

2004

Graduate Academic Catalog (2004-2005)

University of Nebraska at Omaha

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2004-2005
Graduate
Catalog

Application Deadlines

In order to be considered for admission in a given semester, all transcripts and supporting documentation must have been submitted no later than the deadlines listed below. It is generally to the applicant's advantage to apply well before the published deadline, particularly if the applicant wishes to be considered for fellowships, assistantships or other forms of financial aid. Applicants are solely responsible for making certain their materials have been received by the appropriate offices.

Graduate Programs/Degrees and Application Deadlines

Department/School	Office & Telephone	Possible Terms of Admission	Application Deadlines
Accounting MAcc or Unclassified	Roskens Hall Room 408 402-554-3650	Fall Spring Summer	May 1 December 1 May 1
Biology MS or Unclassified	Allwine Hall Room 114 402-554-2641	Fall Spring Summer	March 1 October 15 March 1
Business Administration MBA	Roskens Hall Room 414 402-554-2303	Fall Spring Summer	July 1 November 1 April 1
Executive Master of Business Administration MBE	Roskens Hall Room 120 402-554-2496	Consult with the Department	Consult with the Department
Communication MA or Unclassified	Arts & Sciences Room 108 402-554-2600	Fall Spring Summer	June 1 November 1 April 1
Computer Science MA, MS, or Unclassified	Peter Kiewit Institute Room 175	Fall Spring Summer	July 1 November 15 March 1

	402-554-2423		
Counseling MA or MS	Kayser Hall Room 421 402-554-2727	Fall Spring Summer	March 1 October 1 March 1
Criminal Justice MA, MS, or Unclassified PhD	Durham Science Center Room 208 402-554-2610	MA or MS Fall Spring Summer PhD Fall	July 1 December 1 May 1 February 15
Economics MA, MS or Unclassified	Roskens Hall Room 512 402-554-2570	Fall Spring Summer	July 1 December 1 April 15
Educational Administration EdD	Kayser Hall Room 414 402-554-2721	Fall	February 1
Educational Admin & Supervision MS, EdS, or Unclassified	Kayser Hall Room 414 402-554-2721	Fall Spring Summer	February 15 October 15 February 15
English MA or Unclassified	Arts & Sciences Room 192 402-554-2635	Fall Spring Summer	August 1 December 1 April 15
Geography MA or Unclassified	Durham Science Center Room 260 402-554-2662	Fall Spring Summer	July 1 December 1 May 1
Social Gerontology MA or Unclassified Gerontology Graduate Certificate	Annex 24 402-554-2272	Fall Spring Summer	July 1 December 1 May 1
Health, Physical Education & Recreation	HPER 207	Fall	July 1

MA, MS or Unclassified	402-554-2670	Spring Summer	December 1 May 1
History MA or Unclassified	Arts & Sciences Room 287 402-554-2593	Fall Spring Summer	July 1 December 1 May 1
Information Technology PhD	Peter Kiewit Institute Room 284 402-554-3182	Fall Spring	March 15 October 1
Management Information Systems MS or Unclassified	Peter Kiewit Institute Room 285 402-554-3770	Fall Spring Summer	July 1 December 1 April 1
Mathematics MA, MS, MAT or Unclassified	Durham Science Center Room 203 402-554-3430	Fall Spring Summer	July 1 December 1 May 1
Music MM or Unclassified	Performing Arts Center Room 213 402-554-3411	Fall Spring Summer	June 15 November 15 April 15
Psychology Industrial/Organizational Psychology, MS Psychology, MA School Psychology, MS, EdS Psychobiology, PhD* Developmental Psychology, PhD* I/O Psychology, PhD* *These PhD programs are offered in conjunction with UNL. Application to these programs requires special forms available from the UNO Psychology department	Arts & Sciences Room 347 402-554-2592	Fall	February 1
Public Administration	Annex 27	MPA	

MPA or Unclassified PhD	402-554-2625	Fall Spring PhD Fall	June 1 October 1 February 1
Public Health MPH	115 So 49th Ave 561-7566	Fall Spring	April 15 September 1
Social Work MSW	Annex 40 402-554-2792	Fall	March 1
Special Education & Communication Disorders Special Education, M.S. or Unclassified Speech-Language Pathology, MA or MS	 Kayser Hall Room 115 402-554-2201	 Fall Spring Summer Fall/Summer Spring	 July 1 December 1 April 1 February 1 September 1
Teacher Education Elementary Education, MA, MS or Unclassified Reading, MS or Unclassified Secondary Education, MA, MS or Unclassified	Kayser Hall Room 514 402-554-2212	Fall Spring Summer	July 1 December 1 May 1
Theatre MA or Unclassified	Fine Arts Room 315 554-2406	Fall Spring Summer	July 31 December 1 May 1
Urban Studies MS or Unclassified	Annex 27 402-554-2625	Fall Spring Summer	July 1 December 1 May 1
Writing MFA	Fine Arts Room 223 402-554-4801	Fall Spring	February 15 July 15

Graduate Certificate Programs (please contact the department/school offering the certificate for admission deadlines & requirements):

Advanced Writing Certificate - offered by the English department

Geographic Information Science Certificate - offered by the Geography department

Gerontology Certificate - offered by the Gerontology department

Human Resources & Training Certificate - offered by the Business Administration,
& Psychology departments, & the School of Communication

Instructional Technology Certificate - offered by the Teacher Education department

Instruction in Urban Schools Certificate - offered by the Teacher Education department

Teaching English to Speakers of Other Languages (TESOL) Certificate - offered by the
English department

Technical Communication Certificate - offered by the English department & the School of
Communication

Additional departments or areas have been authorized to offer courses for graduate credit or a
minor as follows:

Art History - Minor

Aviation - Minor

Black Studies - Minor

Chemistry - Minor

Foreign Languages

French - Minor

German - Minor

Spanish - Minor

Native American Studies - Minor

Philosophy and Religion - Minor

Physics - Minor

Political Science

Sociology

Women's Studies

GRADING INFORMATION

Beginning in the Fall 2001 semester, the university implemented minus grades in addition to the
previously available plus grades. The grading scheme adopted by the Senate and approved by the
Board of Regents is:

GRADE	POINT VALUE
A+	4.00
A	4.00
A-	3.67
B+	3.33

B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00

Please note the difference between this new system and the previous one, in which there were no minus grades and plus grades carried 0.5 quality points (e.g., B+ was 3.5).

Application Process

An application for admission must be filed with the UNO Office of Graduate Studies not only for those students desiring to work for a degree, but also by students desiring graduate credit for renewal of a teaching certificate, for professional development, for a graduate certificate, or for graduate credit to be transferred to another university. In order to receive graduate credit for any graduate level courses taken at UNO, the student must have been admitted to graduate studies at UNO, must have been admitted to graduate studies at another campus of the University of Nebraska or must have received special permission as a senior.

Application materials can be obtained from the Office of Graduate Studies, Eppley Administration Building Room 203, University of Nebraska at Omaha, Omaha, NE 68182. A non-refundable application fee of \$45.00 (U.S. dollars) is required for all new applicants to UNO graduate studies, including undergraduates within the University of Nebraska systems, and anyone who has been admitted to graduate programs at the University of Nebraska-Lincoln, the University of Nebraska at Kearney or the University of Nebraska Medical Center. The application fee will be waived once for:

- Students who have been admitted as non-degree students to UNO who later wish to apply to a UNO degree program or as an unclassified student.
- Students who have applied to a degree program, have been denied admission to that program and within a two year period re-apply to the same program.

Except for non-degree applicants, two sets of official transcripts must be sent from EACH college or university directly to the UNO Office of Graduate Studies. Hand carried or student submitted credentials are not acceptable.

Some programs require additional information such as standardized test scores, letters of recommendation, resumes, or other supplemental materials. It is important that applicants contact the program(s) to which they are applying for information concerning additional admission

requirements. Failure to do so may result in an application not being considered. All credentials received in connection with an application for admission to graduate studies at UNO become the property of UNO. Under no circumstances will they be duplicated, returned to the applicant or forwarded to any agency or other institution.

Please be aware that notification of acceptance by a department/school Graduate Program Committee or faculty member is advisory only. Admission is granted solely by the Dean for Graduate Studies.

Application to a Graduate Certificate Program

Students applying for a graduate certificate program will follow the same application process as students applying to a graduate degree program with the following exceptions:

- A student pursuing a certificate program who subsequently decides to apply for a graduate degree program will complete a new application, but will not be charged an application fee if the degree is within the same department(s)/school(s) as the certificate program. However, if a student applies for a graduate degree program after the certificate is completed, he/she will need to submit a new application, application fee, and all other required credentials.
- A student pursuing a graduate degree program could be awarded a certificate while completing the degree but he/she will need to complete a new application to be admitted to the certificate program; he/she will not be charged an application fee if the certificate is within the same department(s)/school(s) as the graduate program in which he/she is enrolled. However, if a student applies for a certificate program after the graduate degree is completed, he/she will need to submit a new application, application fee, and all other required credentials.

Students applying to a graduate certificate program are subject to the same admission criteria/standards as students applying to a graduate degree program. Students within a certificate program are eligible to apply for financial aid.

Second Master's Degree or Certificate

A student must complete a new graduate application and submit an application fee if he/she wishes to pursue a second master's degree, certificate, or an endorsement in an area other than that of the first master's or certificate.

Application Deadline

In order to be considered for admission in a given semester, all transcripts and supporting documentation must have been submitted no later than the deadlines listed. It is generally to the applicant's advantage to apply well before the published deadline, particularly if the applicant wishes to be considered for fellowships, assistantships or other forms of financial aid. Applicants are solely responsible for making certain their materials have been received by the appropriate offices.

Three year bachelor's degrees

International students with a 3-year degree are referred to the program in which they wish to

pursue graduate studies for evaluation of their transcripts to determine possible additional course work. They can be considered for graduate admission.

Special Procedures for Students Whose Language of Nurture is not English

Students whose language of nurture is not English must have a command of oral and written English adequate for graduate work. All applicants to Graduate Studies at UNO whose language of nurture is not English must present a score on the Test of English as a Foreign Language (TOEFL) along with their application.

Automatic waivers from this policy are granted for persons who already have received a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, English-speaking Africa, Australia, Ireland or New Zealand.

While programs may require a higher score, the UNO Graduate Council has set a minimum score for admission to graduate studies of 500 (or 173 for students completing a computer-based TOEFL) for all who must present a TOEFL score, with no exemptions to this policy.

Non-immigrant applicants must contact the Office of International Studies concerning the filing of required financial documents and obtaining an International Student Application form.

All credentials sent to the Office of International Studies must be accompanied by an English language translation for all documents not written in English.

The above requirements are in addition to any requirements established by any individual Graduate Program Committees.

Required Aptitude or Advanced Knowledge Tests

The scores on nationally recognized aptitude or advanced knowledge tests are used by some Graduate Program Committees to provide evidence of an applicant's potential to perform at the graduate level and to provide guidance in the development of an appropriate plan of study for each student admitted to the degree program. The UNO Graduate Faculty recognize the following tests, subject to department/school selection, for this purpose: the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT) and the Miller Analogies Test (MAT).

A student with Unclassified or Non-degree status is not required to submit scores on aptitude or advanced knowledge tests. Admission requirements for each degree program are determined by the cognizant Graduate Program Committee.

The following graduate programs require that a score on the indicated standardized test(s) must be on file prior to admission:

- Accounting - GMAT
- Biology - GRE General Aptitude required, Advanced GRE encouraged.
- Business Administration - GMAT

- Computer Science - GRE General Aptitude
- Counseling - GRE General Aptitude or MAT and other specialized tests designated by the department
- Criminal Justice - GRE General Aptitude
- Educational Administration - Ed.D. program - GRE General Aptitude
- English - GRE General Aptitude or MAT
- Executive MBA - GMAT - for exceptions see Executive MBA Admissions standards
- Geography - GRE General Aptitude
- Management Information Systems - GMAT or GRE General Aptitude for exceptions see MIS Admission Standards
- Psychology - GRE General Aptitude and Advanced Psychology exam
- Public Administration - Ph.D. program - GRE general aptitude
- Social Gerontology - GRE General Aptitude or MAT
- Social Work - GRE General Aptitude or MAT
- Special Education and Communication Disorders - GRE General Aptitude or MAT

The following graduate program does not require a standardized test score for admission, but does require a score be on file before the second enrollment:

- Theatre - GRE General Aptitude or MAT

The following graduate programs require no standardized test scores at any point:

- Communication
- Economics
(Students are encouraged, however, to include test scores as supporting evidence when applying.)
- Educational Administration and Supervision - MS and EdS programs
- Health, Physical Education and Recreation
- History
- MAT (Mathematics for Teachers)
- Mathematics
- Music
- Public Administration (Master's program)
- Teacher Education
- Urban Studies

Criteria for Admission

Those applicants who have earned or will earn a bachelor's degree at a regionally accredited college or university in the United States, or the equivalent of this degree in another country, will be considered for admission. Prospective students may apply for admission during or after the final year of undergraduate study but must submit the official baccalaureate degree transcript to the Office of Graduate Studies before the end of the first year of enrollment.

The decision to admit an applicant to a program is based primarily on a combination of the following criteria according to the requirements of the specific program.

1. Quality of previous undergraduate and graduate work. The Graduate College requires as a minimum standard a "B" average of 3.0 on a 4.0 scale, in a program of study resulting in the award of a baccalaureate degree from a regionally accredited college or university. If an applicant has studied at the graduate level and performed satisfactorily, less weight may, but not necessarily, be placed on the quality of the undergraduate academic record. Some programs require a higher minimum grade point average for admission.
2. Strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school. These letters are usually from the applicant's former professors who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work. Additional recommendations may come from employers or supervisors who are familiar with the applicant's work experience. Applicants should instruct their references to send all letters of recommendation directly to the program in which they desire entrance.
3. Official scores on a nationally standardized examination. The three most widely used standardized examinations are the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT) and the Miller Analogies Test (MAT).
4. Statement by the applicant of academic career objectives and their relation to the intended program of study. These statements help the department/school identify students whose goals are consistent with its objectives.
5. Other evidence of graduate potential. Some programs require other evidence of graduate potential, such as a portfolio of creative work, completion of specialized examinations or personal interviews.

Vaccination Requirements

All new, incoming students born on or after January 1, 1957 must provide official documentation of two (2) MMR vaccinations (measles, mumps, rubella). Failure to comply with this requirement may result in the withholding of future registrations. For further information, please contact UNO Student Health Services, 554-2374.

Admission to the Graduate College

Responsibility for admitting applicants to graduate programs rests with the Dean for Graduate Studies. Academic departments/schools review admission applications and credentials and make admission recommendations to the Dean. The standards maintained by the Graduate College and individual departments/school are applied to ensure that applicants admitted to the University are well qualified and trained to study at this institution and have a reasonable expectation of successfully completing a graduate program. Standards for admission to doctoral degree programs are generally higher than those for admission to master's degree programs. In many degree programs, the number of applications received from qualified applicants for graduate study exceed the number of applicants who can be accommodated. In such cases, only the most highly qualified are offered admission. The number of spaces available in various departments/schools is limited according to the availability of faculty and resources.

Change of Program

If a currently enrolled graduate student is admitted to a graduate program prior to receipt of their final grades for the current semester, the program may re-evaluate its admission decision, if the student receives a grade of "C-" or lower in any course work (undergraduate or graduate) for that semester.

Readmission to Graduate Studies

A student who has not been enrolled as a graduate student at UNO for four years or more must apply as a new graduate student and submit the graduate application, the non-refundable application fee of \$45.00, and all other required credentials. You cannot re-apply to the same certificate program once you have completed that certificate.

Categories of Admission

Unconditional Admission

This category may be granted to students considered fully qualified to undertake a program toward a graduate certificate/degree for which they were admitted. A student must have a baccalaureate degree from an accredited institution. Other qualifications might include, but are not limited to, academic foundation requirements, an interview, area or subject tests, advanced tests, a portfolio or performance, grade point average or letters of recommendation.

Provisional Admission

Students who have not met all of the conditions for unconditional admission may still be admitted to the program. However, departments/schools and/or the Dean for Graduate Studies may impose certain requirements which must be fulfilled by the student in order to maintain this status.

Provisional admission may be granted to an applicant who has less than a "B" (3.0 on a 4.0 scale) average in the undergraduate work in the proposed graduate major and minor (but in no case less than a 2.7 GPA). This admission may be granted for reasons of maturity, experience or other circumstances under which the student may be deemed capable of high quality graduate study.

Provisional admission will not be removed until the student has earned at least the grade of "B" (3.0 on a 4.0 scale) in each course involved in the first 12 hours of graduate study.

Provisional admission may occasionally be granted to an applicant who has graduated from an unaccredited institution. Unconditional status may be attained upon completion of 12 hours of graduate courses with a "B" (3.0 on a 4.0 scale) average, providing all other requirements are met.

Provisional admission occasionally may be granted to seniors at this University needing not more than nine hours of undergraduate credit to complete their baccalaureate degree and wishing to register for graduate credit, subject to their receiving their baccalaureate degree within the twelve-month period immediately following such registration. They must, however, apply for admission to graduate studies and, if admitted, they should register as graduate students. Graduate course work taken prior to receipt of the baccalaureate degree may not always be

accepted for transfer to other institutions as graduate work or for completion of degree requirements at UNO.

Provisional admission may occasionally be granted to an applicant who has not submitted the required aptitude or advanced knowledge test score(s). The student must, however, submit the score prior to the second registration as a graduate student.

Provisional status will continue until provisions of admission are fulfilled or changed by the recommendation of the Graduate Program Committee and approved by the Dean for Graduate Studies.

Admission to Unclassified Status

Unclassified admission is available in some departments/areas for students who:

- Are taking courses for professional growth or personal interest, but do not intend to pursue an advanced degree.
- Are enrolled in a graduate degree program at another institution and wish to transfer credits earned at UNO.
- Are working toward certification, additional endorsement, or renewal of certification in professional education.

Students applying for the unclassified category are not automatically entitled to this status upon application for it. The department reviews these applications and the student may, in fact, be turned down for this category as with other categories.

International students on F1 visas, except graduate visiting students, are not eligible to enroll as unclassified students.

Information on the availability of this option may be obtained from the department/school or from the Office of Graduate Studies. **Students admitted as unclassified are not eligible for financial aid.**

NOTE: Successful completion of graduate courses as an unclassified student does not obligate a graduate department/school to accept those courses for credit toward the fulfillment of degree requirements. Students who enrolled under the unclassified designation and subsequently decide they wish to pursue a graduate degree, must consult with their adviser and the chair of the graduate program committee. If admission to the degree program is recommended, the department/school will advise the Office of Graduate Studies of the decision and the credits to be accepted toward the degree through a Change in Plan of Study form.

Admission to Non-Degree Status

An individual with an undergraduate or graduate degree from an accredited institution who is not seeking a graduate degree from UNO may enroll in graduate courses and receive credit as a non-degree student. Applicants for non-degree status need only submit an application for admission and the required application fee.

Non-degree students are advised to consult with the appropriate department/school concerning class availability and prerequisites before attempting to register.

UNO does not allow intercampus registration for Non-Degree students.

Students in this category are not eligible for financial aid. Advisers are not assigned to non-degree students.

As a rule, no more than 12 graduate hours may be earned as a non-degree student. It is not implied or intended that a graduate degree may be earned by a student in this category. A non-degree student desiring an exception to exceed the 12 hour limit must submit a written request and explanation to the graduate dean. A successful waiver would be effective for an additional 12 hours. Students may reapply for an additional waiver after that time.

A student who has completed 12 graduate hours normally must change from non-degree status to a degree program or to unclassified status to continue graduate work. When a student seeks to change from non-degree status to either a degree program or unclassified status a new application for admission must be filed, as well as submission of two official transcripts from each college or university previously attended, and adherence to all requirements specified for the particular category or admission. A second application fee is not required.

There is no guarantee of ultimate admission to a degree program or to unclassified admission from non-degree status. Graduate-level hours taken as a non-degree graduate student prior to admission to a degree program may be included in the program of study at the discretion of the major department/school and the Dean for Graduate Studies. Because of limited class size and resources, certain academic units may limit the enrollment of non-degree students.

Students changing from non-degree status also may be required to take certain prerequisite courses by the major department/school and the Dean for Graduate Studies. Non-degree students are advised to consult with the appropriate department/school concerning class availability and prerequisites before attempting to register.

International students on F1 visas, except graduate visiting students, are not eligible to enroll under non-degree status. Non-degree students must maintain the same academic standards as degree seeking students or unclassified students.

Students dismissed from a graduate program who then re-apply as non-degree students
Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Graduate Department/School Information Regarding Non-Degree Students

To determine whether a non-degree student is allowed to enroll in a graduate course, please check the course descriptions listed on the web at <https://ebruno.unomaha.edu/php/courses/>.

Juniors at an Accredited Institution

Exceptional juniors at the University of Nebraska at Omaha who have obtained, in advance, the approval of their advisor, department chair, the course instructor of record, and the Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at the University of Nebraska at Omaha in addition to the courses necessary to complete their undergraduate work. Juniors are allowed to enroll only in courses designated 8- - -. The student must have at least a 3.5 (on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements.

Seniors at an Accredited Institution

Seniors at an accredited institution (including UNO) who have obtained in advance the approval of the appropriate campus Dean for Graduate Studies may receive up to 12 hours of graduate credit for courses taken at any campus of the University of Nebraska in addition to the courses necessary to complete their undergraduate work, provided that such credits are earned within the 12 months prior to receipt of the baccalaureate degree and that the student must have at least a "B" (3.0 on a 4.0 scale) average in the undergraduate major. Graduate course work taken prior to receipt of the baccalaureate degree may not always be accepted for transfer to other institutions as graduate work or for completion of degree requirements at UNO.

Graduate Students from Another Campus of the University of Nebraska

Students who have been admitted to graduate studies at another campus of the University of Nebraska may register for graduate courses at UNO by using an Intercampus Registration Form. Copies of this form and information on its use can be obtained from the Office of Graduate Studies at any campus.

Students Admitted to Professional Colleges

Students admitted to professional colleges at the University of Nebraska may enroll in up to 9 credit hours of graduate level courses (800- and 900- series) with the approval of the dean of the professional college, the instructors for the graduate courses, and the campus Dean for Graduate Studies. In exceptional circumstances registrations above 9 credit hours may be permitted subject to the same approval. Reciprocal arrangements permitting students admitted to the Graduate College to enroll in courses offered in professional colleges should be encouraged.

Change of Program

Except for non-degree students, students are admitted to specified programs for specified objectives. Therefore, students who wish to transfer to another department/school must complete a new graduate application and submit with it a non-refundable graduate application fee of \$45.00. The decision as to whether students will be accepted shall be left to the Graduate Program Committee of the department/school in which they are seeking admission and to the Dean for Graduate Studies. Admission to a new program is not automatically granted.

If a currently enrolled graduate student is admitted to a graduate program prior to receipt of their final grades for the current semester, the program may re-evaluate its admission decision, if the

student receives a grade of "C-" or lower in any course work (undergraduate or graduate) for that semester.

Simultaneous Matriculation

Normally, no graduate student may be a degree-seeking student in more than one graduate program at the University of Nebraska, unless enrolled in an approved dual-degree program. Any exceptions must have prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned.

When there is approved simultaneous matriculation, the same course credit will not be accepted for more than one degree without prior approval of every Graduate Program Committee and every campus Dean for Graduate Studies through which the programs are administratively assigned.

Record Maintenance and Disposition

All records, including academic records from other institutions, become part of the official file and can neither be returned nor duplicated for any purpose. Students may wish to obtain an additional copy of their official credentials to keep in their possession for advisory purposes or for other personal requirements. Transcripts provided to the University in support of a graduate application will be maintained for two years if the student does not enroll in applied for program.

Graduate Programs

ACCOUNTING

PROFESSORS:

File, Garsombke, Kwak, Ortman, Trussell

ASSOCIATE PROFESSORS:

Armitage, Copple, Watanabe

ASSISTANT PROFESSOR:

Lee

Objectives of the Master of Accounting MAcc Program

The primary objective of the MAcc degree program is to provide a graduate-level educational experience as a basis for a career in accounting. Students with or without undergraduate degrees in accounting can be admitted to this program. The program provides a broad-based preparation for individuals seeking careers in public, private or not-for-profit organizations. By choosing specific elective courses, however, individuals desiring a particular career path may pursue an area of specialization, such as Auditing, Information Systems, Financial Accounting, Managerial

Accounting or Taxation. For more information regarding these areas of specialization, please call 554-3650 or visit the website at <http://cba.unomaha.edu/acct/MAcc/index.cfm>.

