through The University Of Oklahoma?

Yes. The following calculators are recommended:

Math 1473: An all-purpose scientific calculator is required for this course. The Casio FX-260 scientific calculator is recommended.

Math 1503/1523: TI-86 graphing calculator is recommended

Math 1823/2423/2433/2443: A graphing calculator is required for this course. *Note: TI-86 and below are permitted; TI-89 and above are not permitted.*

Master of Arts in Administrative Leadership (MAAL):

This 33-semester-hour graduate degree provides both general background and specific career information for students interested in leadership and management. The program begins with a focus on theoretical information about leadership and then explores multiple issues that leaders face in a variety of settings. A maximum of 9 hours of transfer credit may be accepted if applicable to the program in the elective area of the degree. Admission applications can be found at http://www.cidl.ou.edu/pace/gettingstarted_maal.cfm or http://www.ou.edu/content/cls/aud/military_students/navy.html.

Getting Started:

If you are interested in obtaining a Master of Arts Administrative Leadership, please follow the steps below.

1. Complete MA Admission Application
 - See OU application included in catalog. Visit the website address above for the MA supplemental application required for full admission.
 - NCPACE Students are exempt from paying the OU application fee.
2. Request official transcripts from prior institutions
3. Mail completed form(s) and transcripts to: The University of Oklahoma
Attn: NCPACE Office
1600 South Jenkins
Norman, OK 73072

Admission will not be granted to anyone with an undergraduate degree GPA below 2.75 unless supplemental admission criteria are met. Supplemental admission criteria can be found at http://www.ou.edu/content/cls/aud/prospective_students/admission_requirements.html

To enroll in graduate level courses while your application is being processed and prior to receiving full admission to the University of Oklahoma Graduate College, you must submit as a minimum the OU application form, the provisional admission application form, and meet the following criteria:

- You must have at least a **3.0 GPA on the last 60 semester credit hours of undergraduate** coursework, if no post-baccalaureate coursework has been attempted. If the 60th hour is in the middle of a semester, the entire semester will be used in the calculation.
- **You must have at least a 3.0 GPA on graduate level course work, if attempted.**
- You are **not** an international student

If this documentation is not received 14 days prior to the course start date, your enrollment will be rejected by the university. Your official transcripts and all supplemental application materials must be received by the end of your first 6 hours of enrollment or you will not be allowed to continue in the program.

What if I earned my undergraduate degree overseas?

Graduate students must receive full admission to the university prior to enrolling in graduate level courses. OU requires an English translation to accompany official foreign transcripts in other languages. If the student is not a native speaker of English, they will need to satisfy the University of Oklahoma's English proficiency requirement by TOEFL or other acceptable means. For additional information please go to <http://gradweb.ou.edu/>.

Can I take graduate courses if I do not plan to pursue the MA degree?

Graduate students in good academic standing at other accredited institutions are welcome to take courses at the University of Oklahoma as a Visitor. In this status, a graduate student has all the rights and privileges of other graduate students except he or she is not pursuing a graduate degree at the University of Oklahoma. A student admitted as a Visitor can take up to 12 hours of coursework.

No academic credentials are required for this type of admission. However, should the Visitor decide to pursue a graduate degree here he or she would be required to file another application and submit official copies of all transcripts.

To be admitted as a Visitor, a prospective graduate student must submit the following information:

- A completed application form
- A letter of good standing from the dean of the Graduate College of the student's home institution.

You will not be allowed to take courses until the application and letter of good standing are received in the OU Admissions office. Provisional Admission does not apply to Visitor Status.

Who Do I Contact With Questions:

When contacting the University of Oklahoma, please identify yourself as a NCPACE student so we can better assist your specific needs.

Contact the staff at the University of Oklahoma NCPACE Office for questions regarding:

- NCPACE Program
- Getting Enrolled
- Course Format
- Instructor Contact Information
- Status of Your Course Packet/Grade
- Application Status

Phone: (405) 325-1205 or (405) 325-3452

Toll-Free: (800) 942-5702

Fax: (405) 325-7687

Email: ncpace@ou.edu

Website: <http://cidl.ou.edu/pace/>

Contact the staff at the College of Liberal Studies for questions regarding:

- BA and MA Degree Programs
- Admission Requirements
- Academic Advisement
- Application Status
- Recommended Course Order
- MA Comprehensive Exam

Phone: (405) 325-1250

Toll-Free: (800) 522-4389

Email: rtresner@ou.edu

Website: http://www.ou.edu/content/cls/aud/military_students/navy.html

Transcript Request:

Transcript request must be in writing and include full name, social security number/student ID, date of birth, as well as the complete address to which the transcript is to be sent and the original signature of the student.

Send transcript request to: The University of Oklahoma
Continuing Education Registration & Records
1700 Asp Avenue B-1
Norman, OK 73072-6400
Office: (405) 325-1021
Fax: (405) 325-7273