

9-1963

Graduate Academic Catalog (1963-1964 and 1964-1965)

Municipal University of Omaha

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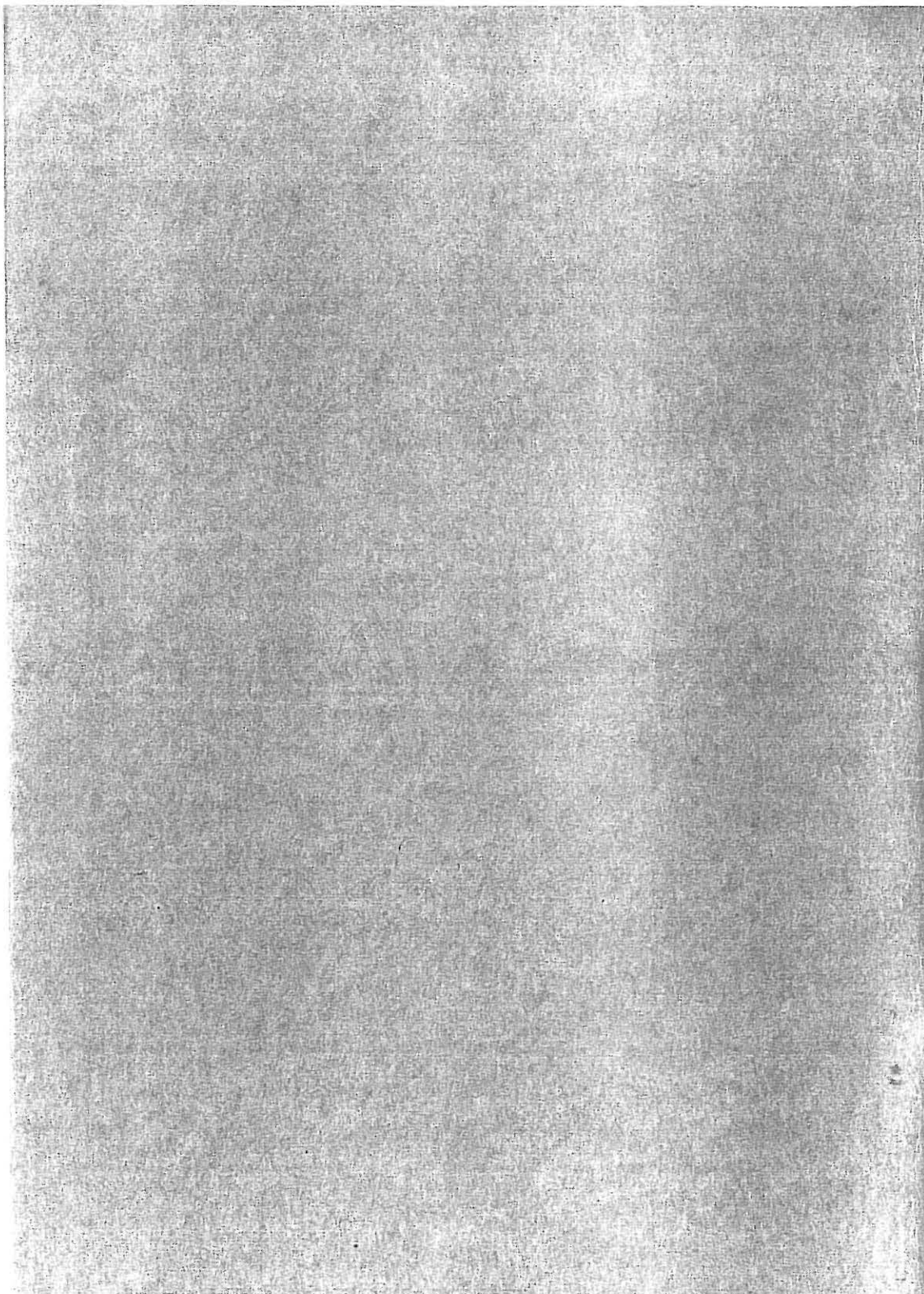
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UNIVERSITY OF OMAHA

SEPTEMBER, 1963

Bulletin of the

College of Graduate Studies

for the academic years

1963 - 1964

1964 - 1965

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CALENDAR FOR 1963 - 64

FIRST SEMESTER

September 6 (Women)	Physical Examinations for new students. Students not present for examinations will be charged late reporting fee.
September 9, 10, (Men)	
September 5, 6	University Faculty Meetings.
September 9 - 13	Registration.
September 11	New Student Day, 9. a.m. to 4 p.m.; attendance required of new and transfer students.
September 14	Program Changes.
September 16	Classes begin, day school and evening.
September 16	Late registration, day school and evening.
September 20	Last day for adding credit classes to a day school schedule.
September 23	Last day for adding credit classes to an evening schedule until 6:30 p.m.
October 11	Founders' Day Convocation.
November 10	Open House.
November 11	Midsemester scholastic reports due in Academic Deans' Offices by 4 p.m.
November 15	Theses due in Graduate Office.
November 16	Graduate Record Examination
November 27	Thanksgiving recess begins at 9:40 p.m.
December 13	Last day for filing applications for degrees to be conferred in January, 1964.
December 20	Christmas Convocation at 10 a.m.
December 20	Christmas vacation begins at 9:40 p.m.
January 6	Classes resume at 7:30 a.m.
January 11	Masters Comprehensive Examinations.
January 17 - 24	Final Examinations.
January 25	Mid-year Commencement 10 a.m.
January 27 — February 1	Vacation for first semester students.

SECOND SEMESTER, 1963-64

January 21 (Men)	Physical Examinations for new students. Students not present for examinations will be charged late reporting fee.
January 23 (Women)	
January 27 - 31	Registration.
January 31	New Students Day at 9 a.m.; attendance required of all new and transfer students.
February 1	Program Changes.
February 3	Classes begin, day school and evening.
February 3	Late registration, day school and evening.
February 7	Last day for adding credit classes to a day school schedule.
February 10	Last day for adding credit classes to an evening schedule until 6:30 p.m.
March 13	Theses due in Graduate Office.
March 25	Easter Convocation at 10 a.m.
March 25	Spring Vacation begins at 9:40 p.m.
March 31	Classes resume at 7:30 a.m.
March 31	Midsemester scholastic reports due in Academic Deans' Offices by 4 p.m.
April 3	Last day for filing applications for degree to be conferred in June, 1964.
May 2	Masters Comprehensive Examinations
May 8	Ma-ic Day — student holiday.
May 22 — May 29	Final Examinations.
May 28	Alumni Achievement Day.
May 30	Memorial Day.
May 31	Baccalaureate.
June 1	Fifty-fifth Commencement.

SUMMER, 1964

June 4, 5, 6	Registration.
June 8 — July 11	First Session.
June 9 — July 30	Evening Session.
June 12	Theses due in Graduate Office.
July 4	Holiday.
July 8-9	Masters Comprehensive Examinations.
July 13 — August 15	Second Session.
July 18	Last day for filing applications for degrees to be conferred in August, 1964.

CALENDAR FOR 1964 - 65

FIRST SEMESTER

September 11 (Women)	Physical Examinations for new students. Students not present for examinations at scheduled times will be charged late reporting fee.
September 14 (Men)	
September 10 - 11	University Faculty Meetings.
September 14 - 18	Registration.
September 16	New Student Day, 9 a.m. to 4 p.m.; attendance required of new and transfer students.
September 19	Program Changes.
September 21	Classes begin, day school and evening.
September 21	Late registration, day school and evening.
September 25	Last day for adding credit classes to a day school schedule.
September 28	Last day for adding credit classes to an evening schedule until 6:30 p.m.
October 9	Founders' Day Convocation.
November 8	Open House.
November 13	Theses due in Graduate Office.
November 16	Midsemester scholastic report due in Academic Deans' Offices by 4 p.m.
November 25	Thanksgiving recess begins at 9:40 p.m.
November 30	Classes resume at 7:30 a.m.
December 11	Last day for filing applications for degrees to be conferred in January, 1965.
December 18	Christmas Convocation at 10 a.m.
December 18	Christmas vacation begins at 9:40 p.m.
January 4	Classes resume at 7:30 a.m.
January 9	Masters Comprehensive Examinations.
January 22 - 29	Final Examinations.
January 30	Mid-year Commencement 10 a.m.
February 1 - 6	Vacation for first semester students.

SECOND SEMESTER, 1964-65

January 25	Guidance Examinations for all first semester freshmen and all transfer students. Students not present for tests at scheduled time will be charged late reporting fee.
January 26 (Men)	Physical Examinations for new students. Students not present for examinations at scheduled time will be charged late reporting fee.
January 27 (Women)	
February 1 - 5	Registration.
February 5	New Student Day at 9 a.m.; attendance required of all new and transfer students.
February 6	Program Changes.
February 8	Classes begin, day school and evening.
February 8	Late registration day school and evening.
February 12	Last day for adding credit classes to a day school schedule.
February 15	Last day for adding credit classes to an evening schedule until 6:30 p.m.
March 19	Theses due in Graduate Office.
April 5	Midsemester scholastic reports due in Academic Deans' Offices at 4 p.m.
April 9	Last day for filing applications for degrees to be conferred in June, 1965.
April 14	Easter Convocation at 10 a.m.
April 14	Spring Vacation begins at 9:40 p.m.
April 20	Classes resume at 7:30 a.m.
May 1	Masters Comprehensive Examination.
May 14	Ma-ie Day — Student holiday.
May 28 — June 4	Final Examinations.
May 30 - 31	Memorial Day.
June 3	Alumni Achievement Day.
June 6	Baccalaureate.
June 7	Fifty-sixth Commencement.

SUMMER, 1965

June 9, 10, 11	Registration.
June 14 — July 17	First Session.
June 15 — August 5	Evening Session.
June 18	Theses due in Graduate Office.
July 4-5	Holiday.
July 7-8	Masters Comprehensive Examination.
July 19 — August 21	Second Session.
July 16	Last day for filing applications for degrees to be conferred in August, 1965.

ADMINISTRATION

THE BOARD OF REGENTS

MR. VARRO H. RHODES

President of the Board

Dr. Harry D. Barber, D.D.S.

Dr. Herbert H. Davis, M.D.