The MAcc program is designed for dedicated students with career aspirations demanding a high level of accounting expertise. As such, the program involves both intensive and extensive professional preparation. Upon completion of the program, most students will have the educational prerequisites for the following professional examinations: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), and Certified Internal Auditor (CIA). Students planning to sit for any certification examination should see their MAcc Advisor as soon as they begin their master's program.

Program of Study

The MAcc program has two alternative tracks. The first is a 152-hour undergraduate-graduate option that requires UNO undergraduate accounting majors to apply to the MAcc program as soon as they achieve senior status. Application to the 152 MAcc track requires that the student successfully complete the GMAT. UNO undergraduate accounting majors should see the Director of the MAcc program in their junior year to determine how they can enroll in this joint program.

The second option is for graduates of accredited undergraduate institutions who wish to earn a Masters degree in accounting. The first stage of this track of the MAcc program contains sufficient undergraduate accounting preparation to pursue graduate education. These courses may be waived upon satisfactory evidence of prior preparation. In the second stage, students complete a core of required courses in accounting and supporting business disciplines. In consultation with an adviser, electives are selected to meet a student's specific career goals. Both MAcc tracks require a professional report based on independent research.

Admission Requirements

All applicants must meet the requirements of the Graduate School as stated in the Graduate Catalog. All applicants must submit a completed application, two official copies of all transcripts, and results of the Graduate Management Admission Test (GMAT) prior to admission to the program. Although other factors are considered, the general admission formula is:

GMAT (minimum 550*) + (200 x Upper Division GPA) is greater than or equal to 1170
*(minimum verbal 26; minimum quantitative 35)

International students must provide letters of recommendation, statements of financial independence, and evidence of ability to speak and write the English language; i.e. a minimum of 600 on the TOEFL (250 if computer based). The baccalaureate degree must have been received from an institution accredited by the proper accrediting agencies.

"There is no guarantee that admission will be granted simply because the indicated scores have been achieved. If granted provisional admission, the student must earn grades of "B" (3.0 on a

4.0 scale) or above in the first 12 hours of MAcc course work (in some cases the first 18 hours). Students not meeting this standard are subject to dismissal."

I. Foundation Courses

ACCT 2010 Principles of Accounting I
ACCT 2020 Principles of Accounting II
ACCT 3020 Basic Federal Income Taxation
ACCT 3030 Intermediate Financial Accounting I
ACCT 3040 Intermediate Financial Accounting II
ACCT 3050 Intermediate Managerial Accounting
ACCT 3080 Accounting Information Systems
OR

BSAD 3100 Management Information Systems¹

ACCT 4080 Principles of Auditing
BSAD 3160 Managerial Statistics for Business
BSAD 8180 Analytical Foundations of Economics
OR BOTH

ECON 2220 Principles of Macro Economics
ECON 2200 Principles of Micro Economics

Courses successfully completed (i.e., earning a 2.0 grade, "C" , or higher on a 4.0 system) in the student's undergraduate program at a four-year institution are considered as sufficient preparation. Otherwise, the student must complete the foundation requirements prior to enrolling in a graduate course (see Section D.ii). Students who consider themselves proficient through experience or self-study in any of these areas may complete a "Satisfaction by Exam" in lieu of course work. Those who will be sitting for the CPA exam also must take Managerial Communications (MGMT 3200) or an equivalent business communications course.

Academic Performance

In addition to the Quality of Work Standards located in the Registration and Credits section of this catalog, MAcc students may repeat only once any ACCT 8--0, or 8--6 level course in which they receive any grade, including "W" or "I".

Students earning a third grade of "C+" or lower (or any single grade below "C- "(1.67 on a 4.0 scale) will be automatically dismissed from the MAcc program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for MAcc credit in any subsequent semester or summer session until reinstatement has been granted by the MAcc Graduate Program Committee (MAcc GPC).

Students who have been dismissed from the MAcc program may submit a written petition for reinstatement to the MAcc GPC. Students who have petitioned the MAcc GPC for reinstatement may not enroll in any courses for MAcc credit. Upon receiving a petition for reinstatement, the MAcc GPC will evaluate the student's written petition for reinstatement. As part of the reinstatement petitioning process, the MAcc GPC reserves the right to examine the student's academic record and reserves the right to speak to any previous instructor who has taught the student and this information may be used by the MAcc GPC in the reinstatement decision. Information provided by previous instructors will not be shared with the student. Reinstatement is a privilege and not all students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the MAcc GPC's discretion and must satisfy the probationary conditions specified by the MAcc GPC. In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the MAcc GPC. These reinstatement conditions will include retaking one or more courses in which the student must earn a grade of "B" (3.0) or higher (the exact grade requirements for retaken courses may in fact be higher than "B" (3.0)). Students not achieving the probationary or reinstatement conditions will be automatically dismissed.

II. Master of Accounting

A. Required Accounting Courses - 15 hours

ACCT 8900 Independent Research²

Any four of the following courses:

ACCT 8210 Financial Accounting Theory

ACCT 8230 Strategic and Operational Planning and Control

ACCT 8250 Seminar in Accounting³

ACCT 8270 E-Business and the Accounting Profession

ACCT 8220 Federal Estate and Gift Taxation

OR

ACCT 8260 Federal Tax Research and Planning

Note: Students interested in the area of taxation may elect to take ACCT 8220 or ACCT 8260 as one of the required accounting courses listed above and the other tax courses as one of the student's three elective courses **or** take ACCT 8220 and 8260 as two of the student's three elective courses.

B. Contemporary Business Environment - 12 hours

Required Courses⁴

BSAD 8010 Legal, Ethical and Social Environment

BSAD 8310 Managing Performance in Organizations

BSAD 8400 Marketing Policies

BSAD 8500 Financial Management

C. Electives - 9 hours⁵

In consultation with the MAcc adviser, nine (9) hours of additional graduate work must be selected. Students are encouraged, but not required, to select a minor in an area such as Management Information Systems or a specialization in Finance. A minor usually requires nine (9) graduate hours (no 8--6 courses) and the permission of the minor department/school. A student may select elective courses in Accounting from the following list:

ACCT 8016 Advanced Financial Accounting
ACCT 8046 Federal Taxation of Corporations and Partnerships
ACCT 8066 Advanced Managerial Accounting
ACCT 8076 Governmental/Nonprofit Accounting and Auditing⁵
ACCT 8096 Advanced Auditing
ACCT 8220 Federal Estate and Gift Taxation
ACCT 8250 Seminar in Accounting³
ACCT 8260 Federal Tax Research and Planning
ACCT 8910 Special Topics in Accounting

D. Other Requirements

- i. A maximum of nine (9) hours of "8--6" (cross-listed) courses may be included in a graduate program of study.
- ii. All foundation courses must be completed with a minimum grade of "B" (3.0 on a 4.0 scale) before registering for graduate courses.
- iii. Students also are subject to all policies and procedures of the Graduate College as stated in this Graduate Catalog.
- iv. A student may elect to write a thesis for 6 credit hours in lieu of 6 elective hours.

Footnotes:

¹ Those who will be sitting for the CPA exam in Nebraska must take Accounting Information Systems (ACCT 3080); Management Information Systems (BSAD 3100) will not fulfill the requirement.

² Before registering for this course, a student must complete an ACCT 8900 Application Form.

³ The content of this course may change with each offering, and if this is so, it may be repeated up to six (6) hours.

⁴ Students who have completed courses in one or more of these areas must, in consultation with an MAcc adviser, select another non-accounting graduate course(s).

⁵ *Those who will be sitting for the CPA exam in Nebraska must take ACCT 8076 Governmental/Nonprofit Accounting and Auditing. This course can be taken as an elective in your MAcc program, assuming that a student has already taken 9 hours of 8--6 courses.*

Internships

Students in the 152-hour MAcc program are encouraged to apply for full- or part-time internships. The MAcc program does not grant graduate credit for internships nor is an internship required for the program. Students seeking information about internships should see the Accounting Department's Director of Internships.

Financial Assistance

A limited number of graduate scholarships, assistantships and non-resident tuition waivers are available to full-time students. Those interested in receiving an application may call (402) 554-3650 or download an application from our website. Employed applicants should explore tuition reimbursement plans from their employers.

For more information about the graduate program in accounting, please call (402) 554-3650 or visit the website at <http://cba.unomaha.edu/acct/MAcc/index.cfm>. You can e-mail us from our website if you have any questions.

ARCHITECTURAL ENGINEERING

PROFESSOR:

Merkel, Yuill

ASSOCIATE PROFESSORS:

Liu, Tiller, Waters

ASSISTANT PROFESSORS:

Henze, Houser, Musser, Wang

These graduate programs are UNL programs. To apply for one of the programs you must apply through the UNL Graduate Studies Office and complete a UNL graduate application.

Graduate Programs

Three graduate programs are offered in Architectural Engineering. One is an "area of concentration" within the College of Engineering and Technology's college-wide Master of Engineering (MEng) degree program. This program is intended primarily for graduates of engineering programs in fields other than Architectural Engineering who are now working in

Architectural Engineering-related positions. The second is the Master of Architectural Engineering (MAE) degree, intended primarily for students who have graduated with a Bachelor of Science degree in Architectural Engineering (BSAE) from the University of Nebraska. Both of these degrees are professional degrees based on course work and design work, without a thesis.

The third graduate program offered in Architectural Engineering is the PhD, offered as a field of specialization within the College of Engineering and Technology's college-wide PhD degree program. A general description of the PhD program in engineering is presented in the UNL Graduate Bulletin.

MEng Program Area of Concentration in Architectural Engineering

Admission to this area of concentration requires at least six months of architectural engineering or related engineering work experience, a bachelors degree in engineering, and completion of all mathematics and physics courses required by the College of Engineering for a bachelors degree in engineering. The program requires 36 credit-hours which includes 27 hours of architectural engineering and related areas and 9 hours of management or business administration. Twelve of the 36 hours must be from courses open exclusively to graduate students. This degree program is for individuals with a degree in engineering or a quantitative area who wish to acquire knowledge and skills for higher level technical work and who want an introduction to administration and management in the engineering profession. The graduate coordinator for this area of concentration is Dr. Mingsheng Liu.

Master of Architectural Engineering Degree

Admission to this degree program requires an undergraduate degree in Architectural Engineering from the University of Nebraska, or from a similar program. The program consists of 36 credit hours of course work, which includes 30 hours of architectural engineering and related areas and 6 hours of management or business administration. The program includes four option areas, structural design, building energy system design, lighting and electrical system design, and building acoustics. The program includes two semester-long design projects. The graduate coordinator for this area is Dr. Lily Wang.

Doctor of Philosophy Degree

Architectural Engineering is a field of specialization within the engineering doctoral program. The engineering doctoral program is described in the UNL Graduate Studies Bulletin. Within the Architectural Engineering field, PhD students concentrate on building energy, lighting, or acoustics. Students interested in studies in Architectural Engineering leading to a PhD degree should contact the chair of the program's graduate committee, Dr. Mingsheng Liu.

For more information about graduate programs in Architectural Engineering, please call (402) 554-3856.

BIOLOGY

PROFESSORS:

Antlfinger, Bragg, Chase, deGraw, Egan, Moshier, Stasiak, Tapprich

ASSOCIATE PROFESSORS:

Boucher, Fawcett, Kolok, McCarty, T. Weber, Wolfenbarger

ASSISTANT PROFESSORS:

Lahue, Nordahl, Rauter, Rowen, Schoenbeck, Snyder

ADJUNCT FACULTY:

Fairbanks, Ing, Kimberling

COURTESY FACULTY:

Engelmann, French, Markopoulou, Rodie, Strasser, Tracy

Admission Requirements

To enter a degree program with a major in biology, an applicant must normally present 24 semester hours of credit in the biological sciences, including genetics, ecology and molecular/cell biology. Preparation in the supporting sciences must include a course in inorganic or introductory chemistry, a course in organic chemistry or biochemistry, a course in introductory physics and a course in mathematics (college algebra, trigonometry or calculus) or statistics. Students with inadequate backgrounds in biology or the supporting sciences may be admitted provisionally and will be required to complete courses in the named areas.

All applicants must take the General Test of the GRE, and the scores must be submitted before an applicant will be admitted to the program. A minimum combined score (verbal, quantitative and analytical) of 1500 on this test is required, if taken prior to October 1, 2002. A minimum combined score (verbal and quantitative) of 1000 and a minimum analytical writing score of 3.5 is required on the General Test, if taken after October 1, 2002. Applicants for whom English is not the language of nurture should have a minimum TOEFL of 550 (or 213 on the computer-based test). Questions about requirements for admission should be directed to the department of biology.

Besides GRE scores, the applicant's GPA in undergraduate biology courses will be determined and must be 3.0 or above. Applicants not meeting the criteria in terms of their GPA and GRE scores may provide written evidence of experience or potential to perform outstanding graduate work and petition the department for admission.

In addition to the application for admission, transcripts, and GRE scores, the biology department also requires submission of three letters of recommendation and a personal statement of goals. Recommendation forms and instructions for a personal statement of goals will be sent by the biology department. Applicants for the Master of Science thesis program are strongly advised to

contact a biology faculty member in their area of interest, since available resources within the department may factor into admission decisions.

Applications for admission to a degree program are reviewed by the biology department Graduate Program Committee. The following deadlines have been established to facilitate that review: **March 1 for the following summer and fall semesters and October 15 for the following spring semester.** If all materials are not received by the deadlines, the applications will be considered for the next term. Submission of all required materials and documentation is not a guarantee of acceptance.

Master of Science (Thesis)

To complete the Master of Science degree with a major in biology the candidate must present 30 credit hours of graduate course work to include six credit hours of Thesis (8990), one credit hour of Graduate Seminar (8010), and at least 23 credit hours of appropriate courses to be determined by the student and his/her graduate advisory committee. At least eight of these 23 credit hours will be taken in 8--0 (graduate only) courses. Graduate students are expected to attend the Graduate Seminar (8010) even when not registered for it. The candidate must pass a final oral examination and present his/her thesis results at an open meeting of the faculty and students.

Master of Science (Non-Thesis)

A student may become a candidate for this degree upon the recommendation of his/her advisory committee. The candidate for this degree must present 36 hours of graduate work, including one credit hour of Graduate Seminar (8010), two to six credit hours in Independent Research in Biology (8020), and other appropriate courses to be determined by the student and his/her graduate advisory committee. At least 18 credit hours of the total 36 credit hours required for the degree will be taken at the 8--0 (graduate only) courses. Graduate students are expected to attend the Graduate Seminar (8010) even when not registered for it. The candidate must pass a final written comprehensive examination.

Financial Support

The department of biology annually awards 17 graduate teaching assistantships. **March 1 is the deadline for applications for the fall semester and October 15 is the deadline for the spring semester.** The academic year stipend is approximately \$ 10,142.00 plus a waiver of tuition. The teaching assistantships require 20 hours per week of teaching and/or other assignments. The Test of Spoken English is required for all Graduate Assistant applicants for whom English is not the language of nurture.

For more information about the graduate program in biology, please call (402) 554-2641, or view our web site, www.unomaha.edu/~wwwbio/.

BUSINESS ADMINISTRATION

PROFESSORS:

Ambrose, Diamond, File, Garsombke, Huq, Kwak, Lin, Martin, Nazem, Nielsen, O'Hara, Ortman, Pol, Sindt, Sosin, Trussell, Wohar

ASSOCIATE PROFESSORS:

Adidam, Armitage, Baum, Co, Copple, Corcoran, Hafer, Harland, Henebry, Jones, Lewis, Mitenko, Morris, Ottemann, Rodie, Volkman, Watanabe

ASSISTANT PROFESSORS:

Decker, Guo, Lee, Rowe , Birud Sindhav

Master of Business Administration Degree

The mission of UNO's MBA program is to prepare students to contribute significantly to organizational productivity through learning experiences emphasizing the application of sound and innovative business techniques. Through acquiring the knowledge and abilities necessary to be influential, innovative, a problem solver and socially responsible, the graduate of the UNO MBA program will be an effective leader in enhancing organizational productivity. The graduate will be well prepared for a responsible management position and will have an understanding of the technological and global business environment.

In addition to developing a strong background in the functional areas of business, the UNO MBA program focuses on developing the following essential leadership capabilities in its graduates:

<i>UNO MBA Themes</i>	<i>Abilities Required for Theme Areas</i>
<i>Influential Leader</i>	<i>Effective Communicator Teamwork Skills</i>
<i>Innovative Leader</i>	<i>Change Agent Entrepreneurial Technologically Informed Internationally Aware</i>
<i>Problem Solving Leader</i>	<i>Information Gathering and Analysis Critical Thinker Planner</i>
<i>Socially Responsible Leader</i>	<i>Ethical Environmentally Aware Involved in the Community</i>

Admission Standards

Official GMAT scores must be received prior to the student's admission to the MBA program. Students also must provide a current resume detailing their work experience.

Unconditional Admission may be granted to a student whose record includes at least the following:

1. 2.85 Junior/Senior GPA;
2. and 500 GMAT (minimum 20th percentile for both the verbal and quantitative portions required.)

Students qualifying for Unconditional Admission, based on the standards outlined above, but lacking some foundation courses, will be granted provisional status until all foundation courses are completed with grades of "B" (3.0 on a 4.0 scale) or above.

Admission will not be considered for any student whose record does not include at least:

1. 2.75 Junior/Senior GPA;
2. or 470 GMAT

There is no guarantee admission will be granted simply because the indicated scores have been achieved. If granted provisional admission, the student must earn grades of "B" (3.0 on a 4.0 scale) or above in the first 12 hours of MBA coursework. Students not meeting this standard are subject to dismissal.

Enrollment of Non-Degree Students

Students seeking enrollment in graduate-level MBA classes must complete the GMAT and qualify for admission to the MBA program. Following a review of their transcripts by the MBA Adviser, non-degree students may be permitted to enroll in MBA Foundation Courses, BSAD 8110 and 8180 (3.0 Jr/Sr GPA required).

Transfer of Graduate Credit

Students who have completed graduate courses at other approved (AACSB) graduate schools may request permission to transfer as many as nine semester hours of credit, provided the courses are pertinent to the student's graduate program.

Grades in courses for transfer credit must be equivalent to "B" (3.0 on a 4.0 scale) or higher. All work for transfer of credit must have been taken within the ten-year period allowed for the master's degree. Petitions for the transfer of credit are submitted by the student to the M.B.A. adviser who forwards the petition with a recommendation to the Dean for Graduate Studies for approval. Visit the AACSB web site for the listing of AACSB accredited institutions: <http://www.aacsb.edu>.

To transfer credit for BSAD 8800, a student also must complete a comprehensive examination.

Degree Requirements

MBA degree requirements include: (1) completion of 36 semester hours of graduate credit beyond foundation courses identified at the time of admission; (2) participation in a minimum of three MBA Leadership Seminars prior to graduation; and (3) authoring a business case, analysis of the business case, and the teaching materials for the business case.

Foundation Courses: A student must have completed basic courses in the following areas either as an undergraduate student or prior to enrolling in the first MBA course:

Accounting

BSAD 8110 or one year of Principles of Accounting at the undergraduate level (ACCT 2010 and 2020)

Economics

BSAD 8180 or Macro- and Micro-economics at the undergraduate level (ECON 2200 and 2220)

Managerial Statistics for Business

BSAD 3160 or one semester of statistics at the undergraduate level

English Composition is a required foundation course for all international students admitted to the MBA program. The English Composition requirement must be satisfied within the first two semesters of a student's program.

Courses successfully completed ("A", "B" or "C" grades) in the student's undergraduate program at a four-year institution are considered as sufficient preparation. Otherwise, the student must complete foundation requirements prior to enrolling in the first MBA course. Students who consider themselves proficient through experience or self-study in any of these areas may complete a "Satisfaction by Exam" in lieu of course work. Additional remediation may be identified as part of the BSAD 8060 - Essential Leadership Skills evaluation. Foundation courses including BSAD 8110 and 8180, as well as additional, identified remediation, may not be used on a plan of study.

Graduate Courses: The degree requires a minimum of 36 semester hours for completion.

Core Courses.....27
Electives.....9

For students with an undergraduate major or graduate degree in accounting, economics, finance, law, management, management information systems or marketing, the core course(s) corresponding to the student's undergraduate major(s) or graduate degree(s) will be waived. The

waived core course(s) will not satisfy degree requirements. For each core course waived, the student's plan of study will include an additional elective.

Electives may be taken in an area outside the College of Business Administration, subject to advance approval by the Graduate Program Council and the Dean for Graduate Studies. The 9 hours of electives may include only six hours of dual-level (undergraduate/graduate) courses without prior approval of the Graduate Program Council.

Academic Performance

In addition to the Quality of Work Standards located in the Registration and Credits section of this catalog, MBA students may repeat only once a BSAD 8- - 0-level course in which they receive any grade, including "W" or "I"

Students earning third grade of "C+ "or lower (or any single grade below "C" (1.67 on a 4.0 scale)) will be automatically dismissed from the MBA program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for MBA credit. Students who have been dismissed may not enroll in any courses for MBA credit in any subsequent semester or summer session until reinstatement has been granted by the College of Business Administration's Graduate Program Council (CBA GPC).

Students who have been dismissed from the MBA program may submit a written petition for reinstatement to the CBA GPC. Students who have petitioned the CBA GPC for reinstatement may not enroll in any courses for MBA credit. Upon receiving a petition for reinstatement, the CBA GPC will evaluate the student's written petition for reinstatement. As part of the reinstatement petitioning process, the CBA GPC reserves the right to examine the student's academic record and reserves the right to speak to any previous instructor who has taught the student and this information may be used by the CBA GPC in the reinstatement decision. Information provided by previous instructors will not be shared with the student. Reinstatement is a privilege and not all students who are dismissed will be reinstated. Students who have been reinstated will serve a probationary period of the CBA GPC's discretion and must satisfy the probationary conditions specified by the CBA GPC. In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the CBA GPC. These reinstatement conditions will include retaking one or more courses in which the student must earn a grade of "B: (3.0) or higher (the exact grade requirements for retaken courses may in fact be higher than "B" (3.0)). Students not achieving the probationary or reinstatement conditions will be automatically dismissed.

GPC Will Consider Grades Earned in Repeated Courses

When making decisions based on Quality of Work Standards issues outlined in the *UNO Graduate Catalog*, the Graduate Program Committee will consider the initial grade(s) received in a course as well as the most recent grade received for the course. This approach differs from the method used to calculate GPA in a student's eBRUNO file, where the most recent grade replaces the grade received in the previous attempt.

Comprehensive Examination

All students earning an MBA degree must complete a comprehensive examination or a comprehensive examination equivalent. The comprehensive examination requires the student to demonstrate the knowledge gained from the core courses and the ability to synthesize that knowledge in the analysis of questions involving more than one concept. Completion of the integrative course BSAD 8800 with a grade of "B" (3.0 on a 4.0 scale) or better is equivalent to completion of the comprehensive examination.

If a student transfers in credit for the non-comprehensive examination components of BSAD 8800, then the student must pass a written comprehensive examination prepared by and graded by the Graduate Program Council.

Business Case Requirement

Students admitted to the MBA program are required to complete a Business Case prior to graduation. The purpose of the case is to integrate and synthesize topics learned in MBA core courses through a comprehensive case writing project. Students will select a firm during Essential Leadership Skills (BSAD 8060), their first course in the program. They will research and track the firm, completing assignments relevant to each subject area as they progress through the various MBA core courses. They will develop a portfolio on the firm. Final analysis and write-up occurs in the capstone course, Policy, Planning and Strategy (BSAD 8800). Students will individually prepare a case analysis based on their portfolio.

Thesis Option

MBA students may elect to complete a thesis of at least 6 credit hours total under the guidance of a Supervisory Committee. The student is responsible for compliance with all Graduate College and MBA Graduate Program Council rules and procedures with respect to formation of a Supervisory Committee and completion of a thesis. The student shall submit to the Supervisory Committee a document including: (1) a proposed Plan of Study; (2) a description of the student's research topic; and (3) the student's research methodology. The student shall make an oral defense of the document to the Supervisory Committee. The Supervisory Committee's approval shall be in writing. A Supervisory Committee's approval should be obtained at least seven months before the intended graduation date.

If a student elects to complete a thesis, then the Supervisory Committee of the thesis shall decide how the student will satisfy the comprehensive examination requirement. The Supervisory Committee's written approval of the plan of study shall require either the student's completion of BSAD 8800 or a comprehensive examination (either written or oral) prepared by and graded by the Supervisory Committee.