Mr. Frank Fogarty

Mr. Samuel Greenberg

Mr. Peter Kiewit

Mrs. John Merriam

Mr. C. F. Moulton

Mr. Robert M. Spire

ADMINISTRATIVE OFFICERS

PHILIP MILO BAIL, Ph.D., LL.D.	<i>President</i>
ROWLAND HAYNES, M.A., LL.D.	<i>President Emeritus</i>
RODERIC B. CRANE, M.B.A.	<i>Assistant to the President</i>
KIRK E. NAYLOR, Ed.D.	<i>Dean of Administration</i>
DONALD J. PFLASTERER, M. Ed.	<i>Dean of Student Personnel</i>
JAMES A. SCRIVEN, Ed.D.	<i>Director of Admissions</i>
VIRGIL V. SHARPE, B.A.	<i>Registrar</i>

THE GRADUATE COUNCIL

GEORGE R. RACHFORD, Ed.D.	<i>Dean, College of Graduate Studies, Chairman of the Council and Professor of Education</i>
CRAIG FULLERTON, Ed.D.	<i>Assistant Superintendent of Schools</i>
FRANK GORMAN, Ph.D.	<i>Dean, College of Teacher Education and Professor of Education</i>
GEORGE T. HARRIS, Ph.D.	<i>Professor of Business Administration</i>
GEORGE C. HELLING, Ph.D.	<i>Associate Professor and Head, Department of Sociology</i>
WILLIAM E. JAYNES, Ph.D.	<i>Professor and Head, Department of Psychology</i>
PAUL C. KENNEDY, Ed.D.	<i>Professor and Head, Department of Secondary Education</i>
D. N. MARQUARDT, Ph.D.	<i>Professor and Head, Department of Chemistry</i>
A. STANLEY TRICKETT, Ph.D.	<i>Professor and Head, Department of History</i>
RALPH M. WARDLE, Ph.D.	<i>Professor and Head, Department of English</i>

GRADUATE FACULTY

- FREDERICK W. ADRIAN *History*
Ph.D., Ohio State University, 1942; Professor
- CLIFFORD ANDERBERG *Philosophy and Religion*
Ph.D., University of Wisconsin, 1953;
Associate Professor and Head of Department
- WALTER J. BEAUPRE *Special Education*
Ph.D., Columbia University, 1962; Associate Professor;
Director, Speech Therapy
- PAUL L. BECK *History*
Ph.D., University of Nebraska, 1961; Associate Professor
- HOLLIE B. BETHEL *Elementary Education*
Ed.D., University of Colorado, 1957; Professor and Head of Department
- MERLE E. BROOKS *Biology*
Ph.D., University of Colorado, 1956; Professor
- KENNETH BURKHOLDER *Education*
Ed.D., University of Nebraska, 1959; Professor
- KARL H. D. BUSCH *Biology*
Ph.D., Ohio State University, 1940; Professor and Head of Department
- RODERIC B. CRANE *Economics*
M.B.A., University of Chicago, 1941; The Frederick W. Kayser
Professor of Economics and Head of Department
- JOSEPH G. DUNN *Elementary Education*
Ed.D., University of Missouri, 1955; Professor
- CHRISTOPHER S. ESPINOSA *Foreign Languages*
Ph.D., University of Rome, Italy, 1924; Professor and Head of Department
- ALBENO P. GARBIN *Sociology*
Ph.D., Louisiana State University, 1963; Assistant Professor
- FRANK H. GORMAN *Education*
Ph.D., University of Missouri, 1931; Professor;
Dean of the College of Teacher Education; Liaison Director
Child Study Service in cooperation with Omaha Public Schools
- ERT J. GUM *History*
Ph.D., Louisiana State University, 1963; Assistant Professor
- ROBERT D. HARPER *English*
Ph.D., University of Chicago, 1949; Professor; Dean of College of Liberal Arts
- GEORGE T. HARRIS *Business Administration*
Ph.D., State University of Iowa, 1953; Professor
- GEORGE C. HELLING *Sociology*
Ph.D., University of Minnesota, 1959; Associate Professor and
Head of Department

- ALBERT S. HILL *History*
Ph.D., Harvard University, 1963; Associate Professor
- RENE E. HLAVAC *Secondary Education*
Ed.D., University of Nebraska, 1962; Assistant Professor
- LETA F. HOLLEY *Secretarial Science*
Ed.D., University of Colorado, 1960; Professor and Head of Department
- JAMES Q. HOSSACK *Engineering*
M.S.C.E., University of Nebraska, 1959; Assistant Professor
- HUBERT L. HUNZEKER *Mathematics*
Ph.D., University of Michigan, 1958;
Associate Professor and Head of Department
- FRANCIS M. HURST *Psychology*
Ed.D., Indiana University, 1954; Associate Professor
- WILLIAM E. JAYNES *Psychology*
Ph.D., Ohio State University, 1955; Professor and Head of Department;
Director, Industrial Testing and Institutional Research
- PAUL C. KENNEDY *Secondary Education*
Ed.D., University of Kansas, 1955; Professor and Head of Department
- C. ROBERT KEPPEL *Chemistry*
Ph.D., Massachusetts Institute of Technology, 1959; Assistant Professor
- W. C. B. LAMBERT *Political Science*
Ph.D., Washington University, 1950; Professor
- WALTER W. LINSTROMBERG *Chemistry*
Ph.D., University of Missouri, 1955; Professor
- D. N. MARQUARDT *Chemistry*
Ph.D., State University of Iowa, 1940; Professor and Head of Department
- JOHN G. MCMILLAN *Physics*
M.A., University of Nebraska, 1942; Professor and Head of Department
- VATRO MURVAR *Sociology*
Ph.D., University of Wisconsin, 1956; Associate Professor
- KIRK E. NAYLOR *Education*
Ed.D., University of Kansas, 1952; Professor; Dean of Administration
- JOHN M. NEWTON *Psychology*
Ph.D., Ohio State University, 1955; Associate Professor
- B. GALE OLESON *Education*
Ph.D., University of Wyoming, 1953; Associate Professor;
Director, Academic Testing and Counseling
- D. T. PEDRINI *Psychology*
Ph.D., University of Texas, 1958; Associate Professor; Director,
Child Study Service in co-operation with Omaha Public Schools
- DONALD J. PFLASTERER *Education*
M.Ed., University of Nebraska, 1952; Associate Professor;
Dean of Student Personnel

- GEORGE R. RACHFORD *Education*
Ed.D., Indiana University, 1955; Professor; Dean of College of
Graduate Studies
- ROY M. ROBBINS *History*
Ph.D., University of Wisconsin, 1929; Professor
- JAMES A. SCRIVEN *Education*
Ed.D., University of Oklahoma, 1961; Assistant Professor;
Director of Admissions
- SAM SOLLENBERGER *Elementary Education*
Ed.D., University of Nebraska, 1961; Associate Professor; Assistant Dean,
College of Adult Education
- PAUL J. STAGEMAN *Chemistry*
Ph.D., University of Nebraska, 1963; Associate Professor
- ELROY STEELE *Economics*
Ph.D., State University of Iowa, 1957; Associate Professor
- A. STANLEY TRICKETT *History*
Ph.D., The Victoria University of Manchester, England, 1935;
Professor and Head of Department
- WILLIAM T. UTLEY *Political Science*
M.A., University of Arkansas, 1936; Professor and Head of Department;
Director, Public Affairs Institute; Dean of College of Adult Education
- PHILIP H. VOGT *Sociology*
M.S., Washington University, 1935; Associate Professor
- RALPH M. WARDLE *English*
Ph.D., Harvard University, 1940; The Albert W. Jefferis
Professor and Head of Department

ACCREDITED STANDING

The University of Omaha is fully accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, and is a member of the National Commission on Accrediting (not an accrediting agency), the American Association of Colleges of Teacher Education, the American Association of Urban Universities, the Association of American Colleges, the National University Extension Association, and the American Council on Education. It is on the approved list of the American Association of University Women and was included on the last accredited list issued by the Association of American Universities. Its courses are accepted, for purposes of certification, by the Nebraska State Department of Public Instruction.

Course credits from the University of Omaha are accepted by other colleges and universities which are members of the North Central Association and by other regional accrediting agencies.

The University maintains an institutional membership in the Midwest Conference on Graduate Study and Research and is a member of the Council of Graduate Schools in the United States.

UNIVERSITY REGULATIONS

The University and its various colleges, divisions, and departments reserve the right to change the rules controlling admission to, instruction in, and graduation from the University or its various divisions.

Such regulations are operative whenever the University authorities deem necessary and apply not only to prospective students but also to those currently enrolled in the University.

The University also reserves the right to withdraw courses, to reassign instructors, and to change tuition and fees at any time.

HISTORICAL SKETCH

The University of Omaha became a municipal university in 1930, but its history as an educational institution began more than 20 years earlier.

In 1908, through the efforts of a group of far-sighted citizens, the University of Omaha was incorporated as a coeducational, non-sectarian college. The first college term opened in September, 1909, under the leadership of Dr. Daniel E. Jenkins. The original campus was located at 24th and Pratt Streets.

The University grew rapidly in these early years. Its physical plant was developed through the acquisition of additional properties. The John Jacobs Memorial Gymnasium, a gift of Mrs. M. O. Maul, and Joslyn Hall, a gift of Mr. George A. Joslyn, were the major buildings.

The movement to make the University a municipal institution began in 1929. In that year the Legislature of Nebraska passed an act authorizing cities of the metropolitan class to establish and maintain municipal universities.

The citizens of Omaha voted on May 6, 1930, to establish the Municipal University of Omaha. In the summer of 1930, the Omaha Board of Education selected the first University Board of Regents, which was inducted into office on July 1, 1930. In January, 1931, the new Board of Regents took over the old University of Omaha and its properties.

In November, 1936, the University received a grant from the Public Works Administration. This grant, together with accrued building funds, financed in 1937-38 the erection of a modern educational structure of Georgian style on the permanent, 51 acre site south of Dodge Street at 60th.

Since the University of Omaha became a municipal institution, important advances have been achieved in faculty personnel, curricular reforms, administrative organization, scientific laboratories, and in library facilities during the presidencies of Dr. W. E. Sealock, 1931-35, Dr. Rowland Haynes, 1935-48, and Dr. Milo Bail, who took office in 1948. The University now has five undergraduate colleges, plus a Graduate College.

In 1949, the \$750,000 Fieldhouse, stadium and playing fields were completed providing facilities in all sports. In the city election of May, 1951, Omaha citizens voted authority to the University to levy to the extent of two mills. In June, 1951, an Air Force ROTC unit was established. The \$850,000 Gene Eppley Library was completed in 1955.

In 1959, The Student Center Building and the Applied Arts-Classroom Building were completed for use in an expanded educational program.

In 1962 a \$363,323 wing was completed on the Applied Arts Building, and a \$580,000 wing on the Gene Eppley Library was completed in 1963.

THE GENE EPPLEY LIBRARY

The Gene Eppley Library, a gift of Eugene C. Eppley of Omaha, is a modern Georgian two-story building housing the library and the Adult Education Conference Center. Designed to reflect the principles of functional planning, the library offers an invitation to reading through its open shelf collections and integrated reading areas. Each student may select his own type of study facility — from an individual carrel to an easy chair in the popular reading lounge.

The library numbers over 145,000 volumes and 68,000 documents chosen through the cooperative efforts of the faculty and library staff to provide for the curricular and recreational reading interests of students. Over 962 American and foreign periodicals are received regularly and extensive back files are maintained through binding and microfilms. As a United States government document depository, the library makes available complete files of the major government publications. The extensive pamphlet collection is particularly strong in the field of vocational materials.

The open shelf arrangement of the general book collection gives students the opportunity to select their own materials and invites browsing in all subject fields. Reference librarians provide library instruction through orientation lectures and assist students in using the library for information and research. Librarians serve as reader-consultants in guiding students in selecting reading materials and developing reading programs. A collection of paper-backs for general reading is located in the second floor lounge area and a browsing collection of current books is a popular department in the literature section.

Special services in the library include the Education Curriculum Laboratory with its collections of text books and curriculum materials, research rooms for faculty, and seminar rooms for advanced classes. A classroom and laboratory house the materials for library science and a sample collection of literature for elementary and high school. The Eppley Adult Education Conference Center with its auditorium, conference rooms, and lounge offers opportunities for workshops, conferences, and informal groups to work in close co-operation with library materials.

The Audio-Visual Department of the library makes available the newer media of communication including educational films, film-strips, and recordings. Its facilities include listening rooms, a class room, a pre-view room, and a tape recording laboratory. Instruction in the use of audio visual materials is a requirement for all students in the College of Teacher Education.

STUDENT PERSONNEL SERVICES

UNIVERSITY HEALTH SERVICE

Administration Building, Room 250

All students must complete physical examinations in the University Health Office before admittance to the University. The University Health Office does not prescribe hearing aids, glasses, or dental care, nor does it offer complete diagnosis or treatment of diseases. In all such matters, the student is advised and urged to consult his own family physician.

All injuries occurring on campus should be reported at once to the University health office (room 250, Administration Building). The University offers only first aid, and the cost of all subsequent treatment must be assumed by the student.

First aid is given in case of accidents or illness. This service is extended to all persons on the campus, but the other services of the Office are for students only. Students with symptoms of illness are expected to report to the University Health Office instead of to their classes. Thus, communicable illnesses can be identified at the earliest possible moment, the student advised to consult his physician, and the general student body protected against the spread of infection.

While the treatment of disease and the correction of defects is left to the family physician, this Office carries on a program of education in correct health habits, takes a sympathetic interest in the student's problems and anxieties over his physical condition, and aims to encourage him and support him in his efforts to establish and maintain a high level of health and well-being.

No registration is complete in any semester until the Nurse or University Physician has stamped the student's identification card with his health rating.

PLACEMENT SERVICE

Administration Building, Room 231

All students desiring employment should register in the Placement Office, Room 231. The Placement Office helps students and graduates get full-time, part-time or summer jobs. Seniors and juniors will find available dozens of brochures describing job openings in all types of American business. Senior interviews are arranged with companies which recruit college graduates. Approved Personal Data Sheets are supplied registered seniors without charge.

The Placement Office makes an active effort to obtain employment for all students desiring jobs. It cannot, however, guarantee to secure employment for every student.

AUDIO-VISUAL AIDS

Gene Eppley Library

The services of this department, located in the Library, are designed to assist faculty and students in procurement, distribution, utilization, and

evaluation of audio-visual materials and equipment. The service is particularly valuable to students who are planning to go into teaching.

There is increasing need for each of the services: (1) to provide information, materials, and equipment to University faculty and students; (2) to provide photographic services, including darkroom facilities for classes and student publications; (3) to schedule and arrange appropriate exhibits in display cases; (4) to provide a graphic arts service; (5) to provide pre-service and in-service training in audio-visual education for teachers and education students; (6) to provide audio-visual materials and consultation to schools and community groups.

BOOK STORE

Student Center

Textbooks and supplies necessary for classes taught by the University of Omaha are sold in the Book Store to University of Omaha students and faculty only. Clerks may require students to show identification cards at any time, and the Book Store Manager may refuse to sell merchandise which he has reason to believe is going to non-students or non-faculty members of the University of Omaha. All sales in the Book Store are on a strictly cash basis. No books or supplies may be charged unless payment for same has been guaranteed by scholarship funds or a governmental agency.

FOOD SERVICE

Student Center

The new Student Center features various game rooms, book store, snack bar, ballroom, lounges, cafeteria, private dining rooms, offices, student meeting and conference rooms.

The Cafeteria and the Ouampi Room are not public restaurants. Because of the distance of the University from the main business district, the Cafeteria and the Ouampi Room are maintained for the convenience of the students and the faculty. Student activities cards may be demanded by the cashiers at any time. Students may bring guests occasionally, but the practice is not encouraged.

All food is dispensed on a strictly cash basis. No one may defer payment for meals. Food and beverages must be kept in the Cafeteria. Coffee, sandwiches, etc., may not be taken to other parts of the building for consumption, nor can food be brought into the cafeteria or Student Center by organizations for special services. The regular food service staff is in charge of all food purchases, preparation and serving.

THE SUMMER SESSION

The Summer Session of the University gives graduate students an exceptional opportunity to study for the Master's degree. Every effort is made to make the summer work as attractive and valuable as that of the other sessions. Outstanding authorities from all over the country are sought for workshops, institutes, and courses of instruction.

All classroom buildings, the Gene Eppley Library and the Student Center are air-conditioned.

THE COLLEGE OF GRADUATE STUDIES

George R. Rachford, *Dean*

The first Master's degree was awarded by a special vote of the Board of Regents of the "old" University of Omaha in June, 1931. Graduate work leading to the Master of Arts degree was authorized by the newly organized Municipal University, September, 1931, to be supervised by a Committee on Graduate Studies. In 1942, the Graduate Division was established. The degree of Master of Science in Education was approved in 1948. In 1954, the Committee on Graduate Studies became the Graduate Council and the Chairman became the Director of the Division. In 1960, the Board of Regents authorized a year of graduate study in Education beyond the Master's degree.

Recognizing the growing importance of graduate education, the Board of Regents, in October, 1962, established the College of Graduate Studies as the sixth college of the University of Omaha.

The College of Graduate Studies at the University of Omaha was established to provide an opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

- (1) To work toward a Master of Arts or Master of Science degree.
- (2) To earn graduate credit for the issuance or renewal of certificates for teachers and administrators.
- (3) To provide for professional advancement and scholarly objectives.

Consistent with these objectives, numerous opportunities are provided for advanced students to pursue their studies to the point of original research and investigation, to the discovery of facts, methods, or values. Under the guidance of a major adviser, the student must rely upon his own initiative to apply the principles of methodic study; to master, criticize, and evaluate; and to discover the existing literature in a chosen field of study. To enable the student to attain these objectives, the College of Graduate Studies provides the following facilities: workshops, institutes, seminars, research and special problems courses, supervised thesis instruction, and the supervision of special projects in courses open to graduate credit.

Thus the College of Graduate Studies promotes the spirit of free investigation and free inquiry in the various fields of knowledge, and at the same time serves to unite the various branches of the University in the common task of advancing human knowledge and providing for society intelligent, capable leadership.

ADMINISTRATION

The Graduate Council, which is the legislative and executive body of the College, prescribes the qualifications of all professors who offer graduate work and approves all courses which may be taken for graduate credit.

The Dean of the College is Chairman of the Council. The members of the Council are chosen by the President from the departments offering graduate work, upon the recommendation of the respective Deans and Department Heads. Members of the Graduate Faculty are recommended by the Council and approved by the President.

Membership on the Graduate Faculty is subject to the following prerequisites: a Doctor's degree, or a demonstrated interest in scholarly research and graduate teaching, as well as the recommendation of the Dean of the College. Members of the Graduate Faculty serve on the final comprehensive examination committees, as well as counsel the graduate student in his major and minor work. They are also primarily responsible for arranging those courses within their departments which are offered for graduate credit.

AIMS AND OBJECTIVES

The College of Graduate Studies offers major programs in the various areas of education: English, history, psychology, sociology, and general science—and minor programs in nine additional fields. With the increasing interest in graduate work and the growing research facilities of the University, it is anticipated that additional major programs will become available in the near future.

The graduate program in the liberal arts is designed to meet a variety of needs. By offering advanced study in humanities, social sciences, and natural sciences, it emphasizes, as does the undergraduate program, the non-material aspects of life, providing for the student a fuller understanding and richer appreciation of man's intellectual and cultural heritage. In addition to these general objectives, the program leading to the Master of Arts degree offers a year of graduate work to students who plan to proceed to the doctorate. It is also adapted to the needs of secondary teachers who wish to do their graduate work entirely within the area of their respective teaching fields. A further objective is to furnish graduate students in education a sufficient variety of academic electives to satisfy the various programs in that area.

The graduate program in education has been organized to afford workers in the profession an opportunity to pursue advanced courses in terms of their abilities, interests, and needs. The complexity of modern democratic society places a premium on trained leadership to guide and direct it intelligently. Particularly is this true of the teaching profession, where the teacher is responsible for establishing an environment conducive to the training of citizenry for effective living in a democracy. The specific problems which teachers face in their respective teaching-learning situations become the subject matter for intensive study. The teaching-learning situation is literally put under the microscope by experts in elementary and secondary education, educational, child, and adolescent psychology, tests and measurements, and educational history and philosophy, as they aid teachers in solving their own

problems. Thus, the graduate courses are vitalized by the practical applications and improvements which teachers are able to make in their teaching-learning situations.

Graduate students are expected to become familiar with the latest research in educational methods and techniques. At the University of Omaha, they are given opportunities to engage in the study of child growth and development, while continuing their studies in the teaching subjects. Workshops in curriculum building, as well as clinics in language arts, reading, and child psychology are definite parts of the program. Teachers who wish to advance in the profession by becoming principals, supervisors, or superintendents may take a graduate program leading to these particular certificates.

The University brings nationally recognized authorities to the campus to conduct conferences and clinics in various phases of educational administration and supervision. Teachers, supervisors, and administrators are thus enabled to secure specific aid which will be of value to them in the solution of their individual teaching-learning problems.

INTERNSHIPS AND ASSISTANTSHIPS

Graduate internships in biology, education (elementary, secondary, guidance, reading, school administration), college business management, English, history, psychology (general, industrial), physical education (men's), social science, and sociology are available for qualified students.

Internships carry stipends of \$1,600 each with the remission of tuition. The graduate program for such students is limited to approximately 12 hours a semester. An intern must be a graduate student enrolled in a program of courses carrying credit toward a Master's degree in the particular department in which the internship has been granted. The purpose of the internship is to provide the student with practical experience which will be of co-ordinate or supplementary value to his degree work. This professional activity requires approximately 20 hours a week.

Assistantships in psychometry consisting of one year of graduate study with practical experience in the field of individual intelligence and aptitude testing and the group testing of children are available in the Child Study Center which is operated in cooperation with the Omaha public schools. Psychometrists are to be on duty from August 15 to July 15 and are to work 30-35 hours per week. Each assistantship in psychometry carries a stipend of \$2,500 plus the remission of tuition.

Applications and their supporting credentials must be received on or before March 1. Address requests for information and applications to the Dean, College of Graduate Studies.

ORGANIZATIONS

The Graduate Club is open to all graduate students, both men and women. There are four meetings a year.

Phi Delta Gamma is a national fraternity for graduate women in all fields. Membership is by invitation.

Phi Delta Kappa is a national fraternity for men who are graduate students in education. Membership is by invitation.

ADVANCED DEGREES

The Master's degree is conferred by the Board of Regents upon recommendation of the Graduate Council and with the final approval of the University Faculty.

The College offers work toward the following degrees: the Master of Science with a major in education, educational psychology, or industrial psychology; and the Master of Arts with majors in education, English, history, psychology, sociology, or general science.

CO-OPERATIVE PROGRAM LEADING TO THE DOCTOR OF EDUCATION DEGREE

The University of Omaha in co-operation with Indiana University School of Education (Bloomington, Indiana), has arranged a program under which a student who wishes to complete the Doctor of Education degree may take all or part of the second year of graduate work at the University of Omaha, and then take the third year of work, leading to the degree, at Indiana University. For further details concerning this program, and the transfer of work beyond the Master's degree to other institutions, please consult the Dean, College of Graduate Studies at the University of Omaha.

THE MASTER OF ARTS DEGREE

WITH MAJORS IN EDUCATION,
ENGLISH, HISTORY, PSYCHOLOGY, SOCIOLOGY

The program for the Master of Arts degree will usually be arranged to conform to either of the following general patterns:

- (1) A major of 24 semester hours in the major field of study.
- (2) A thesis not to exceed six semester hours in independent study under the direction of the major adviser.

OR:

- (1) A major of 15 semester hours in the major field of study.
- (2) A minor of nine semester hours in a related field of interest.
- (3) A thesis not to exceed six semester hours in independent study under the direction of the major adviser.

THE MASTER OF ARTS DEGREE

WITH A MAJOR IN GENERAL SCIENCE

The program for the Master of Arts with a major in general science degree will be directed by a Graduate Science Committee consisting of the Dean of the College of Graduate Studies and the department heads of each of the science departments: biology, chemistry, mathematics, and physics. Each candidate will be assigned an adviser who will be responsible for the candidate's curriculum and thesis in accordance with the policies established by the Graduate Science Committee and the Graduate Council.

Prerequisites: An applicant for full admission to the graduate program in science must present, as a minimum, the following prerequisites:

- Inorganic or General Chemistrytwo semesters
- General Physicstwo semesters
- General Biologytwo semesters
- General Zoology or General Botanytwo semesters
- Mathematicsthrough Analytic Geometry

Degree Requirements: The degree requires a minimum of 36 semester hours for completion. Candidates must complete a minimum of 30 semester hours of approved course work and, in addition, submit a thesis, credit for which will be allowed to a maximum of six semester hours. Courses leading to the degree will be distributed across the science areas according to the needs of the student with a maximum of fifteen semester hours allowed in any one field.

In general, the student's program will include at least one course in each of the following fields: chemistry, physics, mathematics, biology.