Core

BSAD 8060 Essential Management Skills.....3

(This is the first graduate-level course MBA students are to complete)

BSAD 8010 Legal, Ethical & Social Environment...3
BSAD 8030 Information Technology in Business....3
BSAD 8100 Managerial Economics.....3
BSAD 8200 Managerial Accounting.....3
BSAD 8310 Managing Performance in Organizations.....3
BSAD 8400 Marketing Policies.....3
BSAD 8500 Financial Management.....3
(prereq: completion of BSAD 8100 and 8200)

Strategic Capstone Course

BSAD 8800 Policy, Planning and Strategy.....3

Elective Courses

BSAD 8026 Research Methods in Economics & Business
BSAD 8326 Sales Management
BSAD 8366 E-Marketing
BSAD 8426 Business Demographics
BSAD 8566 State and Local Finance
BSAD 8596 Risk Management for Business Managers
BSAD 8606 Financial Risk Management
BSAD 8706 Economics of E-Business
BSAD 8916 Special Studies in Business
BSAD 8000 Quantitative Analysis
BSAD 8040 Applied Quantitative Analysis
BSAD 8050 Business Conditions Analysis
BSAD 8070 Applied Multivariate Statistics
BSAD 8080 Business Forecasting
BSAD 8300 Organization Theory and Design
BSAD 8320 Seminar in Human Resource Management
BSAD 8340 International Business Study Abroad
BSAD 8350 Seminar in Management
BSAD 8450 Seminar in Marketing
BSAD 8510 Security Analysis
BSAD 8520 Seminar in Investment Management
BSAD 8530 Banking and Financial Markets
BSAD 8540 Multinational Financial Management
BSAD 8550 Seminar in Finance
BSAD 8600 Real Estate and Land Use Theory
BSAD 8610 Current Problems in Real Estate
BSAD 8620 Valuation of Intellectual Property
BSAD 8750 Telecommunications
BSAD 8810 Applied Strategic Leadership
BSAD 8880 Arts and the Executive
BSAD 8900 Independent Research

BSAD 8910 Special Studies in Business
BSAD 8990 Thesis
ACCT 8016 Advanced Financial Accounting ¹
ACCT 8036 Tax Issues for Decision Making ¹
ACCT 8046 Advanced Federal Income Taxation ¹
ACCT 8066 Advanced Managerial Accounting ¹
ACCT 8076 Governmental/Nonprofit Accounting and Auditing ¹
ACCT 8096 Advanced Auditing ¹
ACCT 8210 Financial Accounting Theory ¹
ACCT 8220 Federal Estate and Gift Taxation ¹
ACCT 8230 Strategic and Operational Planning and Control ¹
ACCT 8240 Professional Problems ¹
ACCT 8250 Seminar in Accounting ¹
ACCT 8260 Federal Tax Research and Planning ¹
ACCT 8270 E-Business and the Accounting Profession ¹
ACCT 8900 Independent Research ¹
ACCT 8910 Special Topics in Accounting ¹
ECON 8216 Industrial Organization ²
ECON 8266 History of Economic Thought ²
ECON 8296 Research Methods in Economics and Business (Same as BSAD 8026) ²
ECON 8306 Quantitative Applications in Economics and Business ²
ECON 8326 Natural Resource Economics ²
ECON 8456 Monetary Theory and Policy ²
ECON 8616 International Trade ²
ECON 8626 International Monetary Economics ²
ECON 8666 International Economic Development ²
ECON 8010 Seminar: Public Finance ²
ECON 8160 Seminar in Labor Economics ²
ECON 8200 Seminar in Micro Theory ²
ECON 8220 Seminar in Macro Theory ²
ECON 8230 Business Conditions Analysis (same as BSAD 8050) ²
ECON 8300 Econometrics ²
ECON 8310 Business Forecasting (same as BSAD 8080) ²
ECON 8450 Seminar in Money and Banking ²
ECON 8600 Health Economics ²
ECON 8650 Seminar in International Economics ²
ECON 8666 International Economic Development ²
ECON 8706 Economics of E-Business ²
ECON 8850 Seminar in Urban Economics ²
ECON 8870 Seminar in Regional Economics ²
ECON 8916 Special Topics in Economics ²
EDAD 9650 Program Evaluation ³
HED 8600 Health Behavior ⁴
HED 8750 Instruction and Evaluation ⁴
HED 8956 Public Health Leadership & Advocacy ⁴
ISQA 8186 Electronic Commerce ⁵

ISQA 8196 Process Re-engineering with Info Tech⁵
 ISQA 8736 Decision Support Systems⁵
 ISQA 8080 Seminar in MIS⁵
 ISQA 8110 Structured Software Design⁵
 ISQA 8210 Software Project Management⁵
 ISQA 8220 Systems Analysis and Design⁵
 ISQA 8230 Telecommunications Management⁵
 ISQA 8310 Data Communications⁵
 ISQA 8380 Managing the Client/Server Environment⁵
 ISQA 8410 Database Management⁵
 ISQA 8420 Managing the IS Function⁵
 ISQA 8530 E-Commerce Security⁵
 ISQA 8540 Computer Security Management⁵
 ISQA 8560 Information Warfare & Security⁵
 ISQA 8700 Data Warehousing: Theory and Practice⁵
 ISQA 8810 Information Technology Project Fundamentals⁵
 PA 8720 Health Care Finance⁶
 PA 8740 Health Care Policy⁶
 PSM 810 US Health Care Systems An Overview (UNMC)⁷
 PSM 825 Health Care Ethics (UNMC)⁷
 PSYC 8316 Psychological & Educational Testing⁸
 PSYC 8636 Organizational Psychology⁸
 PSYC 8646 Personnel Psychology⁸
 PSYC 9030 Topics in Speech Communication⁸
 PSYC 9320 Seminar in Program Evaluation⁸
 PSYC 9620 Industrial Training & Organizational Development⁸
 PSYC 9630 Leadership Theories and Research⁸
 PSYC 9660 Criterion Development & Performance Appraisal⁸
 SPCH 8156 Communication Training & Development Skills⁹
 SPCH 8166 Communication for Instructional Settings⁹
 SPCH 8176 Organizational Communication⁹
 SPCH 8186 Communication Leadership and Power in Organizations⁹
 SPCH 8516 Persuasion⁹
 SPCH 8536 Cross-cultural Communication⁹
 COMM 8180 Seminar in Industrial/Organizational Psychology⁹

¹Accounting course descriptions listed in the Accounting section on the web.

²Economics course descriptions listed in the Economics section on the web.

³Educational Administration course description listed in the Educational Administration & Supervision section on the web.

⁴Health Education course descriptions listed in the HPER section on the web.

⁵MIS/ISQA course descriptions listed in the Management Information Systems section on the web.

⁶Public Administration course descriptions are listed in the Public Administration section on the web.

⁷Preventive and Societal Medicine courses descriptions are listed on the UNMC website.

⁸*Psychology course descriptions are listed in the Psychology section on the web.*

⁹*Speech and Communication course descriptions are listed in the Communication section on the web.*

Student Responsibilities

Each student admitted to graduate studies is responsible for knowing the procedures and regulations of the Graduate Catalog.

Each student also should consult with the MBA advisor program at least once each semester to assure continued progress toward the degree objective.

Students must maintain a 3.0 ("B") average to fulfill the program and graduation requirements. No more than two "C's" or two "C+'s" in graduate courses are permitted.

Concentrations

A graduate student enrolled in the MBA program may submit a Plan of Study that includes a concentration. A concentration shall include at least nine (9) credit hours. Students enrolled in the MBA program may earn a concentration in International Business, Electronic Business, Human Resources Management, or Health Care Management.

Concentration in International Business (CIB)

Graduate students enrolled in the MBA program may submit a Plan of Study that includes a concentration. A concentration shall include at least nine (9) credit hours. CIB courses must be selected from at least two different academic departments within CBA and may be selected from:

- a. The list of approved MBA electives. This list includes:
 1. BSAD 8340 International Business Study Abroad
 2. BSAD 8540 Multinational Financial Management
 3. BSAD 8620 Valuation of Intellectual Property
 4. ECON 8616 International Trade
 5. ECON 8626 International Monetary Economics
 6. ECON 8666 International Economic Development
 7. ECON 8650 Seminar in International Economics
- b. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus international issues; or
- c. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any graduate course when such course has as its principal focus international issues relevant to business administration.

Students who complete a CIB concentration may take six hours of dual-level courses numbered 8- - 6. Ordinarily a comprehensive exam will not be required for the CIB concentration.

Concentration in Electronic Business (CE-Business)

Graduate students enrolled in the MBA program may submit a Plan of Study that includes a concentration. A concentration shall include at least nine (9) credit hours. CE-Business courses must be selected from at least two different academic departments within CBA and may be selected from:

- a. The list of approved MBA electives. This list includes:
 1. BSAD /ECON 8706 Economics of eBusiness
 2. BSAD 8366 E-Marketing
 3. BSAD 8620 Valuation of Intellectual Property
 4. ACCT 8270 E-Business & the Accounting Profession
- b. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus electronic business; or
- c. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any graduate course when such course has as its principal focus electronic business issues relevant to business administration.

Students who complete a CE-Business concentration may take six hours of dual-level courses numbered 8- - 6. Ordinarily a comprehensive exam will not be required for the CE-Business concentration.

Concentration in Human Resource Management (HRM)

A concentration in Human Resource Management shall include at least nine (9) credit hours. HRM courses must include BSAD 8320 - Seminar in Personnel. The two remaining courses must be selected from at least two different academic departments and may be selected from the list of approved MBA electives. This list includes:

- a. BSAD 8300 Organization Theory and Design
ECON 8160 Seminar in Labor Economics
PSYC 8316 Psychological & Educational Testing
PSYC 8636 Organizational Psychology
PSYC 8646 Personnel Psychology
PSYC 9630 Leadership Theories & Research
SPCH 8156 Communications Training & Development Skills
- b. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus human resource issues relevant to business administration.

Students who complete a HRM concentration may take six hours of dual-level courses courses numbered 8 - - 6. Ordinarily a comprehensive exam will not be required for the HRM concentration.

Concentration in Health Care Management (HCM)

A concentration in Health Care Management shall include at least nine (9) credit hours. HCM courses must be selected from at least two different academic departments and may be selected from the list of approved MBA electives. This list includes:

- a. ECON 8600 Health Economics
HED 8956 Public Health Leadership & Advocacy
HED 8600 Health Behavior
PA 8740 Health Care Policy
PA 8720 Health Care Finance
PSM 892 US Health Care System: An Overview (UNMC)
PSM 825 Health Care Ethics (UNMC)
- b. With the prior, written approval of the Business Administration Graduate Program Council and the Dean for Graduate Studies, any independent research, special studies, or special topics graduate level course from Accounting, Business Administration, or Economics when such course has as its principal focus health care management issues relevant to business administration.

Students who complete a HCM concentration may take six hours of dual-level courses courses numbered 8 - - 6. Ordinarily a comprehensive exam will not be required for the HRM concentration.

Graduate Minor in Business Administration

Graduate students may complete a graduate minor in Business Administration. The minor requires the approval of the MBA Adviser, completion of the MBA Foundation courses, and completion of nine (9) graduate credit hours of BSAD courses, at least six of which are in BSAD courses open only to graduate students (i.e., 8xx0), excluding courses which are Foundation courses for any degree program. BSAD 8060 and BSAD 8800 cannot be counted towards the minor. A grade of "B" or better must be earned in each course counting towards the minor. All hours counting toward the minor must be earned at UNO.

Certificate in Human Resources and Training

In conjunction with the department of Psychology and the School of Communication, Business Administration is offering a Certificate in Human Resources and Training. For specific requirements, please go to the website at http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php.

For more information about the graduate program in business administration, please call (402) 554-2303.

***NOTE:** Students not present at the first class meeting, without prior notification to the instructor, may be administratively withdrawn from the course at the instructor's request.*

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION DEGREE

The mission and overarching themes of the Executive MBA program are to provide experienced managers and professionals with an applied and integrative business management education that develops and furthers their critical thinking and leadership abilities so they can better manage resources, leverage information technology, understand diverse cultures, and effectively address strategic issues in a dynamic global economy.

The Executive MBA program is designed for middle- and upper-level managers, experienced professionals, and established business owners who have a vision for themselves and their firms. The weekend program format takes class members, as a group, through the carefully structured sequence of courses required to complete the degree in a two-year time period.

Admissions Standards

Admission to the Executive MBA program is based on the following criteria:

- Professional and/or managerial experience and accomplishments.
- An undergraduate degree (any major) from a regionally accredited U.S. university/college or an equivalent degree from another country is required.
- A minimum of six years of professional level work experience is required.
- The Graduate Management Admission Test (GMAT) is required for admission consideration for those candidates who do not have a graduate degree, and whose grade point average (GPA) on all three and four level (junior and senior) courses OR for all courses required in their undergraduate major OR for their last 60 credit hours of college/university is less than 3.0 on a 4.0 scale.
- The GMAT may be required for candidates with a 3.0 or better undergraduate GPA if their undergraduate degree is from a program characterized as significantly accelerated or for which academic credit is awarded for education and life experiences attained from other than an accredited university or college.
- The GMAT is not required for candidates who possess a graduate degree from a regionally accredited U.S. university or college or has an equivalent degree from another country.
- Any candidate for admission is welcome to submit GMAT scores for consideration if they feel the other selection considerations - undergraduate academic record and professional accomplishments - will not adequately reflect their ability to successfully complete a rigorous graduate education program.

Degree Requirements

A student must complete the following courses:

<u>Required Courses</u>	<u>Hours</u>
BSAD 8240 Leadership Development.....	2
BSAD 8260 Accounting Theory and Practice.....	2
BSAD 8270 Contemporary Economics for Business Management.....	3
BSAD 8280 Human Resources Management.....	3
BSAD 8290 Marketing Management.....	3
BSAD 8360 Financial Management for Executives.....	3
BSAD 8370 Legal and Ethical Considerations in Business..	3
BSAD 8380 Operations and Quality Management.....	3
BSAD 8390 Contemporary Accounting Systems: Management Accounting.....	3
BSAD 8460 Management and Organization Theory.....	3
BSAD 8470 Investment Management for Executives.....	3
BSAD 8480 Applications in Economics.....	3
BSAD 8490 Management Information Systems.....	3
BSAD 8560 Marketing Strategies.....	3
BSAD 8570 Administrative Policy and Strategy.....	3
BSAD 8580 International Business and Economics.....	2
BSAD 8590 Seminar in Business Administration.....	3

For more information about the Executive MBA program, please call (402) 554-2448 or (402) 554-2496.

CIVIL ENGINEERING

PROFESSORS:

Benak, Foster, Moore, Sherrard, Tadros

ASSOCIATE PROFESSORS:

Krause, Moussavi, Stansbury, Tuan, Zhang

ASSISTANT PROFESSOR:

Jones

This graduate program is a UNL program. To apply for the program you must apply through the UNL Graduate Studies Office and complete a UNL graduate application.

Master of Science

This degree program is offered by the faculty of the University of Nebraska-Lincoln (UNL), department of civil engineering, and is administered by the Graduate Faculty of UNL.

Graduate work in civil engineering is governed by the general requirements of the Graduate Faculty of UNL. Selection of the option and program are subject to approval of the student's adviser and the departmental Graduate Committee.

A student applying for admission should designate the primary area in which he/she wishes to study. Major work for the Master of Science degree may be selected from the areas of environmental, geotechnical, structural, transportation and water resources engineering. A minor area may be designated from any one of the related civil engineering areas or from other related departments. Other supporting courses will be selected from advanced or graduate courses having some relation to the major group.

Doctor of Philosophy Degree

Studies leading to a Ph.D. degree in engineering are conducted under the engineering doctoral program which is described in the UNL Graduate Bulletin.

For more information about the graduate program in civil engineering, please call (402) 554-2462.

COMMUNICATION

PROFESSORS:

Carlson, Hilt, Johansen, Lipschultz, Prisbell, Sherer, Smith-Howell, Wanzenried

ASSOCIATE PROFESSORS:

Allen, Bingham, Dwyer, Glaser, Rose

ASSISTANT PROFESSOR:

Fus, Lamsam, Ogden, Pickering, Reilly

The School of Communication offers a Master of Arts degree emphasizing a broad theoretical knowledge of speech and mass communication. Graduate students achieve in-depth knowledge of communication processes and effects, and acquire the skills needed to discover new knowledge through research and other forms of scholarly activity. They also acquire skills and knowledge needed for professional growth. Graduate students conduct original research for a thesis or project.

School of Communication graduate faculty offer an impressive blend of academic and professional media and corporate experience. Faculty are actively involved in discovery of new knowledge through publication in top scholarly journals. The faculty seek to cultivate in students breadth and depth of knowledge about communication, and seek to foster the spirit of free investigation.

Admissions Procedures and Policies

Prospective communication graduate students should first contact the School's graduate program coordinator. The School of Communication requires applicants to complete a Personal Reference Form, including a 500-word essay. International students also are required to have a minimum score of 550 on the TOEFL (213 for students completing a computer-based TOEFL). Additionally, applicants must follow requirements and procedures applicable to all prospective UNO graduate students, including completion of the Application for Graduate Admission.

The School may grant unconditional or provisional admission. Unconditional Admission may be granted to a student whose record includes at least the following:

- Certification of a bachelor's degree from an accredited institution;
- Documentation through official transcript using a 4.0 grade point scale of having earned at least:
 - a 3.25 in communication undergraduate work, *and*
 - either a 3.0 overall undergraduate average or a 3.25 average in the last half of undergraduate credit hours, *and*
- Inclusion of at least 15 undergraduate semester hours of appropriate courses in communication arts and sciences, including sufficient advanced upper division preparation in the area of graduate concentration.

Provisional Admission may be granted for reasons of experience, maturity or other circumstances to a student who does not meet the unconditional admission standards. In no case may a student be admitted who does not meet UNO Graduate College provisional admission standards. If granted provisional admission, the student must complete a graduate level communication seminar during the first 12 hours of course work with a grade of "B" (3.0 on a 4.0 scale) or higher.

Applicants who have more than six hours of undergraduate deficiencies will be advised to remove them *before* applying for any type of admission.

Before deciding whether or not to recommend provisional admission, the School's graduate faculty may require any one or any combination of the following:

- Completion of prescribed course(s) (not for graduate credit) with a grade of "B" (3.0 on a 4.0 scale) or higher; and/or
- Passing such test(s) as faculty members deem necessary in order to determine whether the applicant is adequately prepared for graduate study.

Master of Arts

Degree Requirements

All students who major in communication are required to complete 12 semester hours of core courses with an average grade of "B" (3.0 on a 4.0 scale) or higher across the core:

Communication 8010, 8020, 8470, and 8570. The core provides basic, intensive and broad coverage of communication as a field of advanced study. The core integrates mass and speech communication theories and research methodologies. If a student fails to achieve an average grade of "B" (3.0 on a 4.0 scale) in the overall core, the student may retake each core course with a grade below "B" (3.0 on a 4.0 scale) once, and must obtain an average grade of "B" (3.0 on a 4.0 scale) or higher to remain in the program.

All students take a three-part comprehensive examination. These broadly cover communication theory, research methodology and a student's specific area of interest. Generally, these examinations are administered near or at the end of all course work.

After completion of the first six hours of graduate course work, the student must be advised on a plan of study.

Thesis Option (30 credit hours including COMM 8990)

In the thesis option, the student must complete: the 12 hour core, 12 additional hours of graduate elective courses, and a six hour thesis, based on a proposal approved by the student's committee. The student must write a thesis which is defended orally before his or her thesis committee. No more than nine hours from outside the School may be counted toward degree requirements.

Project Option (36 credit hours including COMM 8970)

In the project option, the student must complete: the 12 hour core, at least one additional three hour graduate-only seminar, 18 additional hours of graduate elective courses, and a three-hour graduate project. The project, in lieu of a thesis, is based on a proposal approved by the student's committee. The student must complete a project which is defended orally before his or her project committee. No more than 12 hours from outside the School may be counted toward degree requirements.

Certificate in Human Resources and Training

In conjunction with the departments of business administration and psychology, the School of Communication is offering a Certificate in Human Resources and Training. For specific requirements, please go to their website at

http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php.

Certificate in Technical Communication

In conjunction with the department of English, the School of Communication offers a Certificate in Technical Communication. For specific requirements, please go to their website at http://www.unomaha.edu/graduate/programs/program_english_techComm.php.

Additional Information

The graduate program has developed a student handbook that provides detailed information on degree requirements and committee structure. Copies of this handbook are available from graduate faculty members in the School of Communication, (402) 554-2600.

COMPUTER AND ELECTRONICS ENGINEERING

PROFESSORS:

Chen, Sharif

ASSOCIATE PROFESSOR:

Nguyen

ASSISTANT PROFESSOR:

Jang

COURTESY FACULTY:

El-Rewini, Narayanan, Sayood

These graduate programs are UNL programs. To apply for one of the programs you must apply through the UNL Graduate Studies Office and complete a UNL graduate application.

Computer and Electronics Engineering

The Department of Computer and Electronics Engineering (CEEN) offers courses of study in the following PhD and Masters programs:

- 1) PhD in Engineering (Computer Engineering)
- 2) PhD in Information Technology (Telecommunications Engineering, Information Engineering)

PhD in Engineering (Computer Engineering)

The PhD program in the College of Engineering and Technology is a unified program with various participating fields, one of which is Computer Engineering. the PhD program in

Computer Engineering is to provide qualified candidates with the opportunity to pursue a course of study that will bring them to the frontiers of knowledge in an area of Computer Engineering and engage them in high quality research. For more information, contact the department or visit the department's web site: www.ceen.unomaha.edu.

PhD in Information Technology

The department also is offering the PhD in Telecommunications Engineering and the Information Engineering under the PhD information technology. The PhD Information Technology program is a joint UNL/UNO program offered in Omaha and Lincoln. For more information contact the CEEN department or visit the department's web site: www.ceen.unomaha.edu.

Masters Programs

1) Master of Science in Telecommunications Engineering

2) Master of Engineering with Telecommunications Engineering concentration

These programs are UNL programs offered in Omaha at the Peter Kiewit Institute. Related courses are offered in Omaha; however, students may take some of the courses on the Lincoln campus through the Electrical Engineering and the Computer Science and Engineering departments. For more information, please visit the department's website: <http://www.ceen.unomaha.edu>.

Master of Science in Telecommunications Engineering (MSTE)

This program provides advanced education and research to develop breadth of knowledge and depth of expertise in the engineering of telecommunication networks and systems. Strong emphasis is placed on the areas of High Speed/Broadband Computer Communications Networks, Optical Communications, and Wireless/Satellite Communications. Specialized state-of-the-art laboratories and computer facilities are available in the above three areas.

Admission Requirements: Admission to this program requires completion of undergraduate course work substantially equivalent to the **BS Computer Engineering, BS Electronics Engineering, or BS Electrical Engineering** of the University of Nebraska. Applicants with undergraduate degrees in other areas may be admitted to the MS degree program with the requirement of additional course work to eliminate any deficiencies. All international applicants for the MS degree in Telecommunications Engineering must take the GRE general examination. The average GRE score for accepted applications for the MSTE degree has been 1900 in three areas or 1400 for the Analytical and Quantitative portions.

Official transcripts and three letters of recommendation must be submitted to the UNL graduate college in Lincoln along with the graduate application. International students without a bachelor's degree from a US institution are further required to take the TOEFL examination. The minimum TOEFL score required for admission is 550 (213 computer-based). After the minimum requirements are met, the CEEN Graduate Committee evaluates each case on an individual basis.

The CEEN department may offer teaching assistantships and research assistantships to highly qualified students.

Applications may be submitted online through
<http://www.unl.edu/gradstud/prospective/apply.shtml>.

Master of Engineering in Telecommunications Engineering (MENG-TELE)

The Master of Engineering degree is a professional practice-oriented advanced degree program offered by the University of Nebraska-Lincoln College of Engineering & Technology. The program is designed for individuals who have at least one degree in engineering or significant engineering practice and a degree in a related field. The non-thesis Master of Engineering is geared toward the working professional and allows students to develop a plan of study consisting of core courses and electives.