Any deficiency in a basic zoological, botanical, chemistry, physics, or mathematics course must be made up but may not be counted as part of the 36 hour graduate requirement.

MASTER OF ARTS DEGREE

WITH A MAJOR IN SPEECH CORRECTION

Candidates for the degree Master of Arts with a major in speech therapy are expected to meet the following requirements in addition to those for general admission:

- 1. Pass an examination to determine adequate personal voice and speech proficiencies and adequate hearing acuity for speech. This examination is administered by the Speech and Hearing Clinic of the University.
- 2. Have successfully completed a minimum of 18 semester hours of courses in speech science and/or psychology. Speech science courses include such areas as phonetics, acoustics, anatomy and physiology of speech mechanisms, psychology of communication, etc. Psychology courses must include child psychology and psychology of adjustment areas.

A major sequence in speech therapy requires a minimum of 24 hours of course work plus a thesis (6 hours). Candidates wishing to meet special national or state certification requirements for speech therapists often need additional hours of course work and practicum. Students should consult with their departmental adviser before planning their programs.

THE MASTER OF SCIENCE DEGREE

The Master of Science degree is offered with majors in education, special education, educational psychology, and industrial psychology.

THE MASTER OF SCIENCE DEGREE

WITH A MAJOR IN EDUCATIONAL PSYCHOLOGY
OR INDUSTRIAL PSYCHOLOGY

Entrance requirements: A minimum of 15 hours undergraduate work in psychology beyond Psychology 101 and including Psychology 413 or an equivalent course.

Overall graduate course work requirement: EITHER 36 hours in psychology OR 24 hours in psychology plus 12 hours graduate work in a minor field.

Core course requirements; two of the four three-semester credit hour courses listed below are to be taken as part of the first nine hours of graduate work, and ALL of the courses must be taken at some time for either graduate or undergraduate credit.

- 415 Statistical Inference3 Semester Hours
- 432 Tests and Measurements3 Semester Hours
- 457 Developmental Psychology3 Semester Hours
- 501 Hist. and Current Trends in Psych.3 Semester Hours

Special requirements:

- 1. Successful completion of a six-hour written comprehensive exam.

This examination is to be taken when no more than three hours of graduate course work (excluding Psychology 595) remains beyond work in progress.

2. Psychology 595, Practicum, must be taken for at least three hours credit. Students are allowed to include up to three hours of additional credit in Psychology 490 or Psychology 595 as part of the 36 hours total.

MASTER OF SCIENCE DEGREE WITH A MAJOR IN SPEECH CORRECTION

Candidates applying for admission to a Master of Science degree program with a major in speech therapy are expected to meet the following requirements:

1. Pass an examination to determine adequate personal voice and speech proficiencies and adequate hearing acuity for speech. This examination is administered by the Speech and Hearing Clinic of the University.
2. Have successfully completed a minimum of 15 semester hours of course work leading towards eligibility for teacher certification.

Those wishing to meet national or state certification requirements for speech therapists should consult with the departmental adviser before planning programs of study.

THE MASTER OF SCIENCE DEGREE WITH A MAJOR IN EDUCATION

This degree is designed primarily for the master teacher, supervisor, or administrator. It is granted upon the completion of a program of advanced study to students who are working professionally in the field of education.

The requirement for this degree is 36 semester credit hours, and must always include:

- Ed. 501, Introduction to Research 3 hours
(must be earned in the first nine hours)
- Psy. 551, Advanced Educational Psychology 3 hours
- Ed. 505, Seminar in Education 3 hours
- or
- Ed. 502, History and Philosophy of Education 3 hours

The total program of courses will usually be arranged to conform to the following general pattern:

- (1) Twenty-one to 24 semester hours in the major field of specialization; such as, elementary education, secondary education, educational administration, and guidance.
- (2) Nine to 12 semester hours in a minor field of study.

- (3) Curricula in administration will also include Education 570, *Practicum*.

The curriculum pattern covers three areas: professional education, specialized teaching fields, and directed academic electives.

Professional education may include courses in the following fields: administration, supervision, secondary education, elementary education, educational guidance, master teacher preparation, nursing education, and college business management.

Students may major in the following fields: elementary education, guidance, public school administration, secondary education, nursing education, special education, (includes speech correction, education for the deaf or mentally retarded) and college business management. Minor fields include: audio-visual education, education (for those majoring in academic fields), elementary education, physical education for men, reading, secondary education, and others.

The program in the major field of study will be determined by the student and his major adviser; the minor field of study by the student and his minor adviser, subject to the approval of the Dean.

MAJOR FIELDS

Students pursuing a Master of Science degree with a major in education shall be expected to take at least nine semester hours in academic electives.* These should preferably be in courses other than those offered in the College of Teacher Education. These courses shall be selected on the basis of advisement and availability. For purposes of brevity, such courses shall be designated as academic electives. The following are suggested programs only which may apply to the Master of Science degree with a major in education degree and the Master of Arts degree with a major in education:

MASTER TEACHING MAJOR Elementary

- **I. Academic Electives 15 hours
- II. Required Courses 12 hours
- Ed. 501, Intro. to Research
Ed. 505, Educ. Seminar (or Thesis)
Psy. 551, Advanced Educ. Psych.
Ed. 566, Administration and Supervision in the Elem. School
- III. Select three courses from the following:
Ed. 486, Audio-Visual Materials in Educ.
Ed. 517, Problems in Teaching Reading in the Elem. School
Ed. 533, Curriculum Planning Elem.
Ed. 541, Tool Subjects in the Elem. School
Ed. 542, Cultural and Content Subjects in the Elem. School

* Except where otherwise specified.

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

Secondary

- **I. Academic Electives 18 hours
 II. Required Courses 12 hours
 Ed. 501, Intro. to Research
 ***Ed. 567, Administration and Supervision in the Secondary School
 OR
 Ed. 505, Educ. Seminar (or Thesis)
 Ed. 534, Improvement of Secondary School Instruction
 Psy. 551, Advanced Educ. Psych.
 III. Select two courses from the following:
 Ed. 494, The Junior High School
 Ed. 518, Problems in Teaching Reading in the Secondary School
 Ed. 533, Curriculum Planning Sec.
 Ed. 567, Administration and Supervision in the Secondary School
 Ed. 520, Principles of Guidance
 Ed. 534, Improvement of Secondary School Instruction
 Ed. 562, Principles of School Administration

EDUCATION MAJOR

Elementary

- **I. Academic Electives 9 hours
 II. Required Courses 24 hours
 Ed. 501, Intro. to Research
 Ed. 517, Problems in Teaching Reading in the Elem. School
 OR
 Ed. 519, Diagnostic and Remedial Instruction
 Ed. 502, Hist. and Phil. of Educ.
 Ed. 505, Educ. Seminar (or Thesis)
 Ed. 541, Tool Subjects in the Elem. School
 Ed. 542, Cultural and Content Subjects in the Elem. School
 Ed. 566, Administration and Supervision in the Elem. School
 Psy. 551, Advanced Educ. Psych.
 III. Select one course from the following:
 Ed. 494, The Junior High School
 Ed. 533, Curriculum Planning Elem.

Secondary

- **I. Academic Electives 12 hours
 II. Required Courses 24 hours
 Ed. 494, The Junior High School
 Ed. 501, Intro. to Research
 Ed. 567, Administration and Supervision in the Secondary School
 Ed. 518, Problems in Teaching Reading in the Secondary School
 Ed. 520, Principles of Guidance
 Ed. 502, Hist. and Phil. of Educ.
 OR
 Ed. 505, Educ. Seminar (or Thesis)
 Psy. 551, Advanced Educ. Psych.

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

*** Students may elect to take alternate of required subject; e. g., Ed. 507 in required area, then Ed. 514 can be taken as an elective or vice versa.

ADMINISTRATION MAJOR

‡Elementary

- **I. Academic Electives 9 hours
 II. Required Courses 18 hours
 Ed. 501, Intro. to Research
 Ed. 502, Hist. and Phil. of Educ.
 Ed. 562, Principles of School Administration
 Ed. 566, Administration and Supervision in the Elem. School
 Ed. 570, Practicum
 Psy. 551, Advanced Educ. Psych.
 III. Select two courses from the following:
 Ed. 486, Audio-Visual Materials in Educ.
 Ed. 505, Educ. Seminar
 Ed. 510, Research Project
 Ed. 517, Problems in Teaching Reading in the Elem. School
 Ed. 533, Curriculum Planning
 Ed. 541, Tool Subjects in the Elem. School
 Ed. 542, Cultural and Content Subjects in the Elem. School

‡Secondary

- **I. Academic Electives 9 hours
 II. Required Courses 18 hours
 Ed. 501, Intro. to Research
 Ed. 502, Hist. and Phil. of Educ.
 Ed. 562, Principles of School Administration
 Ed. 567, Administration and Supervision in the Secondary School
 Ed. 570, Practicum
 Psy. 551, Advanced Educ. Psych.
 III. Select two courses from the following:
 Ed. 481, Principles of Adult Education
 Ed. 486, Audio-Visual Materials in Educ.
 Ed. 505, Educ. Seminar
 Ed. 510, Research Project
 Ed. 518, Problems in Teaching Reading in the Secondary School
 Ed. 520, Principles of Guidance
 Ed. 533, Curriculum Planning Sec.
 Ed. 534, Improvement of Secondary School Instruction
 Ed. 563, School Plant Planning and Operation
 Ed. 564, School Law
 Ed. 565, School Business Management
 Ed. 566, Administration and Supervision in the Elem. School

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

‡ Students who elect a major in School Administration must have had three years of successful teaching experience prior to admission to the program. Students who elect a major in Guidance must have had two years of successful teaching experience prior to admission to the program.

‡GUIDANCE

- I. Required Courses 30 hours
 Psy. 413, Intro. to Statistical and Exp. Meth.
 Ed. 501, Intro. to Research
 Ed. 505, Educ. Seminar
 Ed. 520, Principles of Guidance
 Ed. 521, Organization and Administration of Guidance
 Ed. 522, Occupational and Educ. Information
 Ed. 523, Individual Analysis
 Ed. 524, Counseling Practices
 Ed. 525, Practicum
 Psy. 551, Advanced Educ. Psych.
- II. Directed Electives:
 Psy. 444, Abnormal Psych.
 Psy. 452, Child Psych.
 Psy. 553, Individual Mental Tests
 Soc. Any three hours

NURSING EDUCATION

- **I. Academic Electives 9 hours
- II. Required Courses 27 hours
 Psy. 432, Tests and Measurements
 Ed. 481, Principles of Adult Education
 Ed. 486, Audio-Visual Materials in Educ.
 Ed. 501, Intro. to Research
 Ed. 502, Hist. and Phil. of Educ.
 Ed. 524, Counseling Practices (Prereq: Ed. 520 or permission of Instructor)
 Psy. 551, Advanced Educ. Psych.
 Ed. 558, Organization and Administration in Nursing Educ. Programs
 Ed. 559, Topics in Nursing Educ.

SPECIAL EDUCATION MAJOR

Teaching The Deaf

- I. Required Courses 30 hours
 Ed. 501, Intro. to Research
 Ed. 425, Observations and Student Teaching
 Spec. Ed. 420, Hist., Educ. and Guidance of the Deaf
 Spec. Ed. 421, Teaching Speech to the Deaf I
 Spec. Ed. 422, Teaching Speech to the Deaf II
 Spec. Ed. 423, Teaching Lang. to the Deaf I
 Spec. Ed. 424, Teaching Lang. to the Deaf II
 Spec. Ed. 433, Method of Teaching Speech Reading
 Spec. Ed. 434, Teaching Elem. School Subjects to the Deaf I
 Spec. Ed. 435, Teaching Elem. School Subjects to the Deaf II
 Spec. Ed. 437, Hearing Tests and Auditory Training
 Spec. Ed. 438, Auditory and Speech Mechanisms

** Students who elect to take the M.A. degree will also reduce their electives by three hours.

‡ Students who elect a major in School Administration must have had three years of successful teaching experience prior to admission to the program. Students who elect a major in Guidance must have had two years of successful teaching experience prior to admission to the program.

II. Select two courses from the following:

- Psy. 444, Abnormal Psy.
 Ed. 502, Hist. and Phil. of Educ.
 Ed. 517, Problems in Teaching Reading in the Elem. School
 Psy. 552, Psy. of the Exceptional Child

Teaching The Mentally Retarded

- I. Required Courses 34 hours
 Spec. Ed. 462, Teaching the Exceptional Child
 Spec. Ed. 463, Teaching the Trainable Child
 Spec. Ed. 464, Teaching the Educ. Retarded
 Spec. Ed. 475, Obse. & Student Teaching
 Psy. 413, Intro. to Statistical and Exp. Method
 Psy. 443, Personality Theory
 Psy. 444, Abnormal Psychology
 Psy. 551, Advanced Educ. Psychology
 Psy. 553, Individual Tests
 Ed. 501, Intro. to Research
 Ed. 502, Hist. and Phil. of Educ.
- II. Two Hours Elective 2 hours
 Prerequisite: Certification at the undergraduate level

Speech Correction

- I. Required Courses
 Ed. 501, Intro. to Research 3 hours
 Ed. 502, Hist. and Phil. of Education (or Seminar) 3 hours
 Ed. 551, Advanced Educ. Psychology 3 hours
 Spec. Ed. 442, Psychology of Speech 3 hours
 Spec. Ed. 443, Speech Pathology: Voice and Articulation 3 hours
 Spec. Ed. 444, Speech Pathology: Rhythm and Symbolization 3 hours
 Spec. Ed. 446, Speech Evaluation 3 hours
 Spec. Ed. 448, Measurement of Hearing 3 hours
 Spec. Ed. 451-452, Practicum in Sp. Corr. 2-4 hours
- II. Electives in the following areas: Speech Correction, Teaching the Deaf, Teaching the Mentally Retarded, Psychology, and Counseling 8-10 hours
 Minimum Total 36 hours

COLLEGE BUSINESS MANAGEMENT

A degree for administrators of colleges and universities — presidents, business managers, accountants, comptrollers, purchasing agents, registrars, etc. For more complete details of this program, write to the Dean of the College of Graduate Studies.

A substantial portion of this degree-program consists of short-courses (Education 546, *College Business Management*, 2 hours credit), offered during one week of the summer session, generally the last week in July.

In addition to the four hours in short-courses, the candidate for the Master's degree will offer 12 hours of standard courses in the field of education as noted below (Education 481, 500, 502, and 505). Academic electives comprising 18 to 21 credit hours, may be taken from graduate level courses in education, economics, political science or psychology. The student must present a total of 36 hours in regular education courses and electives, for the Master of Science degree. If the student desires, he may receive a Master of Arts degree by presenting 24 hours of course work plus a thesis of of three to six hours credit in lieu of a corresponding number of hours of elective work. It will be noted that as many as six hours of credit may be transferred from other accredited graduate schools, provided the transferred credits can be fitted into the degree program.

Prerequisite: Bachelor's degree from an accredited institution and preparation in accounting and major work in either business administration or education. Students with inadequate preparation in accounting must achieve reasonable proficiency in order to be admitted to the program for degree.

- I. Academic Electives (Not to exceed 21 hours)
(From graduate level courses in education, political science, psychology, English, history, sociology or economics)
- II. Required Courses 12 hours
 - Ed. 481, Principles of Adult Education
 - Ed. 500, Special Studies (Subject to be associated with college business management and report worthy of publication)
 - Ed. 502, Hist. and Phil. of Educ.
 - Ed. 505, Educ. Seminar
 - Ed. 546, College Business Management

MINOR FIELDS IN EDUCATION

Audio-Visual

- Ed. 486, Audio-Visual Materials in Educ.
- Ed. 487, Audio-Visual Production
- Ed. 508, Topics in Audio-Visual Educ.

Physical Education for Men

- P.E. 493, Measurement and Evaluation in P.E.
- P.E. 497, Problems in P.E.
- P.E. 526, Adv. P.E. Activities
- P.E. 527, Advanced Organization and Administration of P.E.

Education

- Ed. 501, Intro. to Research
- Ed. 502, Hist. and Phil. of Educ.
- Ed. 550, Educ. Seminar

Reading

- Ed. 517, Problems in Teaching Reading in the Elem. School
- Ed. 518, Problems in Teaching Reading in the Secondary School
- Ed. 519, Diagnostic and Remedial Instruction
- Ed. 500, Special Studies

Academic Minors

At least nine to twelve hours in any one of the following disciplines: English, history, political science, psychology, sociology, biology, chemistry, economics, French, German, Spanish, and mathematics.

DEPARTMENTS OF INSTRUCTION

Key to symbols:

- I — offered in the first semester of each year
- II — offered in the second semester of each year
- S — offered in the summer session
- E — offered only as an evening class at irregular intervals.

Courses not offered in every academic year are followed by numerals indicating the years in which they will probably be offered (for example, 63-64).

Courses numbered 500 or above are open to graduate students only. Courses numbered 400 are open to both seniors and graduates. Courses numbered 300 are open to graduate students for graduate credit only upon approval of the department head, the major adviser, and the Graduate Council. For description of 300 and 400-numbered courses, consult the undergraduate sections of the University Catalog.

DEPARTMENT OF EDUCATION

481	Principles of Adult Education	(I,S)	3 hours
482	Adult Group Leadership	(II,S)	3 hours
486	Audio-Visual Materials in Education	(I,II,S)	3 hours
487	Audio-Visual Aids Production	(I,S)	3 hours
494	The Junior High School	(I,S)	3 hours
500	Special Studies	(I,II,S)	3 hours
501	Introduction to Research	(I,II,S)	3 hours
502	History and Philosophy of Education	(I,II,S)	3 hours
504	Comparative Education	(I,S)	3 hours
505	Seminar in Education	(I,II,S)	3 hours
508	Topics in Audio-Visual Education	(II,S)	3 hours
510	Research Project	(I,II,S)	3 hours
517	Problems in Teaching Reading — Elementary	(I,S)	3 hours
518	Problems in Teaching Reading — Secondary	(II,S)	3 hours
519	Diagnostic and Remedial Instruction	(I,S)	3 hours
520	Principles of Guidance	(I,S)	3 hours
521	Organization and Administration of Guidance	(I,S)	3 hours
522	Occupational and Educational Information	(II,S)	3 hours
523	Individual Analysis	(II,S)	3 hours
524	Counseling Practice	(I,II,S)	3 hours
525	Practicum in Guidance and Counseling	(I,II)	3 hours
533	Curriculum Planning — Secondary	(II,S)	3 hours
534	Improvement of Secondary School Instruction	(II,S)	3 hours
535	Cooperating Teachers Seminar — Secondary	(I,II)	3 hours
541	Tool Subjects in the Elementary School	(I,S)	3 hours
542	Cultural and Content Subjects — Elementary School	(II,S)	3 hours
543	Curriculum Planning — Elementary	(I,S)	3 hours
545	Cooperating Teachers Seminar — Elementary	(I,II)	3 hours
558	Organization and Administration of Nursing Education	(I,II)	3 hours
559	Topics in Nursing Education	(I,II)	3 hours
562	Principles of School Administration	(II,S)	3 hours
563	School Plant Planning and Operation	(II,S)	3 hours
564	School Law	(I,II)	3 hours
565	School Business Management	(I,II)	3 hours
566	Administration and Supervision in Elementary Schools	(II,S)	3 hours
567	Administration and Supervision in Secondary Schools	(I,S)	3 hours
570	Practicum in School Administration	(I,II)	3 hours
575	Administration of Higher Education	(S)	3 hours
576	College Business Management	(S)	2 hours
601	Graduate Thesis		3 hours
602	Graduate Thesis		3 hours

DEPARTMENT OF SPECIAL EDUCATION

420	History, Education and Guidance of the Deaf	(I,II)	2 hours
421	Teaching of Speech to the Deaf I		
	Prereq: Educ. 205 or Psych. 251	(I)	2-3 hours
422	Teaching of Speech to the Deaf II		
	Prereq: Educ. 205 or Psych. 251	(II)	2-3 hours
423	Teaching of Language to the Deaf I		
	Prereq: Educ. 205 or Psych. 251	(I)	2-3 hours
424	Teaching of Language to the Deaf II		
	Prereq: Educ. 205 or Psych. 251	(II)	2 or 3 hours
425	Observations and Student Teaching		
	Prereq: permission of instructor	(I,II)	3-6 hours
433	Methods of Teaching Speech Reading to the Deaf		
	Prereq: permission of instructor	(II)	2 hours
434	Teaching Elementary Subjects to the Deaf I		
	Prereq: permission of instructor	(I)	2 hours
435	Teaching Elementary Subjects to the Deaf II		
	Prereq: permission of instructor	(II)	2 hours
437	Hearing Tests and Auditory Training		
	Prereq: permission of instructor	(II)	2 hours
438	Auditory and Speech Mechanisms		
	Prereq: permission of instructor	(I)	2 hours
441	Speech Development and Correction		
	Prereq: junior standing	(I,S)	3 hours
442	Psychology of Speech		
	Prereq: junior standing	(II)	3 hours
443	Speech Pathology: Voice and Artic		
	Prereq: junior standing	(I)	3 hours
444	Speech Pathology: Rhythm and Symbol		
		(II)	3 hours
446	Speech Evaluation: Methods and Practicum		
	Prereq: junior standing	(I)	3 hours
447	Neurophysiology of Speech Handicapped		
	Prereq: junior standing	(I)	3 hours
448	Measurement of Hearing		
	Prereq: junior standing	(I)	3 hours
449	Measurement of Hearing-Advanced		
		(II)	3 hours
451	Practicum in Speech Correction		
	Prereq: permission of instructor	(I,II) Beginners	1-2 hours
452	Practicum in Speech Correction		
		(I,II) Advanced	1-2 hours
462	Teaching the Exceptional Child		
	Prereq: junior standing; 205 or Psych. 251	(II)	3 hours
463	Teaching the Trainable Child		
	Prereq: junior standing; 205 or Psych. 251	(I)	3 hours
464	Teaching the Educable Retarded		
	Prereq: junior standing; 205 or Psych. 251	(II)	3 hours
475	Observation and Student Teaching — Mentally Retarded	(I)	3 hours

DEPARTMENT OF ENGLISH

- 433 **Sixteenth Century Literature** Prereq: Engl. 231..... (I,64-65) 3 hours
 434 **Chaucer** Prereq: Engl. 231 (I,63-64) 3 hours
 440 **Eighteenth Century Literature**
 Prereq: Engl. 231 or 232 (II,64-65) 3 hours
 448 **Seventeenth Century Literature** Prereq: Engl. 231..... (I,63-64) 3 hours
 450 **English Drama before 1642** Prereq: Engl. 231 (I) 3 hours
 460 **Shakespeare** Prereq: Engl. 231 (II) 3 hours
 465 **The English Novel** Prereq: Engl. 232 (II,63-64) 3 hours
 467 **The American Novel** Prereq: Engl. 246 (II,64-65) 3 hours
 468 **History of the English Language** Prereq: Engl. 231 (I,64-65) 3 hours
 481 **Literature of the Romantic Period** Prereq: Engl. 232.... (I,64-65) 3 hours
 482 **Literature of the Victorian Period** Prereq: Engl. 232.... (I,63-64) 3 hours
 502 **Seminar: Romanticism and Realism**
 Prereq: graduate standing or permission of department head (I) 3 hours
 504 **Seminar: Literary Criticism**
 Prereq: graduate standing or permission of department head (II) 3 hours
 506 **Seminar: American Literature**
 Prereq: graduate standing or permission of department head (S) 3 hours
 508 **Seminar: The English Renaissance**
 Prereq: graduate standing or permission of department head (I) 3 hours
 510 **Seminar: Victorian Literature**
 Prereq: graduate standing or permission of department head (II) 3 hours
 512 **Seminar: Shakespeare**
 Prereq: graduate standing or permission of department head (I) 3 hours
 601 **Thesis** (I,II,S) 3 hours
 602