The CEEN department offers the Telecommunications Engineering concentration under this degree. This area of concentration requires two years of practical engineering experience and a BS degree in electronics engineering, computer engineering, electrical engineering, electronics engineering technology or related degree with sufficient engineering mathematics for admission. The program requires 36 graduate hours including 12 hours of core of computer and electronics engineering courses, 9 hours of approved courses in telecommunications from computer and electronics engineering, electrical engineering, computer science and engineering, and information science and technology, and 9 hours from approved courses in information systems, business administration, mathematics and statistics. The program prepares the student for the engineering practice in the advanced areas of telecommunications engineering such as high-speed networks, wireless communications and optical communications.

Engineering Work Experience:

Students admitted to this program with a bachelor's degree in engineering but without engineering practice experience must satisfy one of the following options prior to graduation:

*Fulfill the engineering practice experience requirement concurrently with enrollment in the MENG program, or,

*Complete at least twelve months of full-time engineering practice through the graduate co-operative education program (at least one semester and two summers of full-time engineering practice).

For more information... about the graduate programs in engineering, please call (402) 554-2460.

Course Listing

4330/8336 Digital Computer Design I 4360/8366 Digital Computer Design II
4370/8376 Parallel & Distributed Processing
4520/8526 Intro to Computer Aided Digital Design
4630/8636 Digital Communications Media
4660/8666 Telecommunications Engineering I

4690/8696 Technology/Science, and Civilization
4710/8716 Computer Communications Networks
4730/8736 Mobile and Personal Communication
4750/8756 Satellite Communications
4760/8766 Wireless Communications
4790/8796 Optical Fiber Communications
4920/8926 Individual Study in Computer and Electronic Engineering IV
4940/8946 Special Topics in Computer and Electronics Engineering IV
8150 Digital Image Processing
8800 Random Processing in Engineering
8860 Spread Spectrum Communications

COMPUTER SCIENCE

PROFESSORS:

Ali, Azadmanesh, Chen, Farhat, Stoyen, Wileman, Zand, Zhu

ASSOCIATE PROFESSORS:

Craiger

ASSISTANT PROFESSORS:

Chundi, Dasgupta, Youn, Winter , *Hai-Feng Guo

Admission Requirements

Applicants with an undergraduate degree in computer science or computer engineering from an accredited institution area expected to have a GPA of at least 3.0 on a 4.0 scale. Applicants who have degrees in other fields also will be considered for admission. These students may make up their deficiencies in computer science by completing the transition program. Applicants must submit the admission application along with original copies of their scores on the Graduate Record Examination (GRE) and the TOEFL, for those who must present a TOEFL score. A minimum of 213 computer-based (or 550 paper-based) on TOEFL is required.

Students have options to either submit the General Computer Science Subject GRE. The applicant is granted admission based on the General GRE; however, the student must take the subject GRE before completing the program. Those that have been admitted using acceptable scores on the Subject GRE do not need to retake it, unless instructed in the admission letter. All scores must be less than 5 years old at the time of applying/processing and must show acceptable level of competency.

The requirement of the General GRE is waived if:

The student is a graduate of the University of Nebraska system majoring in computer science with a GPA of 3.5 or more; OR

The student has earned a master or a higher degree in a closely related field.

These students should take the Subject GRE before completion of the MS degree.

Graduate Assistantships

Students interested in Graduate Assistantships must apply each semester. If a position opens up for a current semester (next immediate semester), only the applications submitted in the past semester will be reviewed.

Transition Program

The curriculum for the Master of Science in computer science requires a basic knowledge of computer fundamentals including mathematics, programming, data structure, computer architecture and operating systems. Credits for the courses in the transition program do not count toward the degree. Successful completion of these courses with a "B" (3.0 on a 4.0 scale) or better in each course is required to become an unconditionally admitted student. The transition courses are selected from the list depending on individual background.

Mathematics

MATH 2030 Discrete Mathematics (3 hrs)

Programming and Data Structures

CIST 1400 Introduction to Computer Programming (3 hrs)

CSCI 1620 Introduction to Computer Science II (3 hrs)

CSCI 3320 Data Structures (3 hrs)

Computer Organization and Architecture

CSCI 2730 Digital Computer Structures (5 hrs)

CSCI 4350 Computer Architecture (3 hrs)

Operating Systems

CSCI 4500 Operating Systems (3 hrs)

Programming Languages and Compiler

CSCI 4220 Programming Languages (3 hrs)

CSCI 4830 Introduction to Software Engineering (3 hrs)

Degree Programs

Candidates must complete the following five core courses in computer science within one of the program options shown below. A minimum overall grade point average of 3.0 ("B"), with at most one grade below a "B", but not less than a "C" (2.0 on a 4.0 scale), is required.

Required Core Courses

CSCI 8000 Programming Language and Compiling
CSCI 8080 Design and Analysis of Algorithms
CSCI 8150 Advanced Computer Architecture
CSCI 8530 Advanced Operating Systems
CSCI 8700 Software Specification and Design

The department of computer science has made some changes to the degree requirements which are effective for students admitted for the Fall of 2004. These changes are reflected in the program options listed below. Candidates must carefully consider the selection of classes as they choose one of the following program options. The program options offer three plans of meet the degree requirements.

Program I (Thesis Option)

1. Candidates must complete a minimum of 31 credit hours of course work, which includes a thesis of six credit hours
2. One credit course on IT research (CIST 9040)
3. Candidates must complete the five required core courses.
4. At least a total of 18 credit hours must be graduate only courses (ending with the digit "0"), excluding independent study and thesis.
5. At least a total of 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.
6. 60th percentile score on Computer Science GRE Subject Test. The exam can be taken any time before admission or during the graduate program.
7. At most one independent study course or elective course can be counted toward the total required credits.
8. Meet the "Quality of Work Standards" listed in the *University of Nebraska at Omaha Graduate Catalog*.
9. Pass an oral thesis defense.

Program II (Project Option)

1. Candidates must complete a minimum of 36 credit hours of course work, which includes a project of six credit hours.
2. Candidates must complete the five required core courses.
3. At least a total of 21 credit hours must be graduate only courses (ending with the digit "0"), excluding independent study and project.

4. At least a total of 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.
5. 60th percentile score on Computer Science GRE Subject Test. The exam can be taken any time before admission or during the graduate program.
6. At most one independent study course or elective course can be counted toward the total required credits.
7. Meet the "Quality of Work Standards" listed in the *University of Nebraska at Omaha Graduate Catalog*.
8. The project should follow the same guidelines enforced with the thesis such as the formation of a committee and the final presentation. The only exception is that the processing is done internally in the department and the manuscript is bound and kept in the department.

Program III (Course Option)

1. Candidates must complete a minimum of 36 credit hours of course work.
2. Candidates must complete the five required core courses.
3. At least a total of 27 credit hours must be graduate only courses (ending in the digit 0). At most, six of these 27 hours can be taken as independent study.
4. At least a total of 9 credit hours are required in any one of the areas of specialty, or in two strongly related areas of specialty with the approval of the graduate program committee.
5. 65th percentile score on Computer Science GRE Subject Test. The exam can be taken any time before admission or during the graduate program.
6. Meet the "Quality of Work Standards" listed in the *University of Nebraska at Omaha Graduate Catalog*.

Areas of Specialty

Algorithms:

CSCI 8156 Graph Theory and Applications
CSCI 8080 Design and Analysis of Algorithms
CSCI 8050 Algorithmic Graph Theory
CSCI 8060 Algorithmic Combinatorics
CSCI 8070 Genetic Algorithms

Artificial Intelligence

CSCI 8456 Introduction to Artificial Intelligence
CSCI 8100 Expert Systems
CSCI 8220 Advanced Topics in Artificial Intelligence
CSCI 9420 Intelligent Agent Systems

Computer Architecture and VLSI Systems

CSCI 8356 Computer Architecture
CSCI 8150 Advanced Computer Architecture
CSCI 8160 Introduction to VLSI Design
CSCI 8170 VLSI Testing

Computer Communication and Networking

CSCI 8200 Interconnection Networks
CSCI 8210 Advanced Communication Networks
CSCI 8220 Telecommunications Management

Computer Vision, Image Processing, and Pattern Recognition

CSCI 8476 Pattern Recognition
CSCI 8300 Digital Image Processing and Computer Vision
CSCI 8310 Advanced Topics in Computer Vision*

Data and Knowledge Engineering

CSCI 8856 Introduction to DBMS
CSCI 8340 Database Management Systems II
CSCI 8350 Data Warehousing and Data Mining
CSCI 8360 Information Storage and Retrieval
CSCI 8390 Advanced Topics in Database Management Systems
CSCI 9340 Computational Intelligence for Data Management
CSCI 9350 Mathematical and Logical Foundations of Data Mining

Graphics and Human-Computer Interactions

CSCI 8256 Human-Computer Interactions
CSCI 8266 User-Interface Design and Development
CSCI 8626 Computer Graphics
CSCI 8400 Advanced Computer Graphics

Numerical Methods

CSCI 8306 Linear Programming
CSCI 8316 Discrete Optimization
CSCI 8766 Stochastic Modeling
CSCI 8500 Advanced Numerical Methods I
CSCI 8510 Advanced Numerical Methods II
CSCI 8520 Advanced Topics in Optimization

Operating Systems

CSCI 8530 Advanced Operating Systems
CSCI 8550 Advanced Operating Systems Theory
CSCI 8560 Distributed Operating Systems *

Parallel Processing and Distributing Computing

CSCI 8446 Introduction to Parallel Computing
CSCI 8610 Fault Tolerant Distributed Systems
CSCI 8620 Mobile Computing and Wireless Networks
CSCI 8690 Advanced Topics in Parallel and Distributed Computing

Software Engineering

CSCI 8836 Introduction to Software Engineering
CSCI 8700 Software Specification and Design
CSCI 8710 Object-Oriented Software Development
CSCI 8760 Formal Methods & High Assurance Software Engineering*
CSCI 8790 Advanced Topics in Software Engineering
CSCI 9710 Foundations of Software Engineering Research*

Theoretical Computer Science & Compiling

CSCI 8000 Programming Language and Compiling
CSCI 8666 Automata, Computability and Formal Languages
CSCI 8850 Advanced Automata and Formal Languages
CSCI 8860 Theory of Computation*

*** pending approval**

Students may design, with their adviser, additional areas of specialization to fit their career/vocational goals.

Areas of Concentration

The department of computer science has developed two areas of concentration: Telecommunication and Software Engineering. The requirements of receiving an MS degree in computer science can be fulfilled by following the requirements of one of these concentration areas.

Software Engineering Concentration

1. Required core courses for the MS in Computer Science (12 credits):
CSCI 8000 Programming Language and Compiling
CSCI 8080 Design and Analysis of Algorithms

CSCI 8700 Software Specification and Design
CSCI 8790 Advanced Topics in Software Engineering

2. Required courses (minimum of 9 credits):
CSCI 8710 Object-Oriented Software Development
CSCI 8760 Formal Methods and High Assurance Software Engineering*
Take one of the following courses:
CSCI 8266 User Interface Design and Development **OR**
ISQA 8210 Management of Software Development
3. For the thesis option take at least one course (3 credit hours). For the project option at least three courses (9 credit hours) from the following:
CSCI 9710 Foundations of Software Engineering Research*
CSCI 8220 Telecommunication Management
CSCI 8256 Human-Computer Interaction
CSCI 8856 Database Management Systems
ISQA 8380 Managing The Client Server Environment
ISQA 8540 Computer Security Management
CSCI 8106 Information System Architecture and Organization
CSCI 8970 Independent Study
CSCI 8360 Information Storage and Retrieval
CSCI 8350 Data Warehousing and Data Mining
CSCI 8516 Advanced Operating Systems
4. **a.** Thesis (6+1 hours)
CSCI 8990 Thesis
CIST 9040 Colloquia on IT Research (1 hour)
OR
b. Project (6 hours)
CSCI 8960 Project

The thesis or project option follow the same guidelines/policies as the traditional computer science degree

5. Total Concentration Hours
Thesis Option= 31 credit hours
Project Option= 36 credit hours
The third option (courses option) is not allowed with this concentration

Telecommunications Concentration

1. Required core courses for the MS in Computer Science (18 credits):
CSCI 8080 Analysis & Design of Algorithms
CSCI 8150 Advanced Computer Architecture
CSCI 8530 Advanced Operating Systems
CSCI 8210 Advanced Communications Networks

CSCI 8220 Telecommunications Management
CSCI 8700 Software Specification and Design

2. Required courses (minimum of 3 credits):
CSCI 8610 Fault Tolerant Distributed Systems
CSCI 8620 Mobile Computing
CSCI 8200 Interconnection Networks
CSCI 8410 Distributed Systems and Network Security
3. **a.** Thesis (6+1 hours)
CSCI 8990 Thesis
CIST 9040 Colloquia on IT Research (1 hour)
OR
b. Project (6 hours)
CSCI 8960 Project
The third option (courses option) is not allowed with this concentration

The thesis or project option follow the same guidelines/policies as the traditional computer science degree

4. For the thesis option take at least one course (3 credit hours) and for the project option at least three courses (9 credit hours):
ISQA 8380 Managing the C/S Environment
CEEN 8636 Digital Communications Media
CEEN 8666 Telecommunications Engineering I
CEEN 8716 Computer Networks
CEEN 8736 Mobile & Personal Communications
CEEN 8756 Satellite Communications
CEEN 8766 Wireless Communications
CEEN 8796 Optical Fiber Communications
CEEN 8246 Digital Signal Processing

This list of elective courses is not meant to be exhaustive and will change as other courses are developed and approved by the department. Other electives may meet this elective requirement but must be submitted for review and approval by the Computer Science Graduate Program Committee as part of a program of study. The courses might have some prerequisites that must be met before taking these courses. The prerequisite courses do not satisfy the elective portion of the requirements.

Thesis Defense

1. The student should chose the area of research as early in his/her graduate program as possible and identify a thesis adviser who would be interested in supervising the thesis work. In addition to the thesis adviser, the student and/or the thesis adviser should select the thesis committee members. At least three committee members should be selected, two

from the computer science department and one from an outside but in a preferably related discipline. The thesis committee must be approved by the UNO Graduate Dean.

2. Once the thesis committee has been formed, the student should meet with the committee members to discuss his/her plans for thesis research and, in essence, present and have a formal approval of the thesis proposal. The thesis committee members should be continually informed of the progress on the thesis work thereafter.
3. Thesis defense presentation should be formally organized. The student should prepare some means of visual presentation (e.g., transparencies, slides) that clearly point out the problem, objectives, approaches, and the contributions of the thesis work.
4. The presentation must be open to the public. The student should post announcements on the departmental bulletin boards and/or by means of electronic mail.
5. The oral defense will be conducted in the following way:
 - a. In general, the presentation should take about 30 to 40 minutes. After the student presentation, a first question session starts. The audience and committee members can ask questions.
 - b. After the first question session, the audience is dismissed and a second question session starts. The committee members are given another chance to ask questions.
 - c. After the second question session ends, the graduate student is asked to leave the room. The committee members discuss the results. A decision will be made in the following three categories:
 1. pass the defense,
 2. conditionally pass the defense, or
 3. the student is requested to do major changes and present another defense.

If the student is given a conditional pass, he/she will be given three weeks to make the changes. The Thesis Acceptance page is not signed until changes have been implemented. If major changes are required, the student will be asked to schedule another presentation on a date agreed to by the student and the committee members.

Project

The project follows the same guidelines enforced with the thesis such as the formation of a committee and final presentation. The only exception is that the processing is done internally in the department and the manuscript is bound and kept in the department. It is up to the adviser and the project/thesis committee to distinguish between a thesis and a project. It is assumed that a thesis will involve in-depth research with some theoretical flavor while a project will emphasize an implementation of some sort that solves a practical problem.

For more information about the graduate program in computer science please visit the program web page at <http://csalpha.ist.unomaha.edu/~grad/> or call Ms. Carla Frakes at (402) 554-2073.

COUNSELING

PROFESSOR:

Radd

ASSOCIATE PROFESSORS:

Bertinetti, Harrington, Seaberry

ASSISTANT PROFESSORS:

Barnes, Carter

Admission and Retention

Before Applying: The counseling program has admission requirements and procedures in addition to those applicable to Graduate Studies as a whole, and prospective candidates are strongly encouraged to contact the department office in KH 421 regarding these admission requirements and procedures. One such exception from the general Graduate Studies procedures are different admission deadlines for counseling. The department will supply detailed descriptions of choices, opportunities, requirements and responsibilities.

Admission to a Master's Degree

Candidates are admitted to the programs in counseling twice each year. Applications should be submitted to the Office of Graduate Studies by October 1 for admission to the spring semester, and by March 1 for summer school or fall semesters. Candidates should also notify the counseling department by the above dates that they have applied for admission.

Admission to the counseling department involves a several step process: an application data form, tests, references, writing sample, and an interview. The candidate's application is reviewed by the department's admission committee. The review may take several weeks. Candidates should plan to have all application materials submitted by the above deadline dates.

Admission decisions are based on the candidate's demonstrated potential for successful graduate work, professional training, and success in the field. Submission of all required materials and documentation is not a guarantee of acceptance.

The specific application materials required for admission to a master's program include the following:

First, the candidate needs to apply for admission to the Graduate College. The procedure for doing this appears in the "Admissions" section of this catalog. A graduate application, transcripts, as well as fees are included in this process as a part of the Graduate College's admission procedure. The student will receive a department application as their folders are forwarded to our department from the Graduate Studies Office.

Second, the counseling department application process includes the following:

1. Scores on the Graduate Record Exam (GRE) or Miller's Analogy Test (MAT) which are no older than two years.
2. Personal Data form.
3. Writing sample.
4. Three letters of references from persons who can speak for the candidate's professional competence and academic ability.
5. Scores from a personality inventory.
6. Group interview results.

Applicants must have completed 15 undergraduate or graduate hours in behavioral science, not including counseling courses.

Undergraduate candidates interested in non-school counseling (Community, Gerontology, and Student Affairs Practice in Higher Education) are advised to take a minimum of 15 hours of behavioral sciences as described in the Arts & Sciences section of the UNO Undergraduate Catalog.

Applicants for the elementary and secondary school programs must have a minimum of two years full-time teaching experience or the equivalent. Two years of teaching experience is required for Nebraska certification.

Please be aware that notification of acceptance by a department graduate program committee is advisory only; admission is granted solely by the Dean for Graduate Studies.

Program Continuation

Candidates are admitted and permitted to continue programs in counseling on the basis of their potential for successful training and professional practice.

Major points where candidates are evaluated with respect to their suitability for continuation in the program are:

- prior to taking the Counseling Practicum or Internship courses.

Specific course and grade requirements to take Practicum courses are available in the counseling department office.

The Elementary School, Secondary School, and Community concentrations are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the national accrediting agency for Counselor Education programs.

Programs

Candidates obtain a master's degree in counseling with an area of concentration. Current concentration areas include:

1. Elementary School Counseling
2. Secondary School Counseling

(Both these concentration areas require current teaching certificates for endorsement as a counselor in Nebraska or Iowa), plus a minimum of two years full-time teaching experience or the equivalent. Two years is required for Nebraska certification.

3. Community Counseling
4. Student Affairs Practice in Higher Education
5. Counseling in Gerontology

Successful completion of internship and comprehensive exam are requirements for graduation. Graduates are recommended only for positions consistent with the concentration they completed.

Note: All graduate students must take an abnormal psychology course (3 hours) either at the graduate or undergraduate level prior to graduation. Check with the state where you are anticipating practice, to note if the course needs to be a graduate level course or if undergraduate is acceptable for credential/licensure requirements. This course (3 credit hours) does not count as part of the 48 hour degree program requirement.

Ethical Conduct

It should be understood that academic performance is not the only criterion for continuation in the program or for graduation. Candidates are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice and research activity.

Any breach in the ethical conduct shall be subject to disciplinary action, regardless of the candidate's prior or current academic performance, see the "American Counseling Association Code of Ethics" for specific guidelines.

Programs

The following are generalized overviews. Specific information and individual program design can only be finalized through consultation with an adviser.

Master of Arts

The M.A. degree includes a thesis in lieu of a written comprehensive examination. Candidates who anticipate work on a doctorate are particularly encouraged to consider the M.A. degree.

Master of Science

Programs of study for the Master of Science degree are determined in relation to the candidate's previous course work, experience and anticipated work setting. Most programs of study, however, will closely approximate one of the outlines given below. At least one research course is required of all candidates and Abnormal Psychology (graduate or undergraduate) or equivalent course. A master's degree in counseling may not be completed in less than two years of study and a minimum of 48 semester hours.

Concentration in Community Counseling

Foundation Courses.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)

COUN 8030 Counseling Practices (3)

COUN 8040 Professional and Ethical Issues (2)

COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)

COUN 8200 Counseling Theories (3)

COUN 8226 Career Development and Lifestyle (3)

COUN 8230 Appraisal Techniques (3)

COUN 8270 Group Techniques in Guidance (1)

COUN 8370 Group Theory and Practice (2)

COUN 8300 Counseling Techniques I (1)

COUN 8310 Counseling Techniques II (1)

COUN 8400 Counseling Techniques III (1)

Community Counseling Courses

COUN 8500 Counseling and Consulting for Special Concerns (3)

COUN 8520 Counseling with Multicultural and Diverse Populations (3)

COUN 8610 Introduction to Marital and Family Therapy (3)

Practicum/Internship Experiences (9)

COUN 8920 Treatment Planning and the DSM-IV (3)

Minimum Total Hours:.....48

Concentration in Secondary Counseling

Foundation Courses.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)

COUN 8030 Counseling Practices (3)

COUN 8040 Professional and Ethical Issues (2)

COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)

COUN 8200 Counseling Theories (3)

COUN 8226 Career Development and Lifestyle (3)

COUN 8230 Appraisal Techniques (3)

COUN 8270 Group Techniques in Guidance (1)

COUN 8300 Counseling Techniques I (1)

COUN 8310 Counseling Techniques II (1)

COUN 8400 Counseling Techniques III (1)

COUN 8520 Counseling with Multicultural and Diverse Populations (3)

COUN 8600 Parent/Staff Development and Consultation (3)

COUN 8750 School Counseling Groups and Enrichment Programs (3)

Secondary Counseling Courses

COUN 8210 Organization and Administration of Guidance Services (3)

COUN 8430 Counseling Practicum for Secondary Counselors (3)

COUN 8460 Advanced Counseling Practicum for Secondary Counselors (6)

COUN 8620 Survey of Issues in School Counseling (3)

Minimum Total Hours:.....49

Concentration in Elementary Counseling

Foundation Courses.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)

COUN 8030 Counseling Practices (3)

COUN 8040 Professional and Ethical Issues (2)

COUN 8100 Research Project (3)

COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)

COUN 8200 Counseling Theories (3)
 COUN 8230 Appraisal Techniques (3)
 COUN 8270 Group Techniques in Guidance (1)
 COUN 8300 Counseling Techniques I (1)
 COUN 8310 Counseling Techniques II (1)
 COUN 8400 Counseling Techniques III (1)
 COUN 8520 Counseling with Multicultural and Diverse Populations (3)
 COUN 8600 Parent/Staff Development and Consultation (3)
 COUN 8710 Classroom Group Guidance and Career Development (3)
 COUN 8720 Individual Counseling with Children and Consultation (3)
 COUN 8730 Organization and Administration of Elementary Counseling Programs (3)
 COUN 8750 School Counseling Groups and Enrichment Programs (3)
 Practicum/Internship Experiences (6-10)

Minimum Total Hours:.....49

Concentration in Student Affairs Practice in Higher Education - Professional Practices

Foundation Course.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)
 COUN 8030 Counseling Practices (3)
 COUN 8040 Professional and Ethical Issues (2)
 COUN 8100 Research Project (3)
 COUN 8110 Human Development (3)
 COUN 8150 The Student and Personnel Work in Higher Education (3)
 COUN 8200 Counseling Theories (3)
 COUN 8226 Career Development & Lifestyle (3)
 COUN 8230 Appraisal Techniques (3)
 COUN 8270 Group Techniques in Guidance (1)
 COUN 8300 Counseling Techniques I (1)
 COUN 8310 Counseling Techniques II (1)
 COUN 8370 Group Counseling: Theory & Practice (2)
 COUN 8400 Counseling Techniques III (1)
 COUN 8450 College Student Personnel Internship (6)
 COUN 8520 Counseling with Multicultural and Diverse Populations (3)

Selected Cognate Courses.....6

These courses are selected in consultation with the student's particular background and interests; i.e., admissions and registration, career counseling, placement and financial aid, student services (counseling, testing, students with special needs, etc.), housing and student union activities.