DEPARTMENT OF GENERAL SCIENCE

Biology

- 301 **Morphology of Lower Plants**
 Prereq: one year of gen. botany (I,63 II,64) 3 hours
 302 **Morphology of Higher Plants**
 Prereq: one year of gen. botany (II,63 I,65) 3 hours
 304 **Plant Anatomy** Prereq: one year of gen. botany..... (I,63 II,64) 3 hours
 310 **Ecology** Prereq: Biol. 113-114 and 153 and 154..... (II) 3 hours
 320 **Parasitology** Prereq: Biol. 113-114 (II,63-64) 4 hours
 322 **Entomology** Prereq: Biol. 113-114 (II, 64-65) 4 hours
 325 **Genetics** Prereq: one year of college biol. (I,II) 3 hours
 336 **General Bacteriology**
 Prereq: Biol. 153-154, Chem. 214 (concurrently) (II) 4 hours
 351 **Histology** Prereq: one year of gen. zool. and a course in anat. (II) 4 hours
 353 **Microtechnique** Prereq: two years of biological sciences. (I, 63-64) 3 hours
 361 **Embryology**
 Prereq: Biol. 113-114 and a course in vertebrate anatomy..... (I) 4 hours
 401 **Cellular Biology** Prereq: Mammalian anat. or plant morph. or plant anatomy, 8 hrs. organic chem. and 8 hrs. physics. (I) 4 hours
 402 **Animal Physiology** Prereq: Mammalian anat., 8 hrs. organic chem. and 8 hrs. phys. (II) 4 hours
 404 **Plant Physiology** Prereq: one year each of plant morph. or plant anat., organic chem. and Phys. (II) 4 hours
 415 **Organic Evolution** Prereq: genetics (II) 3 hours
 430 **Taxonomy of Vascular Plants** Prereq: Biol. 153-154 (II) 4 hours
 432 **Vertebrate Taxonomy (exclusive of Aves)**
 Prereq: Biol. 216 (II) 4 hours
 495 **Problems in Biology** Prereq: at least two years of college biol. and permission of instructor (I,II,S) 6 hours limit
 496

Chemistry

- 313 **Organic Preparations** (I,II) each 1 hour
 314 Prereq: Chem. 214
 349 **Physical Chemistry** Prereq: Chem. 212 and 214, Phys. 212, Math. 192 or 224. 349 prereq to 350..... (I,II) each 4 hours
 350
 414 **Identification of Organic Compounds** Prereq: three years of college chem. including Chem. 214 (II,63-64) 3 hours
 423 **Advanced Organic Chemistry** Prereq: three years of college chem. including Chem. 214 (I,63-64) 3 hours
 493 **Biochemistry** (E) each 4 hours
 494 Prereq: Chem. 214
 495 **Problems in Chemistry** Prereq: three years of chem. and permission of instructor (I,II,S) credit arranged
 496
 501 **Research in Chemistry** (I,II,S) 3 hours
 511 **Analytical and Instrumental Analysis for Teachers**
 512 Prereq: Chem. 111-112, 181-182 (E) each 4 hours
 513 **Organic Chemistry for Teachers**
 514 Prereq: Chem. 111-112, 181-182 (E) each 4 hours

Mathematics

- 311 **Differential Equations** Prereq: math 292 or equivalent (II,E) 3 hours
 324 **Elementary Topics** Prereq: Math. 191 or equivalent (II,63-64) 3 hours
 364 **Projective Geometry** Prereq: analytic geometry (Math. 191) or equivalent (I) 3 hours
 411 **Higher Algebra**
 412 Prereq: Math. 292 or equivalent..... (I,II) each 3 hours
 414 **Probability and Statistics**
 Prereq: Math. 192 or equivalent..... (E) 3 hours
 423 **Mathematical Analysis**
 424 Prereq: Math. 292 or equivalent..... (I,II) each 3 hours

Physics

- 301 **Elements of Electronics** Prereq: trig. and Phys. 112 or 212. (I) 4 hours
 302 **Optics** Prereq: trig. and Phys. 112 or 212..... (II) 4 hours
 312 **Modern Physics** Prereq: Phys. 112 or 212, and calculus. . . (II,63-64) 4 hours
 375 **Electricity and Magnetism** Prereq: Phys. 112 or 212, and calculus;
 376 375 prerequisite to 376 (I-II,64-65) each 4 hours
 385 **Heat and Thermodynamics** Prereq: Phys. 112 or 212, and calculus (I,64-65) 4 hours
 495 **Problems in Physics** Prereq: two years of college physics and/or permission of instructor (I,II,S) each 1-3 hours
 496
 501 **Research in Physics** (I,II,S) 3 hours

Required of all candidates:

- Sci. 505 **Seminar in Science** Sci. 602 **Graduate Thesis**
 Sci. 601 **Graduate Thesis**

* Only two 300 level courses will be allowed in any department toward the degree.
 All 300 and 400 level courses require an additional project for graduate credit.

DEPARTMENT OF HISTORY

- 411 **Representative Americans, 1600-1828**
Prereq: Hist. 111 and 112 (I,64-65) 3 hours
- 412 **Representative Americans, 1828 to the present**
Prereq: Hist. 411 or permission of instructor (II,63-64) 3 hours
- 416 **The Jacksonian Era** Prereq: Hist. 111 and 112 (I) 3 hours
- 418 **Civil War and Reconstruction** Prereq: Hist. 111 and 112 (II) 3 hours
- 428 **Twentieth Century America** Prereq: Hist. 111 and 112 (I) 3 hours
- 429 **Ideas in Twentieth Century America**
Prereq: Hist. 111 and 112 (II) 3 hours
- 433 **American Constitutional History to 1860**
Prereq: Hist. 111 and 112 (I) 3 hours
- 434 **American Constitutional History since 1860**
Prereq: Hist. 433 or permission of instructor (II) 3 hours
- 451 **Intellectual History of Modern Europe: Seventeenth and Eighteenth Centuries** Prereq: Hist. 151 and 152 (I,64-65) 3 hours
- 452 **Intellectual History of Modern Europe: The Revolutionary Age to the Present** Prereq: Hist. 151 and 152 (II,64-65) 3 hours
- 453 **Sixteenth Century Europe** Prereq: Hist. 151 and 152 (II,63-64) 3 hours
- 454 **Seventeenth Century Europe** Prereq: Hist. 151 and 152 (I,64-65) 3 hours
- 455 **Eighteenth Century Europe** Prereq: Hist. 151 and 152 (II,64-65) 3 hours
- 456 **The French Revolution and Napoleonic Era: 1789-1815**
Prereq: Hist. 151 and 152 (I,63-64) 3 hours
- 457 **Nineteenth Century Europe, 1815-1870**
Prereq: Hist. 151 and 152 (I) 3 hours
- 458 **Nineteenth Century Europe, 1870-1914**
Prereq: Hist. 457 or permission of instructor (II) 3 hours
- 459 **Europe Since 1914** Prereq: Hist. 151 and 152 (II,64-65) 3 hours
- 461 **Tudor and Stuart England** Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152 (II,63-64) 3 hours
- 462 **England in the Eighteenth and Nineteenth Centuries**
Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152 (II,64-65) 3 hours
- 463 **English Constitutional History to 1485** Prereq: Hist. 261 and 262 or (with permission of instructor) Hist. 151 and 152 (I,63-64) 3 hours
- 464 **English Constitutional History since 1485**
Prereq: Hist. 463 or permission of instructor (II, 63-64) 3 hours
- 501 **Advanced Research Project in History** Prereq: acceptance as a graduate major or minor in hist. and permission of the department head and the instructor (I,II,S) 1-5 hours
- 503 **Historical Research** Prereq: acceptance as a graduate major or minor in hist. or permission of the department head and the instructor (Not open for credit to students who have taken Hist. 493, or the equivalent) . (I) 3 hours
- 506 **Great American Historians** Prereq: acceptance as a graduate major or minor in hist. or permission of the department head and the instructor (Not open for credit to students who have taken Hist. 496, or the equivalent) (II) 3 hours

- 507 **Great European Historians** Prereq: acceptance as a graduate major or minor in hist. or permission of the department head and the instructor (Not open for credit to students who have taken Hist. 497, or the equivalent) (I,63-64) 3 hours
- 512 **Seminar in American History: The Jacksonian Era**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 517 **Seminar in American History: The Frontier**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (II) 3 hours
- 522 **Seminar in American History: Civil War and Reconstruction**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 532 **Seminar in Recent American History** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 535 **Seminar in Local History: Nebraska and The Great Plains**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (II) 3 hours
- 542 **Seminar in United States Public Land Policy and Conservation**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 551 **Seminar in Early Modern European History** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor .. (II) 3 hours
- 553 **Seminar in European History: The Revolutionary Age**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (II) 3 hours
- 555 **Seminar in Nineteenth Century European History** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 556 **Seminar in Twentieth Century European Diplomatic History**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (I) 3 hours
- 558 **Seminar in World History: Military History and Policy**
Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor (II) 3 hours
- 563 **Seminar in Eighteenth Century British History** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor .. (II) 3 hours
- 565 **Seminar in British History: The Era of Reform** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor .. (II) 3 hours
- 569 **Seminar in Contemporary British History** Prereq: acceptance as a graduate major or minor in hist. and permission of the instructor .. (II) 3 hours
- 601 **Graduate Thesis: History** (I,II,S) each 3 hours
- 602

DEPARTMENT OF PSYCHOLOGY

- 413 **Introduction to Statistical and Experimental Methods**
Prereq: Math. 111.....(I,II,S) 3 hours
- 415 **Statistical Inference** Prereq: Psych. 413.....(I,II) 3 hours
- 416 **Advanced Applications of Statistics** Prereq: Psych. 415(I) 3 hours
- 421 **Experimental Psychology** Prereq: Psych. 413.....(I,II) 4 hours
- 431 **Educational Testing** Prereq: Psych. 201 or 251.....(S) 3 hours
- 432 **Tests and Measurements** Prereq: Psych. 413(I) 3 hours
- 443 **Personality Theory** Prereq: Psych. 343(II) 3 hours
- 444 **Abnormal Psychology** Prereq: Psych. 343(I) 3 hours
- 445 **Social Psychology** Prereq: Psych. 343(II,S) 3 hours
- 447 **Counseling Theory** Prereq: Psych. 343 or Educ. 520(II) 3 hours
- 452 **Child Psychology** Prereq: Psych. 201 or 251.....(I) 3 hours
- 454 **Adolescent Psychology** Prereq: Psych. 201 or 251.....(II) 3 hours
- 457 **Developmental Psychology** Prereq: Psych. 301 and 343.....(I,S) 3 hours
- 461 **Human Engineering** Prereq: Psych. 101 and
permission of instructor(II) 3 hours
- 490 **Problems in Psychology** Prereq: 15 Hours in Psych.....(I,II,S) 1-3 hours
- 501 **History and Current Trends in Psychology**
Prereq: permission of instructor(II) 3 hours
- 505 **Learning Theory** Prereq: Psych. 301 and 421(II) 3 hours
- 551 **Advanced Educational Psychology**
Prereq: permission of instructor(I,II,S) 3 hours
- 553 **Individual Tests: Children** Prereq: permission of instructor ... (I) 4 hours
- 554 **Individual Tests: Adolescents and Adults** Prereq: Psych. 553 (II) 4 hours
- 561 **Advanced Industrial Psychology** Prereq: Psych. 432 and 445 ..(I) 3 hours
- 591 **Topical Seminar in Psychology**
Prereq: permission of instructor.....(I,II,S) 1-3 hours
- 595 **Practicum in Psychology**
Prereq: permission of instructor.....(I,II,S) 3-6 hours
- 601 **Thesis**(I,II,S) 3 hours each
- 602