Minimum Total Hours:.....48

Concentration in Student Affairs Practice in Higher Education - College Counseling

Foundation Course:.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)
COUN 8030 Counseling Practices (3)
COUN 8040 Professional and Ethical Issues (2)
COUN 8100 Research Project (3)
COUN 8110 Human Development (3)
COUN 8150 The Student and Personnel Work in Higher Education (3)
COUN 8200 Counseling Theories (3)
COUN 8220 Counseling Theories (3)
COUN 8226 Career Development & Lifestyle (3)
COUN 8230 Appraisal Techniques (3)
COUN 8250 Advanced Practicum (3)
COUN 8270 Group Techniques in Guidance (1)
COUN 8300 Counseling Techniques I (1)
COUN 8310 Counseling Techniques II (1)
COUN 8370 Group Counseling: Theory & Practice (2)
COUN 8400 Counseling Techniques III (1)
COUN 8450 College Student Personnel Internship (3)
COUN 8520 Counseling with Multicultural and Diverse Populations (3)

Selected Cognate Courses:.....6

This concentration requires students to take COUN 8920 and COUN 8610 to meet prerequisite requirements for Beginning Practicum- COUN 8220.

Minimum Total Hours:.....51

Concentration in Gerontology

The counseling degree program with specialization in gerontology is a cooperative effort of the counseling department and the gerontology program. The UNO gerontology program offers courses leading to a certificate in gerontology. Candidates wishing to earn a degree in counseling with a concentration in gerontology must be admitted to the gerontology certificate program as well as the counseling program. Certificates of specialization in gerontology are issued by the University to those completing the certificate program upon the recommendation of the gerontology program.

Foundation Courses.....Hours

TED 8010 Introduction to Research (3)

Counseling Courses

COUN 8020 Introduction to Counseling (1)
COUN 8030 Counseling Practices (3)
COUN 8040 Professional and Ethical Issues (2)
COUN 8200 Counseling Theories (3)
COUN 8226 Career Development and Lifestyle (3)
COUN 8230 Appraisal Techniques (3)
COUN 8270 Group Techniques in Guidance (1)
COUN 8300 Counseling Techniques I (1)
COUN 8310 Counseling Techniques II (1)
COUN 8370 Group Theory and Practice (2)
COUN 8400 Counseling Techniques III (1)
COUN 8520 Counseling Multicultural and Diverse Populations (3)

Additional Courses.....0-3

These courses in counseling are selected with the adviser on the basis of the candidate's background and interests.

Gerontology.....9-15

Fifteen graduate hours in gerontology are required except in some instances where a candidate has had undergraduate hours in gerontology. These courses are selected with the major adviser's assistance and in collaboration with the gerontology program.

Practicum and Internship.....9

Practicum and Internship are arranged in cooperation with the gerontology program to meet both the counseling department and the gerontology program requirements for practica and field experience.

Minimum Total Hours:.....45-51

For more information about the graduate program in counseling, please call (402) 554-2727.

CRIMINAL JUSTICE

PROFESSORS:

Eskridge, Hoffman, I. Marshall, Meier, Roncek, Spohn, Wakefield, Walker, Zhao

ASSOCIATE PROFESSORS:

DeLone, Jacobs, C. Marshall, Ogle,

ASSISTANT PROFESSOR:

Anderson, Batton, Kadleck, Sample, Simi

Degree Programs

The criminal justice department offers a Master of Science or a Master of Arts degree in criminal justice and a Doctor of Philosophy. The degree programs emphasize criminal justice research, theory, planning and administration.

Admission Requirements

Master of Arts and Master of Science

All candidates for the criminal justice graduate program must have a minimum of 18 semester hours of criminal justice or related courses which represent the core undergraduate curriculum. In addition, all candidates must have completed a basic statistics course, a research methods course, and a minimum of 15 hours in the social science area at the undergraduate level. Those students lacking these requirements will be required to make up these deficiencies during the first year of graduate work.

Graduate Record Examination (GRE) scores on the verbal, quantitative, analytical writing sections are required for admission. An admission decision will not be made without these scores. A combined score of at least 800 on the verbal and quantitative portions of the GRE is required. Two letters of recommendation also are required

Master of Arts

The Master of Arts degree is a 30-credit hour program designed to emphasize research activity and independent inquiry, while simultaneously providing fundamental course work. This degree is especially recommended for those students seeking an interim degree prior to obtaining the Ph.D.

Course Work

To earn the Master of Arts degree in criminal justice, the student must satisfactorily complete the following course requirements:

Required Core Courses.....12*

8010 The Nature of Crime

8020 Seminar in Administration of Justice

8030 Criminal Justice Research Theory and Methodology

8950 Statistical Applications in Criminal Justice

**Must be taken within the first 18 hours of graduate course work*

Elective Criminal Justice Courses.....12

Student selects four courses with adviser approval

8040 Seminar in Police and Society

8050 Seminar in Corrections

8060 Seminar in the Criminal Court System

8070 Seminar in Criminal Law and Procedure

8080 Seminar in Juvenile Justice

8090 Seminar in Theoretical Criminology

8100 Criminal Justice Organization, Administration, and Management

8110 Criminal Justice Planning and Change

8180 Criminal Justice Internship

8190 Independent Study

8800 Special Problems in Criminal Justice

8316 Correctional Law

8356 Community-Based Corrections

8990 Completion and Successful Defense of Thesis.....6

Master of Science

The Master of Science degree is a 36-credit hour non-thesis program. This degree program offers the student a choice of the standard Master of Science curriculum, a Master of Science with an option in public administration, or a Master of Science with an option in counseling. The public administration option is especially recommended for administrators or future administrators within the criminal justice system. The counseling option is designed for those who wish to work with juvenile and adult offenders in the criminal justice system.

Course Work

To earn the Master of Science degree in Criminal Justice, the student must satisfactorily complete the following course requirements:

Required Core Courses.....12*

8010 The Nature of Crime

8020 Seminar in Administration of Justice

8030 Criminal Justice Research Theory and Methodology

8950 Statistical Applications in Criminal Justice

**Must be taken within first 18 hours of graduate course work.*

Elective Criminal Justice Courses.....12

Student selects four courses with adviser approval

8040 Seminar in Police and Society

8050 Seminar in Corrections

8060 Seminar in the Criminal Court System

8070 Seminar in Criminal Law and Procedure
 8080 Seminar in Juvenile Justice
 8090 Seminar in Theoretical Criminology
 8100 Criminal Justice Organization, Administration and Management
 8110 Criminal Justice Planning and Change
 8180 Criminal Justice Internship
 8190 Independent Study
 8800 Special Problems in Criminal Justice
 8316 Correctional Law
 8356 Community-Based Corrections

Elective Cognate Courses.....12

In consultation with an adviser the student selects four courses in a related field. Suggested fields include, but are not limited to: business administration, psychology, political science, social work and sociology.

Satisfaction of the comprehensive examination also is required.

Master of Science

Public Administration Option

To earn the Master of Science degree in criminal justice, public administration option, the student must satisfactorily complete the following course requirements:

Required Core Courses.....12*

8010 The Nature of Crime
 8020 Seminar in Administration of Justice
 8030 Criminal Justice Research Theory and Methodology
 8950 Statistical Applications in Criminal Justice
**Must be taken within first 18 hours of course work.*

Required Public Administration Course.....3

8050 Survey of Public Administration

Elective Public Administration Courses.....9

In consultation with an adviser, the student selects additional public administration courses. Suggested courses include the following:

8090 Organization Theory & Behavior
 8320 Public Policy Evaluation
 8400 Public Budgeting
 8410 Public Personnel Management
 8436 Municipal Administration

8470 Administrative Ethics

NOTE: Students should check Public Administration website for schedule of courses.

Elective Criminal Justice Courses.....12

Student selects four courses with adviser approval

8040 Seminar in Police and Society

8050 Seminar in Corrections

8060 Seminar in the Criminal Court System

8070 Seminar in Criminal Law and Procedure

8080 Seminar in Juvenile Justice

8090 Seminar in Theoretical Criminology

8100 Criminal Justice Organization, Administration, and Management

8110 Criminal Justice Planning and Change

8180 Criminal Justice Internship

8190 Independent Study

8316 Correctional Law

8356 Community-Based Corrections

8800 Special Problems in Criminal Justice

Satisfactory completion of the comprehensive examination also is required.

Master of Science

Counseling Option

To earn the Master of Science degree in criminal justice, counseling option, the student must satisfactorily complete the following course requirements:

Required Core Courses.....12*

8010 The Nature of Crime

8020 Seminar in Administration of Justice

8030 Criminal Justice Research Theory and Methodology

8950 Statistical Applications in Criminal Justice

**Must be taken within first 18 hours of course work.*

Required Counseling Courses.....6

8020 Principles of Guidance

8030 Counseling Practices

8040 Professional & Ethical Issues

Elective Counseling Courses.....6

In consultation with an adviser the student selects two additional counseling courses. Suggested courses include, but are not limited to the following:

8076 Crisis Intervention/Suicidology
8200 Counseling Theories
8270 Group Techniques in Guidance
8370 Group Counseling Theory and Practice

Elective Criminal Justice Courses.....12

Student selects four courses with adviser approval:

8040 Seminar in Police and Society
8050 Seminar in Corrections
8060 Seminar in the Criminal Court System
8070 Seminar in Criminal Law and Procedure
8080 Seminar in Juvenile Justice
8090 Seminar in Theoretical Criminology
8100 Criminal Justice Organization, Administration, and Management
8110 Criminal Justice Planning and Change
8180 Criminal Justice Internship
8190 Independent Study
8316 Correctional Law
8356 Community-Based Corrections
8800 Special Problems in Criminal Justice

Satisfactory completion of the comprehensive examinations also is required.

Doctor of Philosophy

The Ph.D. program in criminal justice is organized around five components: 1) a core of required courses in theory and research on the criminal justice system and the nature of crime; 2) a core of required courses on research methods and statistical analysis; 3) elective courses in criminal justice and related fields; 4) comprehensive examinations, and 5) a dissertation. The Ph.D. in criminal justice requires a minimum of 93 graduate hours beyond the baccalaureate degree. This includes up to 30 hours earned in a master's degree. Satisfactory completion of a teaching practicum also is required.

Admission Requirements - Doctor of Philosophy

Admission to the program will be governed generally by the requirements specified by the University of Nebraska at Omaha's Graduate College. In addition to the basic requirements established by the Graduate College, the department of criminal justice will require the following:

1. An earned Master of Arts or Master of Science degree in criminal justice from an accredited institution will be required for unconditional admission into the program.
2. Applicants with a master's degree in an allied field (sociology, political science, public administration, etc.) and who lack substantial course work in criminal justice may be

granted provisional admission. They will be granted unconditional admission upon successful completion of 18 hours of criminal justice courses from the core curriculum.

3. Outstanding applicants who have completed a baccalaureate and wish to be considered for the doctoral program may be provisionally admitted but must first complete the requirements for the Master of Arts degree prior to unconditional admission into the Ph.D. program.
4. A combined score of at least 1,000 on the verbal and quantitative portions of the Graduate Record Examination is required. Students demonstrating exceptional academic potential may be considered with a GRE score of less than 1,000.
5. Applicants must present at least two letters of reference from academics.
6. Applicants must present a statement of intent, not exceeding five typewritten, double spaced pages, describing the applicant's prior education, relevant professional experience, career goals, and the specific relationship of the Ph.D. degree to the achievement of these goals.
7. International students seeking admission to the program must meet UNO Graduate Faculty requirements governing the admission of international students.

The Criminal Justice Doctoral Admission Committee will make recommendations for student admissions during the spring semester. Newly admitted students will begin taking courses in the fall semester of each year. If more students than the department can reasonably handle apply for admission in any given year, the Committee will admit those most qualified.

Course Work

Both 8000 and 9000 level courses are offered by the department. The 8000 level courses can be taken by both master's and doctoral level students. The 9000 level courses will be taken primarily by doctoral students.

A maximum of six hours of dual level courses (4xxx/8xx6) can be included in the program of study.

All course work must be completed within three years from the time a student's program of study is approved by the Dean for Graduate Studies.

All students will be required to complete all courses listed in the two core areas. Students also will take elective courses in criminal justice or related fields.

The following section gives the details of course work for the Ph.D. in criminal justice:

Core Area I

Theory and Research on the Criminal Justice System and the Nature of Crime

Required Courses.....15 hours

8010 Seminar on the Nature of Crime

8020 Seminar on the Administration of Justice

9010 Seminar on Law and Social Control
9020 Seminar on the Theories of Crime
9030 Seminar on Minorities and the Criminal Justice System

Core Area II

Research Methods, Statistical Analysis, and College Teaching

Required Courses.....15 hours

8030 Research Methods in Criminal Justice
8950 Statistical Applications in Criminal Justice and Public Affairs (also listed as PA 8950)
9080 Advanced Statistical Applications (also listed as PA 9080)
9800 Advanced Research Design (also listed as PA 9800)
9700 Teaching at the College Level

Elective Courses.....43-48 hours

8040 Seminar on Police and Society
8050 Seminar on Corrections
8060 Seminar on the Criminal Court System
8070 Seminar on Law and Criminal Procedure
8080 Seminar on the Juvenile Justice System
8090 Seminar on Theoretical Criminology
8100 Criminal Justice Organization and Management
8110 Criminal Justice Planning and Change
8120 Independent Study in Criminal Justice and Criminology
8130 Introduction to Public Policy (also listed as PA 8300)
8320 Seminar on Public Policy Evaluation (also listed as PA 8320)
8800 Special Problems in Criminal Justice and Criminology
9040 Comparative Criminology and Criminal Justice Systems
9050 Seminar on Ethics in Public Affairs (also listed as PA 9050)
9090 Special Problems in Research Methods
9100 Special Problems in Statistical Analysis
9110 Seminar on Police Organization and Management
9120 Seminar on Police Effectiveness
9130 Advanced Research Topics in Policing
9150 Special Topics in Criminal Justice Research
9160 Seminar on Community Based Corrections
9170 Seminar on Institutional Corrections
9180 Seminar on the Criminal Courts System
9200 Seminar on Violent Crime and Criminal Behavior
9300 Knowledge Development and Use in Public Service Professions (also listed as PA 9300)
9320 Seminar on Policy Analysis (also listed as PA 9320)
9350 Computer Applications in Criminal Justice and Public Affairs (also listed as PA 9350)

Public Administration Courses

8090 Organizational Theory and Behavior
9000 Foundations of Public Administration
9430 Seminar in Public Administration & the Judicial Process
9600 Seminar in Advanced Management Theory

Dissertation(CJUS 9990).....20 hours

A 20-credit hour dissertation will be required of all students. The dissertation must reflect original scholarship and contribute to the body of knowledge on criminal justice. The dissertation topic must be approved by the student's supervisory committee, which consists of a chair and at least three other members. One committee member must be from outside criminal justice. The dissertation prospectus and the dissertation itself must be approved by the supervisory committee. The dissertation must be completed within five years after all course work is completed. An oral defense of the prospectus will be scheduled after students have passed their written comprehensive examinations. An oral defense of the completed dissertation also is required. Neither the prospectus defense nor the final oral over the dissertation shall be held unless all members of the supervisory committee are available for the examination. A committee member may waive his/her right to attend.

Comprehensive Examinations

Satisfactory completion of comprehensive examinations in two areas is required.

Total Minimum Course Work Requirements

Core Area I.....15 hours
Core Area II.....15 hours
Electives.....43 hours
Dissertation.....20 hours

Minimum Total Hours Beyond Bachelor's Degree.....93

For more information about the graduate program in criminal justice, please call (402) 554-2610.

ECONOMICS

PROFESSORS:

Diamond, Lin, Nielson, Sindt, Sosin, Wohar

ASSOCIATE PROFESSORS:

Baum, Co, Corcoran

ASSISTANT PROFESSOR:

Decker

The graduate program in economics is designed to provide a solid background in theory, quantitative methods and application appropriate to the needs of economists involved in the analysis of domestic and international business and economic conditions, financial analysis, policy analysis, forecasting, simulation and related work. In addition, the program prepares students for further graduate work in economics and related fields.

Admission is based on GPA and undergraduate field of study.

Master of Science

The M.S. program consists of core requirements (15 hours), an elected concentration (9 hours) or a minor, electives (12 hours), and a comprehensive examination in the area of microeconomics, macroeconomics and econometrics. No thesis is required for the M.S. degree. All courses are three credits.

Total hours required:.....36

Each student must complete the core requirements.

Core.....15

ECON 8296 Research Methods in Economics and Business
ECON 8306 Quantitative Applications in Economics & Business*
ECON 8220 Macroeconomic Theory
ECON 8200 Microeconomic Theory
ECON 8300 Econometrics

**Not required for students demonstrating satisfactory mathematical skills. In that case, add three hours to electives.*

Each student may elect a concentration from those suggested below. Other concentrations may be approved by the Economics Program Graduate Adviser. Concentrations consist of 9 hours of interrelated graduate-level course work.

Suggested Concentrations

Business Economics.....9
(select three courses)

ECON 8160 Seminar in Labor Economics
ECON 8210 Managerial Economics
ECON 8216 Industrial Organization

ECON 8230 Business Conditions Analysis
ECON 8310 Forecasting
ECON 8346 Economics of Technology
ECON 8456 Monetary Theory and Policy
ECON 8616 International Trade
ECON 8626 International Monetary Economics
ECON 8706 Economics of eBusiness
ECON 8940 Economic Internship

International Economics.....9
(select three courses)

ECON 8616 International Trade
ECON 8626 International Monetary Economics
ECON 8650 Seminar in International Economics
ECON 8666 International Economic Development
BSAD 8540 Multinational Financial Management

Monetary and Financial Economics.....9
(select three courses)

ECON 8010 Public Finance
ECON 8626 International Monetary Economics
ECON 8450 Seminar in Money and Banking
ECON 8456 Monetary Theory and Policy
BSAD 8530 Banking and Financial Markets

PhD Preparatory.....9
(select three courses)

ECON 8010 Public Finance
ECON 8160 Seminar in Labor Economics
ECON 8216 Industrial Organization
ECON 8266 History of Economic Thought
ECON 8310 Forecasting
ECON 8346 Economics of Technology
ECON 8450 Seminar in Money and Banking
ECON 8456 Monetary Theory and Policy
ECON 8600 Health Economics
ECON 8616 International Trade
ECON 8650 Seminar in International Economics
ECON 8626 International Monetary Economics
ECON 8666 International Economic Development
ECON 8706 Economics of E-Business

Public Policy Economics.....9
(select three courses)

ECON 8010 Public Finance
ECON 8160 Seminar in Labor Economics
ECON 8210 Managerial Economics
ECON 8216 Industrial Organization
ECON 8230 Business Conditions Analysis
ECON 8326 Natural Resource Economics
ECON 8346 Economics of Technology
ECON 8456 Monetary Theory and Policy
BSAD 8566 State and Local Finance
ECON 8600 Health Economics
ECON 8706 Economics of E-Business

General.....9

(Graduate-level elective courses. Approval of Economics Program Graduate Adviser required.)

Master of Arts

The M.A. program consists of core requirements (15 hours), an elected concentration (9 hours), electives as necessary (including six hours of thesis), a comprehensive exam in the area of concentration, and a defense of the thesis.

Total hours required:.....30

Core.....15

The core is the same as that described under the M.S. program.

Electives include ECON 8990 Thesis.....6

Suggested Concentrations

Concentrations are the same as those described under the M.S. program, with the following additional concentration available for the M.A. program:

Real Estate and Land Use Economics.....18

BSAD 8600 Real Estate and Land Use Economic Theory
BSAD 8610 Current Problems in Real Estate
BSAD 8990 Thesis**.....6
Electives.....6

***Must be written under the supervision of a member of the RELU program.*

Graduate Minor in Economics

The department of Economics offers a graduate minor to students pursuing graduate degrees in other programs at the University of Nebraska. The requirements for the minor are that the student complete a minimum of three graduate courses in economics, receiving a grade of "B" (3.0 on a 4.0 scale) or better in each. The courses to be taken for the minor are to be approved both by the student's adviser in the student's major subject and by the Graduate Program Committee Chair in economics.

For more information about the graduate program in economics, please call (402) 554-2570.

EDUCATIONAL ADMINISTRATION AND SUPERVISION

PROFESSORS:

Hartzell, Schulte

ASSOCIATE PROFESSOR:

Curtiss

ASSISTANT PROFESSORS:

Dappen, Hayes

Before Applying

Candidates interested in entering any degree or endorsement program in the department are **strongly urged** to contact the department office in 414 Kayser Hall before beginning the process of admission. The department will supply detailed descriptions of choices, opportunities, requirements, and responsibilities.

Admission to a Master's Degree and Endorsement Program

Admission to a master's degree and endorsement program in educational administration and supervision involves a review of the candidate's application by the department's admissions committee. Because the review of submitted materials may require several weeks, deadlines for application have been established for each term. The application deadlines are:

October 15 for the following spring semester

February 15 for the following fall and summer semesters

Admission decisions are based on the candidate's demonstrated potential for successful graduate work, professional training, and success in the field. Submission of all required materials and documentation is not a guarantee of acceptance.

Please be aware that notification of acceptance by a department graduate program committee is advisory only; admission is granted solely by the Dean for Graduate Studies and Research.

Candidates who already possess a master's degree from an accredited university may be admitted by the department as an educational administration unclassified student. These candidates will have certain options not available to candidates earning their first master's degree, and will work out the details of their endorsement work with their advisors.

The specific application materials required for admission to master's and endorsement programs include the following:

First, the candidate needs to apply for admission to the Graduate College. The procedure for doing this appears in the "Admissions" section of this catalog. The submission of two official transcripts for all previous college work, including the verification of a master's degree for either endorsement work or for entry into the specialist or doctoral program, is a part of the Graduate College admission procedure.

Second, the applicant must submit the following materials to the department:

1. Scores may be required to be submitted demonstrating passage of the Pre-Professional Skills Test (PPST) or the Content Mastery Examination for Educators (CMEE) as defined by the State of Nebraska. In some cases, applicants may not need to pass this test, if they meet certification requirements from the Nebraska Department of Education and have 3 years of successful teaching experience.
2. Evidence the candidate has met the State requirement regarding special education. The State of Nebraska requires all educators to have had particular training in special education issues. Most candidates will probably have satisfied this requirement while earning their teaching endorsements. If they have not, however, they will be required to complete SPED 8900 or equivalent. Questions about whether this requirement has been met can best be answered by the adviser.

Admission to the Department of Educational Administration and Supervision

At the same time or immediately after you submit your application for admission to the Office of Graduate Studies, you need to submit your application for admission to the department. These application materials for the department are to be sent to the Department of Educational Administration and Supervision, Kayser Hall 414, University of Nebraska at Omaha, Omaha, NE 68182-0162. Please see the department's website at <http://www.unocoe.unomaha.edu/edad.htm>.

Applying for Unconditional Admission

1. Proof of a Bachelor's degree from an approved or accredited institution with an undergraduate overall grade point average of 3.0 (on a 4.0 scale) or a grade point average of 3.0 (on a 4.0 scale) in education classes taken in undergraduate standing. You do not need to send transcripts directly to the department. Copies of the transcripts submitted

with your application to the Office of Graduate Studies will be forwarded to the department for you.

2. Proof of teaching certification. A photocopy of your teaching credentials(s) will meet this requirement.
3. *Proof of appropriate teaching experience of at least two full years or the equivalent. This can be handled with a letter on letterhead stationary from a person of authority in your school or district. The letter should be addressed to the Members of the Graduate Program Admissions Committee. If you do not have two full years of teaching, you should submit verification that you are currently teaching or that you have been hired to teach in the near future
4. Two letters of recommendation, each from an administrator who can speak to your experience, ability, and potential. The forms for these letters are available online. You will select the people to write recommendations for you. Each of them will mail the completed recommendation directly back to the Department of Educational Administration and Supervision.
5. A resume, using the guidelines in the document on our website.
6. A personal letter of application written by you, covering such topics as why you want to become a school administrator, your particular interests, relevant educational and work experience, and career goals as you see them now. The letter can be a maximum of two pages, and must be typewritten, double spaced, with standard margins. The letter should be addressed to the Members of the Graduate Program Committee and delivered or mailed directly to the Department of Educational Administration and Supervision, Graduate Program Committee, Kayser Hall 414, University of Nebraska at Omaha, Omaha NE 68182-0162.
7. Notarized Conviction Form. The form is on our website.
8. Pre-Enrollment Health Requirement Form (SEND TO HEALTH CENTER)
www.ses.unomaha.edu/health/documents.html

**NOTE: Two years of teaching experience are required for Nebraska certification.*

The Available Master's Degree and Endorsement Programs in Educational Administration and Supervision

The following are general overviews. Specific information and individual program design can only be finalized through consultation with an advisor.

Master of Science

Candidates obtain a master's degree and an endorsement in educational administration and supervision with an area of specialization. Current speciality areas include elementary school administration, secondary school administration, and educational media/school library administration.

All master's programs have four requirements in common: (1) a minimum of 39 semester hours of course work; (2) a minimum of 27 semester hours of course work must be taken after admission to the program; (3) the candidate must pass a comprehensive examination at or near

the end of the course work; and (4) the candidate must maintain a 3.0 grade point average in all work taken in the program.

Master of Science in Educational Administration and Supervision with an Emphasis and Endorsement in Elementary or Secondary Education

The following courses are required for the master of science degree in educational administration:

Required Courses

Foundation Requirements

TED 8010 Introduction to Research (3)
EDAD 8020 Governance and Politics in EDAD (3)
EDAD 8030 Introduction to Organizational & Leadership Theory (3)
EDAD 8050 School-Community Relations (3)
EDAD 8490 Leadership in Curriculum and Instruction
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)
EDAD 8700 Administration of Human Resources in Schools (3)
EDAD 8550 School Business Management (3)

Candidates may enroll in the following two courses only after meeting the prerequisites listed. Please see the course listings later in this section of the catalog.

EDAD 8450, 8460, 8470 Middle School, Elementary School, or Secondary School Building Administration (3)
EDAD 8400 Practicum in School Administration (3)

Elective Courses

The candidate is to choose two electives. These electives may be taken at any time during the program with the agreement of the candidate's advisor. The electives listed below are pre-approved by the department. It is possible for candidates to take electives in other departments and colleges with the advisor's approval.

EDAD 8000 Special Studies in EDAD (3)
EDAD 8060 Planning for Safe and Orderly Schools (3)
EDAD 8100 Independent Study in EDAD (3)
EDAD 8410 Practicum in EDAD (3)
EDAD 8810 Urban School Leadership (3)
EDAD 9010 Advanced Seminar in EDAD (3)
EDAD 9550 Symposium in School Leadership (3)
EDAD 9650 Program Evaluation (3)
EDAD 8250 Technology for School Leaders (3)

Master of Science in Educational Administration and Supervision With an Emphasis in Educational Media/School Library Administration

Candidates wishing to earn a master's degree with an emphasis in educational media/school library administration are required to take the following courses:

TED 8010 Introduction to Research (3)
EDAD 8030 Introduction to Theory in EDAD (3)
EDAD 8050 School Community Relations
EDAD 8490 Leadership in Curriculum and Instruction (3)
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)

The remainder of the candidate's program is to be made up of courses approved in the Media/Library curriculum. These courses may be taken at any time during the program with the agreement of the candidate's advisor. Candidates must develop the remainder of their study plan with a library media advisor in the Teacher Education Department.

Master of Science in Educational Administration and Supervision With an Emphasis in Curriculum Supervision (special education, technology, etc)

Candidates wishing to earn a master's degree with an emphasis in curriculum supervision in areas such as special education, technology, etc. may work with department representatives to design a program to meet state requirements. The following EDAD courses are minimal requirements:

TED 8010 Introduction to Research (3)
EDAD 8020 Governance & Politics in EDAD (3)
EDAD 8030 Introduction to Theory in EDAD (3)
EDAD 8050 School Community Relations (3)
EDAD 8250 Technology for School Leaders (3)
EDAD 8490 Leadership in Curriculum and Instruction (3)
EDAD 8710 Interpersonal Relations in EDAD (3)
EDAD 9540 School Law (3)
EDAD 9650 Program Evaluation (3)

The remainder of the candidate's program is to be made up of courses approved by the candidate's advisor.

Specialist in Education Degree (Ed.S.)

An applicant for admission to the Specialist in Education degree in the department of educational administration and supervision must be certified at either or both the elementary or secondary teaching level and hold a master's degree from an accredited institution. The admission process is the same as that for a master's degree program except that three letters of recommendation are required. Completion of the Graduate Records Examination (GRE) is an additional expectation.

Together with previous graduate work, the candidate's course of study must total a minimum of 69 graduate semester hours with 30 hours meeting the time limit requirement for graduate degrees. A limited amount of transfer credits can be applied to this program. The program is carried out under the direction of a graduate faculty supervisory committee. The program of study must be approved by the candidate's supervisory committee and the Graduate Dean, and include a minimum of 15 semester hours after admission to the Ed.S. program.

Candidates seeking added endorsements must be pursuing a committee approved program (e.g., superintendents' endorsement, curriculum supervisor endorsement, etc.) which meets state requirements for certification in educational administration.

Specialist programs are largely individually designed; however, whatever is established by the candidate's committee must include the following five courses:

EDAD 8490 Leadership in Curriculum and Instruction
EDAD 9000 Seminar in Research Design (3)
EDAD 9110 Field Project in Ed. Admin (3)
EDAD 9200 Advanced Practicum (3)
EDAD 9610 Applied Intermediate Statistics (3)

Doctorate in Education (Ed.D.)

A person pursuing this degree should possess competence in teaching. The emphasis is upon the application of theory to the improvement of educational practice. The test of knowledge is the ability to demonstrate applicability to a variety of educational situations. Emphasis is upon the development of decision-oriented inquiry skills in which the educator applies theory and knowledge to the solution of educational problems. The person holding the Doctor of Education degree is a practitioner of education, but one whose practice is drawn from a highly developed, scholarly study of educational theory coupled with skills of analysis which permit direct application of that theory.

The UNO-UNL Joint Doctorate in Educational Administration is a program designed to foster personal and professional growth while preparing candidates for the responsibilities of educational leadership. The course of study includes a series of leadership seminars, a field experience, and a cluster of supportive classwork and activities. A scholarly dissertation is required of all doctoral students.

Candidates interested in the doctoral program **must** make application to the Graduate College as well as the department. The process for admission is different from the process for admission to a master's degree, specialist degree, or endorsement program.

Applicants for admission to the doctoral program must hold at least a master's degree from an accredited institution, hold an administrative endorsement, and meet other requirements outlined in the application materials available from the department. Applicants for admission must submit: 1) an application for admission to the UNO Office of Graduate Studies; 2) two official transcripts from each college or university attended; 3) an application fee of \$45.00 (U.S. dollars

only); 4) official TOEFL score (applicable for international candidates only); minimum score of 500 (or 173 for students completing a computer-based TOEFL), not more than two years old; and 5) official GRE scores (verbal, quantitative, and writing). In addition, applicants must submit a portfolio of materials to the department, including:

- A copy of scores from the Graduate Record Examination (GRE)
- Evidence of research and writing ability
- Evidence of endorsement as a school administrator
- Letters of reference
- A letter outlining the candidate's experience and addressing his or her personal and professional goals.

The candidate's application materials must be presented in a particular format. Information detailing admission portfolio content and format is available in the department.

When all application materials have been submitted in the required format, the doctoral admissions committee will review the materials and make an admission recommendation to the UNO Dean for Graduate Studies.

Because the review of submitted materials may require several weeks, deadlines for application have been established for each term. The application deadline is:

February 1 for the following summer and fall semesters.

Once admitted to the doctoral program, candidates have four years to complete the course work. After passing a comprehensive examination, they have four more years to complete the dissertation. To satisfy the University of Nebraska requirement for residency, candidates in the joint doctoral program must at some point in their work complete 24 semester hours of study in a 24 calendar month period.

The UNO-UNL Joint Ed.D. program is designed for candidates interested in K-12 school administration. Generally candidates attend on a part-time basis during the late afternoons or evenings, although special class schedules involving summer and weekend intensives can be arranged for particular cohorts of candidates sharing a common background of interest.

In the main, a candidate and his or her advisor, working in concert with a graduate faculty supervisory committee, will design a course of study to meet the candidate's needs and goals. Together with previous graduate work, the doctoral course of study must total a minimum of 96 graduate semester hours. At least 45 hours of new work must be completed after admission to the doctoral program.

A typical course of study includes three core seminars, a series of research methods classes, a field experience, three or four cognate classes selected to support and undergird the focus of the student's interest, and a dissertation.

It is essential that potential candidates speak with a faculty member in the department. He or she will answer questions and explain the mechanics and details of application, and the opportunities afforded by the program.

For more information about the graduate programs in educational administration and supervision, including the Doctorate in Education Degree, contact the chairperson, Educational Administration and Supervision, Kayser Hall 414 - UNO, (402) 554-2721.

ENGLISH

PROFESSORS:

Boss, Maher, McKenna, Mordaunt, Raabe, Sadlek, Skau

ASSOCIATE PROFESSORS:

Bacon, Johanningsmeier, Latchaw, Price

ASSISTANT PROFESSORS:

Bramlett, Bridgeford, Flynn, Watson

Master of Arts

To be admitted to graduate study in English, a student should have completed at least 18 credit hours in undergraduate English courses above the freshman level with an average grade of "B" (3.0 on a 4.0 scale) or above.

In addition, the student is required to score competitively on either the Miller Analogy Test (MAT) or the general aptitude section (but not the advanced area) of the Graduate Record Exam (GRE).

In addition to the grade average specified above, international students must score at least 600 on the TOEFL examination (paper-based) or a 250 on the computer-based TOEFL examination to be eligible for unconditional admission.

All candidates for Master of Arts degrees with majors in English are required to take English 8010 (Introduction to Literary Research) within the first nine hours of graduate study and to complete one of the following plans of study:

Option I: Successful completion of 24 credit hours in course work, including at least 12 hours in seminar-level courses; plus a thesis (six credit hours) on an approved topic accepted after oral defense before a faculty committee; plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee.

Option II: Successful completion of 36 credit hours in course work, including at least 18 hours

in seminar-level courses, plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee.

The following English seminars vary in emphasis and may be repeated for credit: English 8100, 8200, 8400, 8500,

8600, 8800, 8900, and 9120.

With approval of a student's adviser and the English Graduate Program Committee, a student may include a minor or course work from another related discipline or disciplines as part of the Plan of Study. For Option I (thesis) a minor is nine hours; for Option II (non-thesis) a minor is nine hours. The maximum amount of course work which may be applied from another discipline or disciplines is the same as that for a minor for Option I (nine hours) or Option II (nine hours).

Rhetoric and Professional Writing Area of Concentration

The English department offers an area of concentration in rhetoric and professional writing at the graduate level. To fulfill the requirement, graduate students must include nine hours of specified course work on their plan of study.

Graduate Minor in English

The English department has established a graduate minor in English. The requirement for the minor is a student complete nine hours of graduate course work in English.

Certificate in Advanced Writing

The English department offers a Certificate in Advanced Writing. For specific requirements, please go to their website at <http://www.unomaha.edu/graduate/catalog/2004-2005/degree/advwrite.html>.

Certificate in Teaching English to Speakers of Other Languages (TESOL)

The English department offers a Certificate in Teaching English to Speakers of Other Languages (TESOL). For specific requirements, please go to their website at <http://www.unomaha.edu/graduate/catalog/2004-2005/degree/tesol.html>.

Certificate in Technical Communication

In conjunction with the School of Communication, the English department offers a Certificate in Technical Communication. For specific requirements, please go to <http://www.unomaha.edu/graduate/catalog/2004-2005/degree/techcomm.html>.

For more information about the graduate program in English, please call (402) 554-2635.

GEOGRAPHY

PROFESSORS:

Engelmann, Gildersleeve, Maher, Peterson, Shroder

ASSOCIATE PROFESSORS:

Bishop, Falconer Al-Hindi, Pavlinek, Peake, Shuster

Admission Requirements

In addition to the requirements of the Graduate College, an applicant for admission to the Master of Arts degree program in geography must:

1. submit two letters of recommendation and a letter of intent to the geography department;
2. submit a one-page resume;
3. present as a prerequisite a minimum of 15 undergraduate semester hours of geography including physical and human geography and cartography, plus at least three hours in spatial analysis, quantitative methods or statistics;
4. have a GPA in geography of at least a 3.0 on a 4.0 scale; and
5. GRE scores are required.
6. Applicants for whom English is not the native language must have a minimum TOEFL score of 550 (213 on the computerized test).

Applicants intending to concentrate in geographic information science and technology are advised to include computer science coursework in their baccalaureate program.

Certificate in Geographic Information Science

The geography department offers a Certificate in Geographic Information Science. For specific requirements, please go to <http://www.unomaha.edu/graduate/catalog/2004-2005/degree/gis.html>. For additional information about the certificate program and/or to receive application materials, contact the department of geography and geology at (402)554-2662.

Master of Arts

The Master of Arts in geography has two options available: thesis and non-thesis.

Option I (Thesis)

Option I requires a minimum of 24 semester hours of approved graduate work in geography or

related disciplines, plus six (6) semester hours of thesis for a total of 30 graduate hours. Required courses include:

1. GEOG 8000 History and Philosophy of Geography.....3 hours
2. GEOG 8700 Research Methods.....3 hours
3. An approved physical geography course.....3 hours
4. An approved human geography course.....3 hours
5. An approved techniques course.....3 hours

Option II (Non-Thesis)

Option II requires 36 hours of approved graduate work in geography or related disciplines. Up to twelve (12) hours of approved graduate work can be taken in other departments. Required courses include:

1. GEOG 8000 History and Philosophy of Geography.....3 hours
2. GEOG 8700 Research Methods.....3 hours
3. GEOG 8026 Quantitative Methods.....3 hours
(or an approved graduate level statistics course from another department)
4. An approved physical geography course.....3 hours
5. An approved human geography course.....3 hours

All geography graduate students are expected to attend General Seminar. The remainder of the program consists of courses scheduled by the student with the advice of the graduate program committee. At least one-half of all course work for both Options I and II must be in "0"-level courses. Option II students will be required to complete comprehensive written and oral examinations during their final semester. Procedures for these examinations and theses are outlined in the Geography Graduate Student Handbook, which is available from the department of geography and geology.

Areas of Concentrations

Elective courses can be completed in specific areas and a student can receive a recognized concentration in Human Geography, Physical/Environmental Geography, or Geographic Information Science and Technology. Students must complete nine (9) hours in the specific concentration with grades of "B" (3.0 on a 4.0 scale) or higher to receive this recognition.

Human Geography (minimum 9 graduate hours)

GEOG 8126 Urban Geography
GEOG 8130 Economic Geography
GEOG 8156 Geography, Gender and Work
GEOG 8210 Seminar in Cultural Geography
GEOG 8500 Special Topics in Geography*
GEOG 8600 Independent Research*
GEOG 8650 Land Use
GEOG 8800 Internship Environmental/Regional Planning
GEOG 8906 Urbanization of Developing Areas

Physical/Environmental Geography (minimum 9 graduate hours)

GEOG 8016 Conservation of Natural Resources
GEOG 8106 Biogeography
GEOG 8266 Process Geomorphology
GEOG 8326 Climatology
GEOG 8336 Soil Genesis, Morphology and Classification
GEOG 8346 Water Resources
GEOG 8500 Special Topics in Geography*
GEOG 8580 Soils
GEOG 8600 Independent Research*

Geographic Information Science and Technology: (minimum 9 graduate hours)

GEOG 8036 Computer Mapping and Data Analysis
GEOG 8056 Geographic Information Systems I
GEOG 8500 Special Topics in Geography*
GEOG 8600 Independent Research*
GEOG 8636 Environmental Remote Sensing
GEOG 8640 Advanced Remote Sensing
GEOG 8666 Geography Information Systems II
GEOG 8670 Advanced Cartography
GEOG 8850 GIScience Practicum

**courses offered through GEOG 8500 and GEOG 8600 will be submitted for inclusion in a concentration accompanied by a letter from the student's adviser or from the graduate program chair with the course title and specifying the concentration to which it applies.*

Graduate Minor in Geography

To earn a graduate minor in geography, a student must earn grades of at least a "B" (3.0 on 4.0 scale) in three graduate level geography courses. One of these courses must be GEOG 8000, History and Philosophy of Geography.

For more information about the graduate program in geography, please call (402)554-2662.

GERONTOLOGY

PROFESSORS:

Horacek, Kosloski, Powell, Thorson

Master of Arts in Social Gerontology

The M.A. in social gerontology is designed to help meet the educational needs of two principal groups. First, the degree program is designed for those who are mid-career professionals who wish to gain additional knowledge and insight from the research in the field of gerontology, to interpret the research critically, and who may wish to be prepared to conduct research on their

own. A second, smaller group that may benefit from the program consists of those who have gerontology as a primary academic interest and who intend to continue on in pursuit of a doctoral degree.

Potential applicants should recognize that the M.A. in social gerontology is not intended to be a practitioner's degree. Those who seek graduate preparation for entering the field of aging in a service capacity might wish to earn the graduate certificate in gerontology in conjunction with a master's degree in social work, counseling, public administration, health education or other field of practice. Such career preparation would probably offer more employment opportunities for the entry-level professional.

Degree Requirements

The program of study for the M.A. includes at least 36 semester hours of course work, including:

1. A minimum of 18 hours of gerontology course work including: 9110 Applied Social Gerontology; 9460 Aging and Human Behavior; 8676 Programs and Services; and 8940 Practicum. (For some students, the practicum requirement might be waived in favor of an independent research project prior to thesis work.)
2. Six to 12 hours of course work in a related area such as administration, counseling, education, or program planning and evaluation.
3. A minimum of six hours of research courses including a methodology course and a statistics or computer applications course.
4. A written comprehensive examination upon completion of course work.
5. Six hours of GERO 8990 Thesis.

NOTE: At least one-half the hours on a plan of study must be in courses which are restricted to graduate students only (8--0 or 9--0).

Admission

The general prerequisite for admission is a Bachelor of Arts or Bachelor of Science degree. The student must have achieved a grade point average of at least 3.0 for either the full undergraduate program or for upper division course work. The student must submit an official copy of current Graduate Record Examination scores at the time of application, with a combined score of at least 1000 on the verbal and quantitative sections of the GRE. In addition, the student must submit a completed Information Form for the M.A. in social gerontology, a writing sample and two letters of reference. After all application materials have been received, an individual interview will be held with members of the Gerontology Graduate Program Committee.

Certificate in Gerontology

In addition to the Master of Arts in social gerontology, a certificate of specialization in gerontology is available. The Board of Regents has established a certificate in gerontology that will be awarded upon completion of requirements for the specialization. The specialization may

serve as an academic minor for students majoring in many of the social and behavior sciences at the graduate level.

Requirements

1. Students wishing to work toward the certificate in gerontology must make application and be accepted into the department of gerontology; application also must be made for admission to Graduate Studies. Those working toward a graduate degree also must be accepted into the degree program of their major department/school.
2. Course work requirements consist of a minimum of 15 semester hours in gerontology. The only required course is GERO 9110 Applied Social Gerontology (three semester hours); the other 12 hours (usually four graduate-level courses) in gerontology are selected by the student in consultation with the academic coordinator of the gerontology program. In this manner, individualized programs of study are developed for each student to best meet his or her career goals and interests.
3. A one semester full-time practicum or its equivalent also is required. The goal of this is to give each student practical one-on-one experience with the aged in a service program or agency delivering services to the elderly. Practicum students must register for GERO 8940 Practicum and participate in periodic seminars with the Practicum supervisor of the department of gerontology.
4. A non-credit graduate seminar. All graduate students will be expected to attend a graduate seminar every semester throughout their tenure in the program. Seminars will be held 3 times per semester on various topics.

Example of a Program of Study for the Certificate

Each individual program of study will be tailored to the needs and interests of each student. The following is an example of what one program of study might look like:

GERO 9110 Applied Social Gerontology (3) (required of all students at the graduate level)
GERO 8106 Educational Gerontology (3)
GERO 8676 Programs and Services for the Aging (3)
GERO 8986 Counseling Skills in Gerontology (3)
GERO 8940 Practicum (6)
GEOG 9460 Aging and Human Behavior

For more information about the graduate program in gerontology, please call (402) 554-2272.

HEALTH, PHYSICAL EDUCATION AND RECREATION

PROFESSORS:

Berg, Brasile, Corbin, Latin, Metal-Corbin, Stacy

ASSOCIATE PROFESSORS:

Blanke, Greer, Noble, Sharma, Stergiou

The School of Health, Physical Education and Recreation offers graduate courses in the areas of health education, physical education, and recreation and leisure studies. It is possible to attain either a Master of Arts or a Master of Science degree with a concentration in one of the following areas: health education, physical education pedagogy, physical education coaching, exercise science without an internship, exercise science with an internship, fitness and wellness management, recreation administration/management or recreational therapy. A Master of Arts degree with a concentration in Athletic Training or Health Studies is also available.

The Master of Arts degree, which does not require a thesis, requires a minimum of 36 semester hours. Candidates desiring the Master of Science degree will complete a program of at least 30 semester hours, six hours of which will be devoted to a thesis.

Special Admission Requirements for Physical Education Pedagogy, Physical Education Coaching, Exercise Science with and without Internship, and Fitness and Wellness Management Concentrations

In addition to normal requirements, the following are required:

- Two letters of recommendation sent directly to HPER
- GRE score of 800 (verbal + quantitative)
- Statement of goals and rationale for entering graduate program (maximum of 300 words)

Master of Arts and Master of Science

Core Course 3

HPER 8030 Research in HPER

Specialization Courses 12-24

HPER 8000 Special Studies

HPER 8100 Research Project

HPER 8220 Problems and Issues in HPER

HPER 8300 Analysis of Research and Literature in HPER

HPER 8850 Exercise for Special Populations

HPER 8990 Thesis

HED 8046 Prevention & Control of Disease

HED 8080 Topics in Health Education

HED 8136 Community Health

HED 8160 Alcohol and Other Drug Prevention/Education in Schools and Communities

HED 8250 Human Sexuality

HED 8270 Interventions in Health Education

HED 8330 Alcohol Education

HED 8400 Health Promotion Program Planning
HED 8556 Health Aspects of Aging
HED 8600 Health Behavior
HED 8706 Women's Health and Issues of Diversity
HED 8730 Dying, Death & Grieving
HED 8750 Health Education: Instrumentation and Evaluation
HED 8850 Health Aspects of Stress Management
HED 8956 Public Health Leadership and Advocacy
HED 8980 Health Education Practicum
PE 8016 Laboratory Methods in Exercise Science
PE 8040 Applied Statistics in Physical Education
PE 8076 Optimizing Sports Performance
PE 8176 Motor Assessment and Prescription
PE 8186 Practicum in Physical Education for the Disabled Child
PE 8206 Planning Worksite Wellness Programs
PE 8266 Including Individuals with Disabilities in Physical Education
PE 8240 Sport in American Culture
PE 8280 Curriculum in Physical Education
PE 8310 Athletic Training Techniques
PE 8316 Lower Extremity Evaluation
PE 8326 Upper Extremity Evaluation
PE 8336 Athletic Therapeutic Modalities
PE 8346 Rehabilitation Techniques in Athletic Training
PE 8356 Organization and Administration of Athletic Training
PE 8360 Advanced Orthopedic and Medical Aspects of Athletic Training
PE 8370 Analyzing Physical Education Teaching and Sport Instruction
PE 8400 Motor Learning and Control
PE 8450 Advanced Biomechanics
PE 8506 Behavioral Aspects of Coaching Athletes
PE 8800 Risk Management for Health/Fitness Professionals
PE 8856 Cardiac Rehabilitation Principles and Practices
PE 8865 Scientific Aspects of Strength Development
PE 8900 Management & Leadership Skills for Fitness/Wellness Managers
PE 8905 Motivation for Physical Activity
PE 8910 Internship in Exercise Science
PE 8936 Measurement and Evaluation in Physical Education
PE 8946 Physiology of Exercise
PE 8950 Advanced Exercise Physiology
PE 8966 Topics in Sports Medicine
RLS 8000 Special Studies in Recreation and Leisure Studies
RLS 8050 Seminar in Recreation Therapy
RLS 8060 Perspectives of Leisure Education
RLS 8080 Recreation Therapy: Clinical Assessment, Evaluation and Research Priorities
RLS 8246 Recreation Administration
RLS 8306 Recreation Programming and Leadership
RLS 8420 Leisure Play and Human Development

RLS 8426 Recreation Therapy: Intervention for the Aging
RLS 8536 Recreation and Sports Opportunities for the Physically Disabled
RLS 8560 Clinical Internship in Recreation Therapy
RLS 8616 RT: Process and Procedure
RLS 8636 RT: Intervention and Facilitation Techniques
RLS 8646 Trends and Issues in Recreation Therapy

Athletic Training Concentration

An Athletic Trainer is a qualified allied health care professional educated and experienced in the management of health care problems of the physically active. The athletic training concentration will lead to eligibility to sit for the National Athletic Trainers Association Board of Certification examination for the candidates who successfully completes the program. This is a competitive concentration and requires admission to the School of HPER graduate program and the Athletic Training Concentration. Contact the School of HPER for the current requirements, acceptance criteria and applications. **This concentration is not intended for candidates with an undergraduate degree in athletic training.**

Suggested Preparation for a Masters of Arts in HPER with a concentration in Athletic Training

It is desirable to have an undergraduate degree in a related field; however, it is not mandatory if the following courses or their equivalents have been successfully completed with a "C" or better:

PE 1800 Fitness for Living
PE 2880 Physiology and Anatomy
PE 3040 Prevention and Care of Athletic Injuries
PE 4010 Lab Methods in Exercise Science
PE 4630 Biomechanics
PE 4940 Physiology of Exercise
NUTR 1510 Intro to Nutrition
PSYC 1010 Intro To Psychology

It is recommended that candidates have a GRE score of at least 1,000 between quantitative and qualitative sections. International candidates are recommended to have a TOEFL score of 550 or higher.