DEPARTMENT OF SOCIOLOGY

- 401 **The Community** Prereq: Soc. 101.....(I,II) 3 hours
- 404 **Population Analysis** Prereq: Soc. 101 and Statistics.....(I) 3 hours
- 414 **Urban Sociology**(I,II) 3 hours
- 421 **Cultural Anthropology** Prereq: Soc. 101 or 221.....(I) 3 hours
- 431 **Collective Behavior and Social Movements**
Prereq: Soc. 101 or 301.....(II) 3 hours
- 435 **Criminology** Prereq: Soc. 301.....(I,II) 3 hours
- 445 **Human Resources and Welfare Organization** Prereq: Soc. 345 (II) 3 hours
- 451 **Methods of Social Research**
Prereq: Statistics and nine hours of Soc.....(I) 3 hours
- 461 **Contemporary Social Organization Theory (1962-65, Structure-Functionalism)** Prereq: nine hours of Soc.....(II) 3 hours
- 471 **Development of Sociological Theory** Prereq: nine hours of Soc. (I) 3 hours
- 492 **Sociology Field Practice** Prereq: permission of the instructor... (II) 3 hours
- 493 **Topical Research Seminar** Prereq: permission of
494 the instructor(I,II) each 3 hours
- 501 **Problems in Sociology, Seminar.** Required 3 hours for the
of all graduate students. 1½ hrs. per week or equivalent academic year
- 510 **Theory and Applications, Seminar or Independent Study.**
Arranged 1 to 3 hours
- 601 **Thesis** 6 hours
- 602

As a prerequisite each student majoring in the Department must successfully complete at least one course in statistics of the level of Psychology 413 or higher.

A written comprehensive examination will be required covering the areas of: Social Problems, Social Psychology, Social Organization, and Sociological Method or Theory.

COURSES FOR MASTER TEACHER AND MINOR FIELDS

(See University Catalog for description)

BIOLOGY

The following courses may be taken by special permission:

Biology 301, 302, 304, 310, 320, 322, 325, 336, 351, 353, 361, 401, 402, 404, 415, 430, 432, 495, 496.

CHEMISTRY

The following courses may be taken by special permission:

Chemistry 313, 314, 349, 350, 414, 423, 493, 494, 495, 496, 501, 511, 512, 513, 514.

ECONOMICS

The following courses may be taken by special permission:

Economics 311, 312, 315, 318, 412, 416, 417, 450, 451, 505.

FRENCH

The following courses may be taken by special permission:

French 313, 320, 324, 325, 326, 335, 336, 338, 443.

GERMAN

The following courses may be taken by special permission:

German 313, 333, 335, 336, 338, 422, 443.

SPANISH

The following courses may be taken by special permission:

Spanish 335, 336, 337, 338, 339, 349, 351, 352, 417, 418, 425, 427, 430, 443.

MATHEMATICS

The following courses may be taken by special permission:

Mathematics 311, 324, 364, 411, 412, 414, 423, 424, 491, 492.

POLITICAL SCIENCE

The following courses may be taken by special permission:

Political Science 302, 313, 314, 315, 316, 317, 321, 322, 326, 333, 391, 392, 418, 431, 432, 490.

PROCEDURES AND REGULATIONS

ADMISSION AND TRANSCRIPTS

The student admitted to graduate study is advised and expected to familiarize himself with the academic regulations of the University, the College of Graduate Studies, and the particular requirements of his own academic program. The student is responsible for complying with all regulations of the University, the College of Graduate Studies, and the departments of instruction, and for meeting all requirements for his degree. The student should consult with his adviser in the event that there is any question concerning the requirements for his degree.

Admission to the College of Graduate Studies may be granted to students who hold a baccalaureate degree *from an accredited institution*, and who offer *at least fifteen semester hours* of undergraduate work in the department of the proposed graduate major.

New students should correspond with, or go directly to, the Director of Admissions in order to apply for admission. Each new student will be required to file with the Director of Admissions:

- (1) an application to the University of Omaha;
- (2) an application to the College of Graduate Studies;
- (3) present *two (2) official transcripts of all* undergraduate (and graduate, if any) college work previously taken. (Graduates of the University of Omaha need not submit transcripts)
- (4) pay a transcript evaluation fee of \$5 at the Cashier's Office and have the receipt validated by the Director of Admissions. When applying by mail, enclose a check for the transcript evaluation fee.

Applications for Admission should be in the office of the Director of Admissions at least *three weeks prior to the term* in which the student expects to matriculate. Application for admission, together with transcripts, must be filed not only by those students desiring to work for a degree, but also by students desiring certification of graduate credit for a teacher's license or for graduate credit to be transferred to some other graduate school. A student whose application is received too late for proper review may be admitted *provisionally*. The *provisional* status will not be removed until one month after the opening of the semester.

Foreign students must provide letters of recommendation, statements of financial independence, and evidence of ability to speak and write the English language. The baccalaureate degree must have been received from an institution accredited by the proper accrediting agencies.

Admission to the College of Graduate Studies does not admit the student to candidacy for the Master's degree. (See "Candidacy for Degree").

CLASSIFICATION OF ADMISSION

UNCONDITIONAL

Unconditional admission to graduate study may be granted to a student who has a Bachelor's degree from a regionally accredited institution, who has earned at least a B average in the undergraduate work in his proposed graduate major and/or minor, and who presents at least 15 semester hours of undergraduate work that meet specific requirements of departments in his graduate major and/or minors. A student from an institution which is not regionally accredited will be admitted on the same basis as he would be admitted by the state university or reporting institution in that state. In such cases, further work may be required, or suitable examinations, or in some cases the completion of a Bachelor's degree in an accredited institution.

PROVISIONAL

Provisional admission may be granted to a student who has a Bachelor's degree from a regionally accredited institution but who has not completed all of the undergraduate prerequisite course requirements for admission to the College of Graduate Studies. This provisional status will continue until such time as the student has completed all of the undergraduate prerequisites for graduate study. A student on a provisional basis may, with the recommendation of the department head concerned, and the approval of the Graduate Dean take the undergraduate prerequisite courses and a graduate course concurrently, provided he has met the prerequisite requirements for the graduate course.

Provisional admission may occasionally be granted to a student who has less than a B average in the undergraduate work in his proposed graduate major and/or minor, (but in no case less than a C average) upon recommendation of the department head of the major department and/or minor if one is involved, and written approval by the Graduate Dean. This admission may be made for reasons of maturity, experience, or other extenuating circumstances under which the student may be deemed capable of high quality graduate study. This provisional admission will not be removed until the student has successfully demonstrated to the satisfaction of the Department and the Dean his ability to pursue graduate study.

A student may not apply for admission to candidacy for the degree until he has met the requirements of unconditional admission.

SPECIAL

Special students who are not working on a degree program may be permitted to take graduate courses. This applies to graduate students who are meeting requirements for renewal of a certificate, professional growth courses for graduate credit, or students who are taking courses for cultural reasons. Students taking work in the special student classification must hold a Bachelor's degree from a regionally accredited institution and meet the prerequisite requirements set up by the departments in which they are doing their work. Any graduate credit earned by such a special student may be applied toward a degree program only after a student has been granted full standing (unconditional admission) and only if the credits he has earned are applicable on the degree program he proposes to pursue.

CONDITIONAL

A student who is within three semester hours of having completed all requirements for the Bachelor's degree at the University of Omaha, may be provisionally admitted to the College of Graduate Studies.

GRADUATE RECORD EXAMINATION

Graduate students who are candidates for a Master's degree are required to take the Graduate Record Examination during their first semester of enrollment in the College of Graduate Studies unless they have taken it previously and the scores are available to the Dean of the College.

This examination, which requires no special preparation or review, gives valuable evidence of a student's qualifications for graduate work and is very helpful in planning courses of graduate study. A nominal fee is charged for the examination. A student who has not taken the examination prior to his application for admission to the College of Graduate Studies but who is judged from other evidence to be capable of graduate study, is assigned provisional status. A final determination of classification will be made after the examination scores have been studied.

FOREIGN LANGUAGE REQUIREMENT

The major department may require a candidate for the Master's degree to demonstrate by examination a satisfactory reading knowledge of one modern foreign language. Specific instructions regarding the language requirement may be obtained from the student's adviser or from the Graduate Office.

REGISTRATION PROCEDURE

The student is to follow the usual procedure in registering for courses by filling out the proper class-cards and other registration blanks, and by paying fees at the business office. At each registration period the student must secure the signature of his major adviser and of the Dean of the Graduate Studies.

Any student holding a baccalaureate degree should register in the College of Graduate Studies, unless he seeks an additional *undergraduate* degree. Graduate students who are not working toward a Master's degree are regarded as "Special" students. *Special* students include:

- (1) students working for graduate certification in teaching certificates
- (2) graduate students taking a Master's degree in another graduate school
- (3) graduate students working for professional growth
- (4) graduate students working for cultural advancement
- (5) graduate students whose admission is on a provisional or conditional basis; i.e. advanced seniors, students who have undergraduate deficiencies, students from unaccredited institutions, etc.

CERTIFICATION OR PROFESSIONAL GROWTH

Graduate Work For Certification and Professional Growth: Students who wish to take courses for graduate credit to be used for certification purposes or professional growth must meet the same admission requirements as other graduate students. They must also make application for admission to the Graduate College and at the same time file two official undergraduate transcripts in the Graduate Office.

ADMINISTRATIVE CERTIFICATE

Students who are preparing to meet the requirements for an Administrative or Supervisory Certificate must submit to the Office of the Dean of the College, at the time of application for certification, the names of three persons who can vouch for their personal and professional qualifications as a prospective school administrator.

TUITION AND FEES

Student fees are payable in full at the time of registration, and registration is not complete until fees are paid. The University reserves the right to change the amount of tuition and fees at any time if such action is deemed necessary. The total amount for tuition and fees varies with the number of hours of classroom and laboratory work taken.

The average fees per semester are approximately \$175.00 for students who are residents of Omaha, and \$315.00 for those who are not residents.

All courses numbered 500 or above and all work leading to the Master's degree, as well as work to be certified as graduate work, must be charged at the graduate rate of tuition. Undergraduate courses may be taken for professional growth purposes or for teacher certification (provided graduate credit is not required) — and in such cases, the undergraduate rate of tuition is charged.

INSTRUCTION

Tuition, per semester credit hour:	
Undergraduate	\$11.00
Graduate	12.50
Non-resident fee in addition to tuition (Graduate, Undergraduate or audit) per credit hour	9.00
Student Activity Fees:	\$12.00
Payable by every student (undergraduate and graduate) registered for day classes carrying six or more hours. Covers athletics, publications, general student activities, and student center. Any student carrying less than six hours must pay a minimum activity fee of \$3.00. He may purchase an activity ticket by paying an additional fee of \$9.00. See also page 134 in the General Catalog.	
Evening classes (undergraduate and graduate students; no day classes) ..	3.00
Summer students (per session)	3.00
Guidance and Placement Tests: (at regularly scheduled times)	5.00
Health Service: Payable each time a student registers	
Day School	2.00
Summer Session (per session)	1.00
Evening classes (undergraduate, graduate students, no day classes)	1.00
Matriculation Fee:	10.00
Payable at initial enrollment and with each subsequent change of College and upon admission to the College of Graduate Studies.	
Registration Fee:	5.00
Payable each time a student registers	

LABORATORY FEES

Biology:	
Equipment and supplies, per course (except 310, 325, 415)	\$12.00
Chemistry:	
Apparatus and supplies, per course	12.00
Education:	
Education 525 and 570, Practicum	12.50

Natural Science:	
Apparatus and supplies, per course	12.00
Physics:	
Apparatus and supplies, per course	12.00
Psychology 553	10.00
Psychology 554	10.00
Psychology 421, Experimental	10.00
Vocational Testing and Counseling:	
Aptitude and academic guidance tests, with individual analysis and counseling — fee determined in each case. For child study service tests and reading diagnosis, see administrative officer for charges.	