All graduate candidates who received their bachelor's degree from another institution must provide proof that specific National Athletic Trainers Association Educational Competencies were completed by the above mentioned courses.

Contact the School of HPER for admission requirements, acceptance criteria, technical standards and applications.

Candidates also must show proof of current Cardiopulmonary Resuscitation for the Professional Rescuer and Basic First Aid Certification prior to admission. Candidates are required to maintain these certifications throughout the entire academic program.

Proof of physical examination and vaccinations is required prior to admission. Once admitted to the Athletic Training Concentration, the candidate will obtain most of the clinical hours as part of course requirements. Additional hours will be necessary to complete the educational competencies and qualify for the National Athletic Trainers' Association Board of Certification examination. Candidates will be expected to obtain at least 1000 hours of clinical experience. Clinical experiences include some nights, weekends, and travel. Clinical experiences must be obtained over a minimum six semesters.

Concentration in Athletic Training Requirements (38 hours)

HPER 8030 Research in HPER

PE 8040 Applied Statistics in Physical Education

PE 8310 Athletic Training Techniques

PE 8316 Lower Extremity Evaluation

PE 8326 Upper Extremity Evaluation

PE 8336 Athletic Therapeutic Modalities

PE 8346 Rehabilitation Techniques in Athletic Training

PE 8356 Organization and Administration of Athletic Training

PE 8360 Advanced Orthopedic & Medical Aspects of Athletic Training

PE 8910 Internship in Exercise Science

PE 8966 Topics in Sports Medicine

Candidates also must complete six (6) graduate hours of electives to be chosen with their adviser. Elective course numbers must end in "0".

For more information, please visit our website,

http://www.unocoe.unomaha.edu/hper/HPER/HPER_Home.htm or call (402) 554-2670.

For more information about the graduate program in health, physical education and recreation, please call (402) 554-2670 or check our website at

http://www.unocoe.unomaha.edu/hper/HED/HED_grad.htm.

For more information about the health education graduate program check our website at

http://www.unocoe.unomaha.edu/hper/HED/HED_home.htm.

For more information about the recreation and leisure studies graduate program also check our website at http://www.unocoe.unomaha.edu/hper/RLS/RLS_home.htm

Community Health Education Concentration: Master of Public Health (MPH)

The community health education concentration in the MPH program area prepares students for implementing population-based health behavior change interventions with a focus on community-settings, assessing community's health needs and capacities, assuring quality of health education interventions through evaluation, and advocating for health education and healthy behaviors. A total of 39 hours are required for completion.

For more information, please see page 119 or visit <http://www.unmc.edu/mpH/Default.htm>.

HISTORY

PROFESSORS:

Garver, Pollak, Pratt, Simmons, Tate

ASSOCIATE PROFESSORS:

Arbelaez, Gershovich, Gesick, Wood

ASSISTANT PROFESSORS:

Buchanan , King, Reames-Zimmerman

Master of Arts

1. To be considered for admission to the graduate program, every student must comply with the following four requirements:
 - a. Complete 21 semester hours of work in history, including a course on historical research, with a 3.0 grade point average (on a 4.0 scale).
 - b. Earn an undergraduate GPA of 3.0 or better (on a 4.0 scale).
 - c. Submit an essay of 250 to 500 words describing his or her interests in history and why he or she wishes to earn an M.A. degree.
 - d. Have two letters of recommendation sent to the chair of the Graduate Program Committee. (Requirement "d" is waived for any student who has earned a B.A. or B.S. in history at UNO with an entire undergraduate GPA of 3.0 or better).
2. The Graduate Program Committee may choose to admit provisionally any student who does not meet all of the above requirements, with the understanding that all conditions for unconditional admission must be met before HIST 8010 or 9100 courses may be taken.
3. Students who have taken no undergraduate course in historical research and writing must take History 3930 (Historical Research) during the first two semesters of their enrollment. This course, required of all undergraduate history majors at the University of Nebraska at Omaha, seeks to develop two skills essential to all historians: the ability to write clearly and to do critical and thorough research. Students who lack these skills may anticipate serious problems in their studies.

Interpretation of this requirement rests with the History Graduate Program Committee. Students who believe they have taken a comparable course or have acquired equivalent skills, should submit examples of their work which will enable the Graduate Program Committee to assess their proficiency.

4. Every prospective student must obtain from the department of history the handout "Graduate Study in History." This handout presents information important to all students taking graduate work in history. All students are expected to be thoroughly familiar with the handout and departmental policies.

M.A. Program with Thesis (30 hour program)

The 30 hour program includes 6 hours of thesis credit plus 24 credit hours in graduate courses. This program is especially recommended for students who wish to continue work toward a Ph.D. and offers three options:

1. 24 hours of graduate courses in history, nine of which must be in History 9100. At least three of the remaining 15 hours must be in History 9100 or History 8010. No student's program may include more than six hours of History 8010.
2. 15 hours of approved graduate courses in history including nine hours of History 9100, plus nine approved hours of graduate course work in a related field which will constitute a minor. Permission to take a graduate minor must be obtained from the student's adviser. The department/school in which the minor is planned must be consulted to determine the student's eligibility to do graduate work in that department/school. At least twelve of the total of 24 hours must be in courses open only to graduate students.
3. 15 hours of approved graduate courses in history including nine hours of History 9100, plus nine approved hours of graduate course work in ethnic, gender, urban, regional or other approved thematic study from two or more departments/schools other than the history department. Permission to take a thematic studies program must be obtained from the student's adviser and approved by the Graduate Program Committee. At least twelve of the total 24 hours must be in courses open only to graduate students.

Before completing 12 hours of graduate work, every student must investigate a prospective thesis topic, determine if adequate sources are available, and ascertain which faculty member will direct it. On or before completion of those 12 hours, the student must submit a thesis proposal of six to ten pages in which he or she describes the tentative topical and chronological scope of the subject and provides a research plan and a bibliography of essential primary and secondary material. This proposal must be prepared in consultation with the prospective thesis director.

M.A. Program without Thesis (36 hour program)

The 36 hour program offers two options:

1. 36 hours of graduate courses in history, at least half of which must be in courses open only to graduate students. No student's program may include more than six hours of History 8010.
2. 27 hours of history graduate courses, including at least nine hours of History 9100, plus nine hours of graduate course work in a related field which will constitute a minor. Permission to take such a minor shall be obtained from the student's adviser. The

department/school in which the minor is planned must be consulted to determine the student's eligibility to do graduate work in that department/school. At least 18 of the total of 36 hours must be in courses open only to graduate students. No student's program may include more than six hours of History 8010.

All students electing the non-thesis 36 hour program are required to take a comprehensive examination, details of which may be obtained from the Graduate Program Committee.

Graduate Minor in History

To earn a graduate minor in history, a student must complete nine hours of graduate level history courses with a grade of "B" (3.0 on a 4.0 scale) or better.

Graduate Minor in Native American Studies

The minimum requirement for the graduate minor is 9 credits taken at the 8000 and/or 9000 levels. A student's program will be planned in consultation with the Native American Studies Graduate Advisor who will hold Graduate Faculty status. This cross-disciplinary minor will include choices among approved graduate lecture classes, seminars and Directed Reading courses. Three hours of thesis can be counted toward the minimum requirements of 9 credits, but only if the Graduate Adviser and the thesis committee members agree that this is a Native American-related topic. Students must complete each course of their 9 credit Minor with a grade of "B" (2.67 on a 4.0 scale) or higher. No comprehensive exam will be required after completion of the three required courses for the Minor. All courses added to the NAS graduate curriculum in the future, must first be approved by the Native American Studies faculty as a committee-of-the whole. NAS faculty will likewise work in concert with the individual departments/schools that offer relevant courses for the Minor. Credit hours will be assigned to the home department of the individual instructor who teaches a specific course.

For more information about the graduate program in history, please call (402) 554-2593.

INFORMATION TECHNOLOGY

PROFESSORS:

Ali, Azadmanesh, Chen, de Vreede, Farhat, Hinton, Khazanchi, Shi, Specht, Stoyen, Wileman, Zand, Zhu, Zigungs

ASSOCIATE PROFESSORS:

Davis, Dufner, Haworth, Pietron, Qureshi, vanVliet, Wolcott

ASSISTANT PROFESSORS:

Chundi, Dasgupta, Subramaniam, Winter, Youn

SENIOR RESEARCH FELLOW:

Dick

Doctor of Philosophy

The doctoral program in Information Technology (IT) is a multidisciplinary program that integrates the theory and practice of applied computing, information systems, Internet technologies, and the advances in telecommunications and management of information technology. The program addresses the urgent and growing need for a new kind of specialist who understands the unique intersection of these fields. The vision of the doctoral program in IT is to develop technology specialists who are uniquely positioned to advance research and practice in contemporary technologies. The program is geared towards motivated traditional students and technology specialists who are ready to expand their knowledge of contemporary technologies and become research specialists in academic and organizational settings.

The doctoral program in IT provides students an opportunity to develop:

- An understanding of the theory, nature, and application of information technology;
- A knowledge of the science and engineering of current and future information technologies, including their analysis, design, development, implementation, and evaluation;
- An in-depth knowledge of a thematic area in information technology, for example, applied computing, telecommunications, information systems, or Internet technologies;
- Competence in conducting basic and applied research;
- A strong foundation in multidisciplinary areas at the cusp of the information technology area of interest, while ensuring an applied focus;
- A strong grounding in the fundamentals of conducting and managing high-quality research; and,
- Solid grounding in the fundamentals of academic teaching.

Admission

Applicants must follow the formal procedures established for admission to the graduate program at the University of Nebraska at Omaha. Applicants must have:

- A successfully completed baccalaureate degree from an accredited institution; preference will be given to students with a master's degree from a related field.
- Demonstrated superior performance in mathematics, including calculus, discrete mathematics and statistics, and a sequence of courses in the theory and practice of one or more information technology areas.
- Documented test aptitude, interest and commitment to scholarly activities and research;

- Proficiency in English, sufficient to engage in advanced studies. (The minimum required score on the TOEFL is 575.)

Evaluation for admission will be based on:

- Class standing during the applicant's baccalaureate and master-level studies;
- Verbal, quantitative, and analytic scores on the aptitude tests of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) (minimum requirement to be considered for this program is 80th percentile or above);
- Grade point average in mathematics, computer engineering, computer science, information systems, quantitative analysis, information systems engineering, telecommunications, management, or a closely-related field;
- Letters of recommendation from references, who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work, and who are competent to judge the applicant's probable success in graduate school;
- Other evidence of graduate potential, such as a portfolio of quality papers or publications, projects, etc., completed by the applicant either in an academic or industrial setting;
- Evidence of English language proficiency for international students demonstrated on standardized English tests;
- On-campus visit or telephone interviews.

Application Checklist

Each applicant must submit the following directly to the Office of Graduate Studies:

1. A completed Application for Graduate Admission.
2. A non-refundable application fee as required by the Office of Graduate Studies.
3. Two official transcripts from each college or university attended.
4. An official score report from either the GRE or GMAT.
5. Evidence of English language proficiency for international students, demonstrated by official scores on standardized English tests such as TOEFL.
6. A statement of intent (using the Statement of Intent Form that is downloadable from the program's website). If the application is for part-time status in the program, then the applicant must indicate so in the Statement of Intent and must include a roadmap or plan for completing the program in a timely fashion.

7. Three letters of recommendation from references who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work, and who are competent to judge the applicant's probable success in graduate school. The letters of recommendation should be sent directly from the recommender to the Office of Graduate Studies and must be completed using the Recommendation Form that is downloadable from the program's website.

8. Other evidence of graduate potential, if available, in the form of papers, publications, or projects completed by the applicant either in an academic or industrial setting.

9. A current resume.

The Director of the Doctoral Program may contact the applicant in order to arrange a campus visit or telephone interviews.

Application Deadlines

Applications for admission for the fall semester are due by March 15, and for the spring semester by October 1.

Graduate Assistantships

Students who are interested in applying for a graduate assistantship must contact Professor Ilze Zigers, Director of the Doctoral Program in IT. A separate form for applying for a graduate assistantship must be completed and sent directly to Professor Zigers. See the program's website for details.

Requirements

The doctoral program in IT requires 90 credit hours and consists of foundation courses (typically taken in a master's degree program), doctoral seminars and colloquia, a major field of study, an optional minor field of study, and the dissertation. As with most doctoral programs, the specific program plan pursued by a doctoral student will be highly personalized in terms of course work and research training, depending on interests and interactions with faculty advisors. After fulfilling all course requirements and successfully completing comprehensive examinations in the major and minor field of study as needed, the student presents and defends the dissertation research.

The program consists of:

1. Foundation courses (minimum of 24 to 36 hours)

The foundation courses are typically taken in a master's degree program and give students the broad skills to conduct independent research, including studies in such areas as statistics, computer languages, the theory and practice of computing, information systems, systems

analysis and design, database concepts, networking and communications, telecommunications, and management of technology.

2. Research Foundations/Seminars (minimum of 6 to 12 hours)

3. Major field of study (minimum of 18 hours)

Coursework in the major field of study provides students the advanced study needed to develop an in-depth knowledge of their chosen field of research. The student may choose from broad thematic categories such as applied computing, information systems, telecommunications, or Internet technologies.

4. Minor field of study, when included (minimum of 9 to 12 hours)

Based on the advice of the supervisory committee, the student may choose an appropriate minor area of study. For example, a student specializing in the behavioral aspects of IT may be advised to take statistical methods as a minor, whereas a student interested in applied computing related to bioinformatics may be advised to take areas in the biological sciences or mathematics as a minor.

5. Colloquia (minimum of 3 hours) – CIST 9040, 9050, and 9060 (1 credit each) are required for all students.

6. Comprehensive exam

7. Dissertation proposal

8. Dissertation (minimum of 24 hours)

Students will be provided the opportunity to teach undergraduate courses as part of their training for teaching, while ensuring that the teaching does not interfere with the timely completion of their doctoral studies.

In addition, students must meet all other requirements as specified by the Graduate School.

Course Work

Courses at the 8000 and 9000 level may be counted toward the degree, with some restrictions. There is no limit on the number of 8000-level courses which may be counted in the foundation courses, since these are typically taken in a master's degree program. The majority of courses beyond the master's foundation and excluding the dissertation credits should be at the 9000 level. For the doctoral degree requirements beyond the foundation courses, the following restrictions apply:

1. No more than 9 hours of dual-level courses (4---/8--6) can be included in the doctoral requirements in the plan of study.

2. No dual-level courses (4---/8--6) can be included in the student's major field of study.
3. The major field of study must include a minimum of 9 hours of 9000-level courses.

Program of Study

After students are admitted into the program and with appropriate consultation, they will formulate a preliminary plan of study. Each student's plan will be periodically reviewed and modified, if necessary, to ensure that reasonable progress is being made toward completing the program.

Once the supervisory committee is formed, a program of study must be approved and filed with the Office of Graduate Studies. The program of study must be approved within three weeks of the appointment of the supervisory committee. As noted in the Graduate Catalog, at least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study.

Supervisory Committee

Each student will have a supervisory committee that is responsible for planning and supervising the student's research, including approval of the dissertation proposal, the completed dissertation, and the final oral defense. The supervisory committee is chaired by the student's dissertation advisor. All members of the committee must be Graduate Faculty. The advisor should be a full-time faculty member in the College of Information Science and Technology. At least one member of the committee must be from an outside area.

Comprehensive Exam

The purpose of the comprehensive exam is to assess the student's readiness for research. The exam has a written component and an oral component. The student must pass both parts of the exam in order to be admitted to candidacy.

The written component is a sit-down, in-house exam, taken in two parts on two consecutive days.

- Part 1: The first day is common to all students taking the exam and covers key issues related to research in Information Technology. A readings list may be provided.
- Part 2: The second day covers the student's major field of study and may include in-depth questions on basic research methods and techniques, as appropriate to the student's major field of study and as determined by the supervisory committee.

The oral component is a defense of the dissertation proposal. The supervisory committee arranges for the proposal defense and determines whether or not the student has passed.

In order to be eligible to take the comprehensive exam:

- The major field of study must be completed or near completion, i.e., the student must have completed at least 15 of the 18 required hours for the major field of study;
- The student must be making satisfactory progress in all other respects; and
- The student's supervisory committee must approve readiness for the exam.

The student must first pass the written component before being eligible to take the oral component. The student must pass all parts of the exam in order to pass the exam. If the student fails any part of the exam, then only the failed part need be retaken.

The Dissertation

The dissertation should treat in depth a subject from the candidate's major field of study/research area as approved by the supervisory committee. The dissertation must show technical mastery of the field and document original research that contributes to current knowledge. Students are encouraged to begin thinking about dissertation topics from the very beginning of their programs, and to use seminars and coursework to explore meaningful topics and build toward mastery in a specific area.

A formal defense of a dissertation proposal is required. The proposal is presented to the student's supervisory committee and other interested parties, and the committee decides whether the student is ready to proceed with the research. As noted above, the defense of the dissertation proposal constitutes the oral portion of the comprehensive exam.

The student is advised to consult informally and continuously with the supervisory committee until the committee accepts the dissertation. After the dissertation research is completed, the dissertation must be presented to all members of the supervisory committee in time to permit review and approval, and the manuscript must be turned in at least thirty days in advance of the final oral examination.

A final, oral defense of the dissertation is required. The oral defense is before the student's supervisory committee and other interested parties. The committee decides whether the student has successfully completed the research, as agreed and described in the approved proposal.

Admission to Candidacy

To be admitted to candidacy, a student must: (1) pass the written comprehensive exam, (2) successfully complete all coursework with satisfactory grades, and (3) pass an oral defense of the dissertation proposal before the supervisory committee.

Satisfactory Progress

A minimum of three years of full-time graduate study is normally required to complete a doctoral program. The maximum time allowed by the Graduate School is eight years from the filing of the student's program of study in the Office of Graduate Studies. Checkpoints are

established to help guide students through the program and make sure they are meeting their goals. Students not making satisfactory progress will be counseled out of the program.

For more information about the Ph.D. in IT...

Contact Professor Ilze Zigurs, Director, (402) 554-3182, izigurs@mail.unomaha.edu; or Professor Mansour Zand, Associate Director, (402) 554-2847, mzand@mail.unomaha.edu.

The program's website is at <http://phd.ist.unomaha.edu/>.

MANAGEMENT INFORMATION SYSTEMS

PROFESSORS:

deVreede, Khazanchi, Shi, Specht, Zigurs

ASSOCIATE PROFESSORS:

Davis, Dufner, Haworth, Pietron, Qureshi, Van Vliet, Wolcott

The Master of Science in management information systems (MS in MIS) is designed to give students the skills and background needed to develop and manage organizations' information resources, technology, and infrastructure. The MS in MIS serves as a source of added knowledge and experience for MIS graduates and practitioners interested in obtaining an advanced degree. The degree also provides growth opportunities for non-MIS and non-business degree holders who find that their careers demand graduate level MIS education. The MS in MIS prepares students for a variety of positions, including applications and web-site developer, computer network manager, business system analyst/manager, consulting, and project manager. The MS in MIS also prepares students for admission to doctoral programs in information systems.

Admission Requirements

There are two tracks for admission. The first is a 152-hour undergraduate - graduate option that requires UNO management information systems undergraduate students to apply to the MS in MIS in the junior year. More information is presented on this track in the section "Integrated Undergraduate/Graduate Track". Admission requirements for the second track is explained below.

Application Forms

The application form for the graduate school can be completed online or on paper after downloading the appropriate application form (<http://www.ses.unomaha.edu>). Please note there are separate application forms for undergraduate and graduate students, for U.S. and international students. All application and support material must be sent to the following address:

Office of Graduate Studies, EAB 203
University of Nebraska at Omaha
Omaha NE 68182-0209

Application Procedures

1. Complete and submit the graduate application form for admission.
2. Submit a detailed resume indicating your work experience and background.
3. Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have a writing sample, please submit a two page double-spaced word processed essay that addresses the following two topics:
 - a. Discussion of two accomplishments that demonstrate your potential for success in the graduate program
 - b. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

Ask three references who can evaluate your work and/or academic achievements to complete and return the recommendation forms (<http://www.isqa.unomaha.edu>). If a separate letter is to be sent, it must be on official letterhead.

Send two official transcripts of all college coursework. The minimum undergraduate grade point average for the MS in MIS program is 2.8 on a 4.0 scale (or equivalent). All applicants must have the equivalent of a 4-year undergraduate degree.

International applicants who do not have a baccalaureate or equivalent degree from an English-speaking institution of higher education in the United States, the United Kingdom, Canada, English-speaking Africa, Australia, Ireland or New Zealand are required to submit TOEFL and GMAT (or GRE) scores.

- . The minimum TOEFL requirement for the MS in MIS program is 550 (or 213 if computer-based TOEFL).
 - a. There is no minimum GMAT (or GRE) requirement, but the applicant's scores will be one factor used in evaluating the student's portfolio.

Interview (optional): Although not required, applicants are strongly encouraged to arrange for an interview with one or more members of the Graduate Program Committee by directly contacting the Committee Chairperson (pspecht@mail.unomaha.edu). Telephone interviews are highly recommended for applicants outside the local area.

Admission Criteria

Each applicant will be considered on an individual basis. All applicants for the MS in MIS program must have earned a bachelor's degree from a regionally accredited four-year institution of higher learning or the equivalent foreign institution and earned a GPA of 2.80 (on a 4.0 scale). Since many factors influence the success of a graduate student, factors such as the applicant's maturity, motivation, employment history, writing samples, work experience, and other accomplishments also will be considered in making admission decisions. In addition, for international applicants, the GMAT (or GRE) and TOEFL scores will be used along with other factors outlined above to make an admission decision. It should be noted that particular attention will be paid to the scores on the verbal and written sections of the GMAT (or GRE).

Integrated Undergraduate/Graduate (IUG) Track

The primary purpose of this track is to provide outstanding management information systems undergraduate students an option to complete the BS in MIS and the MS in MIS degrees in 152 hours. The IUG track is designed for dedicated students who are motivated and willing to take on early the challenges related to graduate education. As such, the program involves both intensive study and preparation in the MIS field.

The IUG track is a 152-hour undergraduate-graduate option that allows eligible students to work towards MS in MIS degree requirements while completing their undergraduate BS degree. Students interested in this option will work closely with an adviser and faculty mentor to develop an integrated plan of study.

General Guidelines

Time of admission to the program:

Students will be eligible for admission to the integrated degree program when they have completed their junior year in MIS. Students can apply for consideration in the last part of their junior year. Students will start taking courses in the graduate program in their senior year.

Joint Admission:

Students must apply to and meet admission requirements of the MS in MIS graduate program.

Plan of Study:

In consultation with an adviser and a faculty mentor, students will be required to prepare a plan of study. The plan will cover the entire time period of the program and it will be periodically reviewed with an adviser.

Advising:

Students will present their portfolio (see below for details) and a plan of study in person to the integrated program committee to being admitted to the program.

Admission Requirements and Procedures

1. Students with junior standing and at least 85-90 hours of completed coursework in their MIS undergraduate degree program may apply for admission consideration into the IUG track.
2. At the time of application, a student must have a GPA in their MIS major greater than or equal to 3.90 and an overall GPA of 3.75 or above.
3. Interested students will be required to present a "portfolio" of the following credentials. Whenever possible, candidate students will be required to present their "portfolio" in a presentation to the IUG Selection Committee.