MISCELLANEOUS FEES

Change of schedule fee	5.00
Deferred payment, per semester	5.00
Installment payments may be arranged only for regular day school registrations. No deferred payment plan is available for evening classes or summer sessions. Arrangements for installment payment of tuition must be completed two full weeks prior to the beginning of classes for any given semester. See the University Cashier in room 230. Postponed payment of tuition and fees to a date later than that of registration is considered a deferred payment and subject to the assessment of the \$5.00 fee.	
Examination, final or proficiency or credit by examination or removal of incomplete	5.00
(The tuition for credit to be earned by examination must be paid in advance.)	
Guidance and placement tests and physical examinations taken at times not regularly scheduled, additional fee	5.00
Late registration, first day, (Evening Classes)	3.00
Late registration, first day (Day Classes)	3.00
Second day, and thereafter, during first week, additional fee	3.00
Late registration, first day, (Summer Session Classes)	3.00
Locker fee	1.00
Teacher Placement initial registration (required)	6.00
Thesis binding fee	10.00
Transcript (one copy furnished free), each additional copy	1.00
Transcript evaluation for students entering by transfer	5.00
Special examination or instructional assistance in make-up work other than listed above	1.00

GRADUATION FEES

College of Graduate Studies	\$15.00
Undergraduate Colleges Baccalaureate degrees	10.00
Associate Titles	5.00
To receive degrees in absentia (additional)	5.00

ADMISSION TO CANDIDACY FOR DEGREE AND PROGRAM OF STUDY

Admission to the Graduate College does not admit the student to candidacy for the Master's degree. After nine to twelve hours of graduate work have been completed the Graduate Council will vote upon candidacy for the degree. It is the responsibility of the student to make application for candidacy for the degree as soon as possible after the completion of nine hours of work. No degree can be awarded in the same semester as candidacy for degree is voted.

Application forms may be obtained at the Graduate Office, Room 203, and should be filled out by the student in consultation with his major adviser. Both the major and/or minor programs are finally arranged at this time and must be signed by the major and minor advisers. The candidacy for the degree application together with the programs of study must be returned to the Graduate Office for filing, and the student will be notified of the action of the Graduate Council upon his application for candidacy for the degree.

Any modification of a program of study once approved is permissible only upon consent of the major adviser if the major is concerned, and of the minor adviser if the minor is concerned. Blanks for change of program can be obtained at the Graduate Office. The student may elect to take a straight major upon recommendation of the head of the major department.

A grade average of "B" is required for admission to candidacy for degree.

APPLICATION FOR THE DEGREE

The candidate for the degree must file an application for degree in the Registrar's Office in the semester or session in which the degree is to be granted. The graduation fees must be paid at the same time as the application is made. (See Calendar for date).

THESIS

All candidates for the Master of Arts degree are required to prepare a thesis under the direction of the major adviser. The thesis provides an opportunity for the student to obtain first-hand experience in research methods under competent direction. Up to six hours of credit is allowed for the thesis and the candidate must include the thesis as a course in his schedule during one semester in residence. The thesis should be initiated at least eight months before the commencement in which the student plans to receive his degree. Three typewritten copies of the thesis (two copies for the University Library and the student's personal copy), plus an additional copy if required by the department, must be approved by the major adviser and submitted to the Graduate Office in final form no later than the second week in November in the fall semester, the third week in March in the

spring semester, or the second week of the summer session. The first copy should be on bond paper of 20-pound weight; the other two copies should be on paper of at least 16-pound weight. Either pica or elite type may be used in typing.

Thesis Manual: The responsibility for placing the thesis in final form rests with the student and his major adviser. All theses must be written in accordance with a standard thesis manual. The Graduate Council has approved an official manual for each department and the student will be advised by his major adviser of the standard form to be used.

The cost of binding three copies (see fees) must be paid by the candidate at the time the thesis is submitted in final form to the Graduate Office. If the department conducting the thesis requires an additional copy, it is to be bound at departmental expense. The fees are payable in the Cashier's Office.

ORAL EXAMINATION ON THESIS

After the thesis has been delivered to the Graduate Office in final form, the Dean, upon nomination from the major adviser, will appoint a committee to read the thesis and to conduct the oral examination over the thesis and thesis field. This committee shall consist of members from the major department and at least one graduate faculty member from another department of the University. If the thesis examination is to be combined with the oral comprehensive (noted above), one-half the time shall be devoted to the thesis and one-half to the graduate courses taken by the candidate.

Final comprehensive oral examinations must be taken at least 30 days before the convocation at which it is expected that the degree will be conferred.

Oral examinations cannot be scheduled during the period between the close of the first term of the summer session and the beginning of the subsequent fall semester.

FINAL COMPREHENSIVE EXAMINATION

A final comprehensive examination is required of all candidates for the Master's degree near the conclusion of their graduate study. For those who are candidates for the 36 hour Master of Science degree, the examination is a written examination held on a specified date: the second Saturday in January, the first Saturday in May, and the last week of the first term of the Summer Session.

For the degree of Master of Arts, the final comprehensive examination may be either written or oral. If written, it must be arranged at the convenience of the major adviser. Candidates for the Master of Arts degree, and those Master of Science degree candidates who are taking a comprehensive examination in the field of the academic minor must have completed

both the major and minor comprehensives not later than 30 days prior to the convocation at which the degree is to be granted during the regular semesters, and not later than the first week of the second term of the Summer Session. If the comprehensive is to be oral, it should be arranged at the time of the oral examination over the thesis, at which time one-half of the examination can be devoted to the courses taken by the candidate and one-half to the thesis.

If the course work has been of very high quality, the minor professor may excuse the candidate from the comprehensive examination covering the minor field. This does not prejudice the privilege of the minor professor giving a comprehensive, if he so desires. The minor comprehensive is given at a date arranged at the convenience of both the student and the minor adviser, but falling within the limits established for all comprehensive examinations.

TIME LIMIT FOR ALL MASTER'S DEGREES

In evaluating credits earned toward an advanced degree, credits dating back five years or more are subject to reduction in value as determined by the Graduate Council. Once a student has been admitted to the College of Graduate Studies, he is expected to have completed the requirements for the degree within a period of five years. Time spent in the military service of the United States is excepted in the application of this rule.

QUALITY OF WORK

A "B" average, with no grade lower than "C", must be maintained in all work taken as part of the requirements for the degree. A final grade of "C" in each of two courses will require action on the part of the Graduate Council before the student is allowed to count further work toward the degree.

A grade of "D" or below is considered a failing grade and the student receiving such a grade will automatically be dropped from the degree program. The student thus dropped may take course work as a "Special" student but may not be a candidate for a degree.

A course in which a student has received a "failing" grade may not be repeated or another course substituted for it.

INC.—A student may be reported "incomplete" if some major portion of the work remains unfinished, provided the student's standing in the course is not below "D". An incomplete must be made up during the first nine weeks of the following semester. After this time an "Inc." becomes a failure, unless the Dean of the College of Graduate Studies has approved an extension of the time limit.

Grades made in courses that are not a part of the requirements for the degree are not counted as a part of the grade requirements.

CLASS ATTENDANCE

Students are required to attend all meetings of classes for which they are registered, and no student may be excused from any of the assigned class work. It may be assumed that irregular attendance will be reflected in lower course grades; moreover, absence reports are regularly sent to the academic deans and to the Dean of Student Personnel, who will take appropriate disciplinary action. In case of an unavoidable absence it is the student's responsibility to contact his instructor promptly and arrange to make up any work missed.

STUDY-LOAD

An average study load for a full time student is 12 hours of course work. The average load for anyone working full time on another job is six hours of course work.

COURSES FOR GRADUATE CREDIT

Courses which are available for graduate credit are those which have been especially approved by the Graduate Council with syllabi on file in the Graduate Office.

Courses numbered 500 and above are open only to graduate students. A limited number of upper-division courses (300 and 400 numbered) are available for graduate credit but the student is expected to do supplementary work under the direction of the instructor.

RESIDENCE REQUIREMENTS

A minimum of 30 semester credit hours in residence (36 in case of the Master of Science in Education degree), is required for granting of the Master's degree, except as provision is made for the transfer of credit. No credit will be allowed for correspondence work.

TRANSFER OF CREDIT

Students who have completed graduate courses at other approved graduate schools (excluding extension schools) may petition to transfer as much as six hours of credit, provided the courses considered are pertinent to the student's graduate program. Courses for which transfer is requested must not have been used to satisfy the requirements for any previously awarded degree. Grades in courses for transfer of credit must be the equivalent of "B" or higher. No transfer of credit can be made until the student has been admitted to candidacy for the degree. All work accepted for transfer of credit must have been taken within the five-year period allowed for the Master's degree.

A student who has been approved as a candidate for the Master's degree may, with the prior recommendation of the major adviser and the approval

of the Graduate Council, earn transfer credit in other graduate schools to the limit of six semester hours in the Master of Arts program and nine semester hours in the Master of Science in Education program. The total hours of transfer credit may not exceed the amount stated.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to drop all classes and withdraw from the University proceeds as follows:

1. Obtain withdrawal slip from the Registrar's Office or his Counselor.
2. Confer with his counselor and obtain his signature on the withdrawal card.
3. Confer with his Academic Dean and obtain his signature on the withdrawal card.
4. Report to the Office of the Dean of Student Personnel and turn in your activity and library card.

Refunds will be based on the official schedule.

DROP—When a student finds it necessary to drop a course, he should notify the Registrar and see his Counselor immediately. If a student is passing at the time he withdraws, his record will be marked "W," indicating that he withdrew in good standing. If the student is failing at the time he withdraws, his record will be marked "X," indicating that he was failing at the time of withdrawal.

A student may not drop a course with any other grade than "F" after the eighth week of the semester.

WORKSHOPS

No more than *one* workshop of three hours credit may count toward the Master's degree. (College Business Management program excepted).

Exceptions to the above general and special rules and regulations may be made in meritorious cases only with the consent of the Graduate Council upon recommendation of the major or minor adviser.

REQUIRED PROCEDURE FOR GRADUATE STUDENTS

1. File official transcripts of undergraduate credits (and graduate, if any) and an application for admission form with the Director of Admissions (Room 202). Consult with major adviser and return form sheet bearing signature to the Graduate Office.
2. Arrange your class schedule with your adviser, and have him sign your registration slip before presenting it to the Dean of the College of Graduate Studies.
3. Apply for admission to candidacy for the degree at the conclusion of nine hours of work, and arrange the final program of study on a form sheet. Return the completed form to the Graduate Office. The degree requirements must be completed within five years of the first matriculation date.
4. In the semester or session in which the degree is to be conferred, the candidate must file his intention of taking the degree in the Office of the Registrar (See Calendar for exact date).
5. Arrange with your adviser three weeks in advance for the major Comprehensive Examination and notify the Graduate Office of the time and place. In the case of candidates for the Master of Science degree, the established schedule is: fall semester, second Saturday in January; spring semester, first Saturday in May; summer session, some time to be arranged during the last week of the first term. Arrange with your minor adviser three weeks in advance of the intended date to take the minor comprehensive examination, and notify the Graduate Office of the time and place.
6. The thesis for the Master of Arts degree must be submitted in final form to the Graduate Office not later than the second week in November in the fall semester, the fourth week in March in the spring semester, or the second week of the Summer Session.
7. Master of Arts candidates must arrange for the Oral Examination to be given at least 30 days before the date of convocation. In the Summer Session, oral examinations must be completed before the close of the first term.
8. Order the cap and gown from the Book Store.
9. Attend Commencement unless excused by petition to the Graduate Council.

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