- a. Three letters of recommendation, at least two from faculty.
- b. Statement of intent - a personal statement about why the student wishes to apply for the IUG track.
- c. Two undergraduate transcripts
- d. GMAT or GRE score
- e. Other supporting documents (e.g., projects and papers, software, work experience, etc.) should be included where possible.

Students are highly encouraged to identify and work with a faculty mentor who knows their background and can champion their application to the IUG track.

All applicants will need to meet any other admission requirements established for the MS in MIS program.

The application to the IUG track will be considered as a complete package and obtaining a high UGPA and/or GMAT/GRE score is not a guarantee of admission.

Students can use up to 9 hours of ISQA 8**5 or 8**6 courses towards the undergraduate MIS degree.

Application for Graduate Assistantships and Non-Resident Tuition Scholarships

The ISQA department offers graduate assistantships and non-resident tuition scholarships depending on the availability of funds. The announcement for open graduate assistantships and scholarships are announced on the departmental website (<http://www.isqa.unomaha.edu>). Application forms can be downloaded from this site.

Foundation Requirements

Students entering the MS in MIS program have to satisfy the following foundation requirements. To register for these courses, students may require enrollment authorization from the Graduate Program Committee Chairperson (pspecht@mail.unomaha.edu). These foundation courses cannot be used to satisfy the 36 semester hours required for the MS in MIS degree. Courses successfully completed (A, B, or, C grades) in the students' undergraduate program are considered sufficient preparation. Students who have not completed all the foundation courses may be admitted on a provisional status until those courses have been completed. However, these deficiencies must be completed prior to or concurrent with the first six hours of MS in MIS graduate course work.

Six hours of programming coursework or equivalent experience

CIST 2500 - Introduction to Applied Statistics for IS&T or one semester of undergraduate business statistics

CIST 2110 - Organizations, Applications and Technology or one semester of undergraduate information systems or equivalent

ISQA 8040 - An Overview of Systems Development or ISQA 4110 Information Systems Analysis and 4120 Systems Design and Implementation or equivalent

ISQA 8050 - Data Organization and Storage or ISQA 3300 File Structures and ISQA 3310 Managing the Database Environment or equivalent

Foundation courses cannot be used on any plan of study. Students taking the undergraduate equivalent of the foundation courses must consult the UNO Undergraduate Catalog for prerequisite requirements. These prerequisites are generally enforced even for graduate students.

Non-Degree Students

Students interested in taking courses without admission to the MS in MIS degree program may do so with permission of the Graduate Program Committee. Contact pspecht@mail.unomaha.edu.

Enrolling in Courses

Students enroll in UNO courses online. It is highly recommended that out-of-town and international students enroll in courses before coming to Omaha and after consulting with the MS in MIS adviser. You can find the online enrollment on the web page of Student Enrollment Services (<http://www.ses.unomaha.edu>). You must be accepted as a student at UNO in order to use this service.

Degree Requirements

1. Earn a total of 36 acceptable credits, including 24 credits in the following courses which make up the core of the MS in MIS program

ISQA 8060 - Research in MIS
ISQA 8210 - Management of Software Development
ISQA 8220 - Systems Analysis and Design
ISQA 8310 - Data Communications
ISQA 8380 - Managing the Distributed Computing Environment
ISQA 8410 - Database Management
ISQA 8420 - Managing the IS Function
ISQA 8810 - IT Project Management

2. Earn a total of 12 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements). The 12 credits must include 6 credit hours from among the following:

ISQA 8080 - Seminar in MIS (May be repeated, but no topic more than once)
ISQA 8106 - Information Systems Architecture and Organization
ISQA 8156 - Adv Statistical Methods for IS&T
ISQA 8160 - Applied Distribution-Free Statistics
ISQA 8186 - Electronic Commerce
ISQA 8196 - Process Re-engineering with Information Technology
ISQA 8230 - Telecommunications Management

ISQA 8240 - Telecommunications Planning, Analysis and Design
ISQA 8340 - Applied Regression Analysis
ISQA 8525 - Graphical User Interface Design
ISQA 8530 - E-Commerce Security
ISQA 8546 - Computer Security Management
ISQA 8560 - Information Warfare and Security
ISQA 8570 - Information Security Policy, Privacy and Ethics
ISQA 8580 - Strategic Planning for Information Assurance
ISQA 8700 - Data Warehousing: Theory and Practice
ISQA 8736 - Decision Support Systems
ISQA 8900 - Independent Research in MIS (May be repeated for a maximum of 6 hours)
ISQA 8990 - Thesis (MUST be repeated. See description of thesis option below)

Electronic Commerce Concentration

Students interested in electronic commerce are encouraged to declare a formal concentration by contacting the MS in MIS Advisor. For an electronic commerce concentration, the 12 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8186 - Electronic Commerce

Electives - 6 hours (must select two courses from the following list):

ISQA 8196 - Process Re-engineering with Information Technology
ISQA 8525 - Graphical User Interface Design
ISQA 8530 - E-Commerce Security
ISQA 8700 - Data Warehousing: Theory and Practice
ISQA 8080 - Seminar in Management Information Systems (Topic **MUST** be related to e-commerce. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
ISQA 8990 - Thesis (Research **MUST** be related to e-commerce. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

Free Electives - 3 hours

A total of 3 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

Information Assurance Concentration

Students interested in information assurance are encouraged to declare a formal concentration by contacting the MS in MIS Advisor. For an information assurance concentration, the 12 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8546 - Computer Security Management

Electives - 6 hours (Must select two courses from the following list):

ISQA 8530 - E-Commerce Security

ISQA 8560 - Information Warfare and Security

ISQA 8570 - Information Security, Policy, Privacy and Ethics

ISQA 8580 - Strategic Planning for Information Assurance

ISQA 8080 - Seminar in Management Information Systems (Topic **MUST** be related to information assurance. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)

ISQA 8990 - Thesis (Research **MUST** be related to information assurance. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

Free Electives - 3 hours

A total of 3 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

Health Informatics Concentration

Students interested in health informatics are encouraged to declare a formal concentration by contacting the MS in MIS adviser. The health informatics concentration integrates MIS, medical informatics theories and methods, and medical data representation and coding requirements. Students selecting this concentration are strongly encouraged to choose the thesis option to enhance their opportunities for obtaining gainful employment in the field. Students accepted into this concentration are expected to have prior experience or education in the life sciences and allied disciplines such as pharmacy, medicine and nursing. Students are to start course work in the health informatics concentration after completion of the core courses. For a health informatics concentration, 15 credit hours of electives are required as follows:

Required Course - 12 hours

ISQA 8570 - Information Security, Policy, Privacy and Ethics

PA 8760/PSM 810 - US Health Care System: An Overview

ISQA 8400/IMED 840 - Clinical Systems Architecture and Function

The two courses above are prerequisites for the following course:

ISQA 8500/SURG 850 Readings in Clinical Informatics

Elective - 3 hours

This is not an exhaustive list. Other courses may be taken as electives with approval of the Chair, Graduate Program Committee.

ISQA 8525 - Graphical User Interface Design

ISQA 8196 - Process Re-engineering with Information Technology

ISQA 8700 - Data Warehousing: Theory and Practice

ISQA 8080 - Seminar in Management Information Systems (Topic **MUST** be related to health informatics. Prior approval from the Graduate Program Committee is required to

use this course in the concentration.)

ISQA 8900 - Independent Research in Management Information Systems (Topic **MUST** be related to health informatics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of independent research credit may be applied to the concentration.)

ISQA 8990 - Thesis (Research **MUST** be related to health informatics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

MIS Research Concentration

Students interested in research in MIS are encouraged to declare a formal concentration by contacting the MS in MIS advisor. The MIS research concentration prepares students for the thesis option, the PhD, and positions in consulting or research. For an MIS Research concentration, the 12 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8156 - Advanced Statistical Methods for IS&T

Elective - 6 hours (Must select two courses from the following list)

ISQA 8160 - Applied Distribution- Free Statistics

ISQA 8340 - Applied Regression Analysis

ISQA 8080 - Seminar in Management Information Systems (Topic **MUST** be related to research design or statistics. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)

ISQA 8900 - Independent Research in Management Information Systems (Topic **MUST** be related to research design or statistics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of independent research credit may be applied to the concentration.)

ISQA 8990 - Thesis (Topic **MUST** be related to research design or statistics. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

Free Electives - 3 hours

A total of 3 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

Telecommunications Concentration

Students interested in telecommunications are encouraged to declare a formal concentration by contacting the MS in MIS Adviser. For a telecommunications concentration, the 12 required credit hours of electives must include the following:

Required Course - 3 hours

ISQA 8240 - Telecommunications Planning, Analysis and Design

Electives - 6 hours (must select two courses from the following list):

ISQA 8230 - Telecommunications Management
ISQA 8530 - E-Commerce Security
CSCI 8200 - Interconnection Networks
CSCI 8210 - Advanced Communications Networks
CSCI 8556 - Communications Networks
ISQA 8080 - Seminar in Management Information Systems (Topic **MUST** be related to telecommunications. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
ISQA 8990 - Thesis (Research **MUST** be related to telecommunications. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of thesis credit may be applied to the concentration.)

Free Electives - 3 hours

A total of 3 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements).

3. Earn an overall 3.0 GPA in all course work
4. Pass a written comprehensive examination or pass the thesis option (thesis plus thesis defense).

M.S. in MIS Thesis Option

Target Students

This thesis option allows students to plan, execute, and report on an individual project that addresses a substantial problem covering both practical and scientific aspects. Through the thesis project, students demonstrate their understanding of an ability to apply the concepts, methods, and techniques covered in the MS in MIS core and elective courses. Students planning to pursue a PhD degree after completing the MS in MIS degree are particularly encouraged to choose the thesis option.

Thesis Scope and Content

The thesis must represent an independent effort to address a significant and well-scoped problem. The thesis should present a treatment of this problem that has both practical focus and academic merit. Although some thesis projects may have a more practical focus and others a more academic focus, both aspects should be covered.

The thesis must be much broader in scope than a one semester class project. It should address a topic that supersedes the content of a single course. The thesis topic can be proposed by the student. Inspiration for possible topics comes from exposure to the materials covered in the core courses and the concentrations, from current articles in vocational and academic publications, and from ongoing research projects from graduate faculty. Examples of past and current thesis topics can be found at <http://www.isqa.unomaha.edu>.

Requirements

36 semester hours, including:

- 24 hours of core courses (see 1. under Degree Requirements)
- 6 hours of 8990 Thesis, no more than three hours in a semester
- 6 hours of electives approved by the thesis committee

The 6 thesis hours are expected to be taken over two semesters. However, the student's thesis supervisor can petition the Graduate Program Committee to grant registration of all 6 hours in a single semester.

Procedure

The student is responsible for finding a member of the Graduate Faculty to approve the thesis topic and agree to supervise the thesis. Next, the student prepares a thesis proposal. Guidelines for preparing a thesis proposal can be found at <http://www.isqa.unomaha.edu>.

While preparing the proposal, the thesis supervisor and the student also form a thesis committee. The committee must be comprised of three members of the Graduate Faculty. Two committee members must be from the ISQA department and one must be from outside the ISQA department. Non-graduate faculty members can be ex-officio members (e.g., representatives from the organization where the thesis project is executed) on the committee. The composition of the committee has to be approved by the MS in MIS Graduate Program Committee and the Dean for Graduate Studies.

The student can enroll in thesis hours:

- * after successfully defending the thesis proposal to the thesis committee, and
- * after successfully completing 18 hours of the Plan of Study.

Thesis Defense

The student must defend the thesis during a public oral examination by the thesis committee in the last semester of enrollment. The thesis committee may decide to:

- * pass the student, or
- * pass the student, contingent upon specified revisions, or
- * fail the student

Graduate Program Requirements for International Students

International students should register for thesis hours along with other coursework, when possible. If the international student has not finished his/her thesis after two semesters (excluding summer), he/she will need to meet with his/her thesis supervisor and submit a projected date of completion form for an International Students Advisor's approval. It is recommended that the international student register for credit each semester in which he/she is working on the thesis.

Forms

UNO Graduate College

Proposed Supervisory Committee Form (<http://www.unomaha.edu/graduate/supcomform.html>)

Thesis Proposal Approval Form (<http://www.unomaha.edu/graduate/thesprop.html>)

Guidebook for Preparing Thesis (<http://www.unomaha.edu/graduate/thesguid.html>)

Graduate Minor in Management Information Systems

Management Information Systems offers a graduate minor to students pursuing graduate degrees in other programs at the University of Nebraska. The requirements for the minor are that the student complete a minimum of three graduate courses (nine semester hours ending in 0), receiving a grade of "B" (3.0 on a 4.0 scale) or better in each. The courses to be taken for the minor are to be approved both by the student's adviser in the student's major subject and by the Graduate Program Committee Chair in management information systems. For declaring an MIS minor, a minimum TOEFL score of 550 (or 213 if computer-based) is required and GRE or GMAT minimum scores of (verbal score and comprehensive score) at the 50th percentile are required.

For more information about the graduate program in management information systems, please call (402) 554-3770 or go to our website <http://www.isqa.unomaha.edu>.

MATHEMATICS

PROFESSORS:

Downing, Heidel, Konvalina, Liu, Maloney, Stephens, Wang

ASSOCIATE PROFESSORS:

Elder, From, Hickman, V. Matache, Rech, Roslanowski, Rykov

ASSISTANT PROFESSOR:

Rogers

General Description of Graduate Program

The program which leads to the Master of Arts or Master of Science in mathematics is designed to achieve two objectives: (1) to provide a strong program of course work in mathematics beyond the undergraduate level and (2) to be flexible enough to accommodate a wide variety of student interests and backgrounds. There are no required courses in the program, but students are strongly encouraged to develop an emphasis in the courses which make up their individual plan of study; such an emphasis provides both focus and depth in the graduate experience. Suggestions for courses which could be included in an emphasis are given below.

Whatever their objectives in their graduate programs, students should form, as soon as possible, a close working relationship with a faculty member having similar mathematical interests. This will ensure good advice in planning a coherent plan of study. In addition, an adviser may be able to suggest special topics courses, independent study, or the thesis option which could all be used to pursue one's interests in greater depth.

Finally, students who plan to pursue a doctoral degree in mathematics should include a sequence in analysis and a sequence in algebra in their plans of study.

Traditional Mathematics: 8056, 8116, 8126, 8246, 8276, 8516, 8616, 8620.

Classical Applied Mathematics: 8056, 8276, 8306, 8336, 8400, 8450, 8490, 8500, 8510, 9110.

Operations Research/Applied Statistics: 8060, 8236, 8246, 8306, 8316, 8370, 8460, 8500, 8510, 8520, 8650, 8670, 8746, 8756.

Computer Mathematics: 8050, 8060, 8080, 8156, 8306, 8316, 8500, 8510, 8666, 8850.

Master of Science

To obtain the Master of Science degree in mathematics, the student must:

1. Earn a total of 36 acceptable credits, at least 24 of which must be in mathematics.
2. Choose mathematics courses with a number of 8000 or above and ending in the digit zero or six, excluding 8010, 8020, 8040 and 8880. At least 18 of these credit hours must be courses with a number ending in a zero digit.
3. Choose no more than 6 hours of independent study, although interested students are encouraged to petition the Graduate Program Committee to take additional hours of independent study to supplement existing course work.
4. Maintain a "**B**" (3.0 on a 4.0 scale) average in all course work with no grade lower than a "**C**" (2.0 on a 4.0 scale).
5. Up to 12 hours of graduate work may be taken in other areas related to mathematics, such as physics or computer science, with the permission of the Graduate Program Committee. Such work will not count toward the 18 hours described in "2." above.
6. Pass a written comprehensive examination based on three related courses (one of which must have a number ending in a zero digit) consisting of two parts. The first part is a 3-hour examination which may be open book. The second part is a one-week take-home examination. The examination is normally taken in the semester immediately preceding graduation and should be scheduled well in advance of the graduate college deadlines.

Master of Arts

To obtain the Master of Arts degree in mathematics, the student must:

1. Earn a total of 30 credits in mathematics.

2. Complete a thesis of six semester hours, which may be applied towards the 30 hours total.
3. Choose mathematics courses with a number of 8000 or above and ending in the digit zero or six and excluding 8010, 8020, 8040 and 8880. At least 12 of these credit hours must be courses with a number ending in a zero digit, excluding 8970 and 8990.
4. Up to 12 hours of graduate work may be taken in other areas related to mathematics, such as physics or computer science, with the permission of the Graduate Program Committee. Such work will not count toward the 12 hours described in "3." above.
5. Maintain a "B" (3.0 on a 4.0 scale) average in all course work with no grade lower than a "C." (2.0 on a 4.0 scale)
6. Pass a comprehensive exam including an oral defense of the thesis.

Admission Requirements for the M.S. or M.A. Degrees

Admission to a degree program is based on evidence of ability to successfully complete the requirements for the program.

1. For unconditional admission, an applicant should:
 - a. Have completed a Bachelor's degree with a grade point average of at least 3.0 in mathematics courses taken.
 - b. Have completed 15 credit hours of mathematics courses beyond calculus, including MATH 3230/8235 Introduction to Analysis or equivalent.
2. Students lacking the 15 credit hours beyond calculus may be eligible for admission in a provisional or unclassified status with a deficiency to be made up in addition to the degree requirements above.
3. Students who satisfy the admission requirements in 1a) above except for the GPA requirement may be granted provisional admission to the graduate program. They will be granted unconditional admission upon completion of three graduate courses with a grade of "B" or better in each course.

Master of Arts for Teachers of Mathematics (M.A.T.)

To obtain the M.A.T. degree, the student must complete 36 credits as follows:

1. Complete the following required mathematics courses: MATH 8060, 8236, 8036, 8020, and 8040.
2. Complete three approved education courses for graduate students only (nine credits), one of which must involve the use of microcomputers in the classroom.
3. Complete one approved course for graduate students only (three credits) in mathematics or education.
4. Choose one of the following three options (nine credits):
 - a. Statistics option: STAT 8005, 8015, MATH 8010, or MATH 8746, 8756, and 8010.
 - b. Mathematics option: three courses in mathematics with the number of 8000 or above, but excluding any one whose last digit is "5", except MATH 8645, Modern Geometry, which can be included.

- c. Computer Science option: three courses in computer science with at most two courses beginning with "8" and ending with "5".
- 5. Pass the M.A.T. comprehensive examination which is composed of two parts:
 - a. The mathematics part is four hours in length and covers the courses MATH 8060, 8236, 8036, 8020 and 8040. The examination consists of two questions from each of the five courses and the student is required to do 8 of the 10 questions.
 - b. The education part of the examination is two hours in duration and covers all the education courses which the student has taken for the degree. A student must pass both parts in order to pass the examination.

Admission Requirements for Master of Arts for Teachers of Mathematics (M.A.T.) Degree

A student meeting the following conditions may be admitted to the M.A.T. degree program:

- 1. Have taken a programming language at the college level.
- 2. Hold state certification for teaching secondary school mathematics.
- 3. Have obtained at least a "B" (3.0 on a 4.0 scale) average in previous mathematics courses, including two courses beyond elementary calculus.

Graduate Assistantships

The mathematics department annually awards four graduate assistantships. These positions pay an annual stipend plus a waiver of tuition. The graduate assistants are required to work within the mathematics department. For details, please contact the department chair.

For more information about the graduate program in mathematics, please call (402) 554-

POLITICAL SCIENCE

PROFESSORS:

Bacon, Bykerk, Chung, J. B. Johnson

ASSOCIATE PROFESSORS:

Adkins, Benjamin-Alvarado, Neathery-Castro

ASSISTANT PROFESSORS:

Bullock, Holloway, Petrow

MASTER OF SCIENCE IN POLITICAL SCIENCE

The Master of Science in Political Science is a 36 hour degree program that offers education in the classics of the discipline and individualized attention to each student's particular area of interest. All students will be exposed to a broad foundation of Political Science, taking seminars

in American government and politics, global politics, political theory, and research methods. Students may choose to do (1) a thesis or (2) a political internship and research tutorial. The remaining courses are chosen by the student in consultation with the Graduate Advisor to create a Program of Study in which students may pursue interests in other disciplines such as communication, criminal justice, economics, geography, history, public administration, social work, sociology, teacher education, and urban studies. Students may also tailor Programs of Study to thematic interests such as democracy, diversity, globalization, or homeland security by selecting elective classes with similar themes from different disciplines.

Admission Requirements

- 15 undergraduate hours in political science
- PSCI 2000 or undergraduate equivalent
- 3.0 undergraduate G.P.A.
- Two letters of recommendation
- Completed departmental Statement of Interest form
- Two official copies of transcripts from all colleges and universities attended.

The above provisions may be waived by the Department's Graduate Program Committee.

Students may be admitted provisionally if they demonstrate ability to do graduate work through a proven record of professional experience, acceptable scores on the GRE or other standardized test, and/or favorable recommendations.

Students who wish to take courses for professional growth or personal interest but who do not intend to pursue an advanced degree may be granted unclassified admission.

Degree Requirements

M. S. Thesis Option:

- Complete 36 hours total.
- Maintain 3.0 overall G. P. A.
- Pass written comprehensive exam.
- Required Courses: Seminar in Research Methods, Seminar in American Government and Politics, Seminar in Global Politics, Seminar in Political Theory, and Thesis.
- Elective Courses: Complete 12 hours, no more than two of which may be 3xxx/8xx5 courses.

M. S. Non-Thesis Option:

- Complete 36 hours total.
- Maintain 3.0 overall G. P. A.
- Pass written comprehensive exam.

- Required Courses: Seminar in Research Methods, Seminar in American Government and Politics, Seminar in Global Politics, Seminar in Political Theory, Political Internship, and Research Tutorial (pending approval).
- Elective Courses: Complete 18 hours, no more than two of which may be 3xxx/8xx5 courses.

Graduate Minor in Political Science

The Department of Political Science offers a graduate minor to students pursuing graduate degrees in other programs at the University of Nebraska. The requirements for the minor are that the student completes a minimum of nine (9) graduate hours in political science courses. The courses to be taken for the minor are to be approved both by the student's adviser in the student's major subject and by the Graduate Program Committee chair in political science.

PSYCHOLOGY

PROFESSORS:

Deffenbacher, French, Hamm, Hendricks, Millimet, Woody

ASSOCIATE PROFESSORS:

Brown, Harrison, Kelly-Vance, Reiter-Palmon, Ryalls, Ryan, Scherer, Thomas

ASSISTANT PROFESSOR:

Bonner, Casas, Strasser, Tilton-Weaver

ADJUNCT FACULTY:

Jesteadt, Kessler, Langner, Neff, Paige

COURTESY FACULTY:

Abbott, Angle, Coufal, Craiger, Evans, Harland, Kuhn, Liebowitz, Lorschach, Riley, Rodriguez-Sierra, Shriver

Admission Requirements

All application materials must be submitted by **February 1** for consideration for admission for the following fall semester. Admission is made **only** for fall semester.

A minimum of 15 undergraduate semester hours or the equivalent of psychology courses including basic statistics and an upper level laboratory course emphasizing the experimental method, data collection, statistical analysis, and report writing are required. Graduate Record Exam (GRE) scores for the verbal, quantitative, and analytical writing sections are required. The Advanced GRE in psychology is recommended for all applicants. It is required

for all applicants applying for a teaching assistantship. An admission decision will **not** be made without these scores. Applicants must complete both Graduate College and departmental application forms, submit three letters of recommendation, and provide transcripts for all undergraduate and any graduate course work they have completed. The Departmental Application Form requires a statement of purpose and an indication of the program and, where appropriate, the area of concentration within the program to which the applicant is applying. **In making decisions on admission, the faculty not only consider evidence of academic and professional potential, but also the availability within the department of resources to support the applicant's interests.** In some instances interviews with applicants may be required.

GENERAL PROGRAM INFORMATION

PSYC 8000 is required of all graduate students in psychology during their first semester. The remainder of the course work is elective but should be planned in consultation with the student's academic advisers. The UNO department of psychology supports emphasis within the M.A. program in the following areas: quantitative, comparative/physiological, cognitive, social/personality, developmental, school, and industrial/organizational psychology. Final approval of a student's plan of study resides with the advisers, the department, and the graduate college. Half of the course work applied to an M.A. must be in courses which are open only to graduate students.

Students are strongly encouraged to limit employment to 20 hours per week, including any teaching assistantship. Students must consult with their adviser prior to accepting employment in excess of 20 hours per week.

Comprehensive Examination Requirements for all Master's Degree Programs in Psychology

The comprehensive examination must be completed before a student can enroll for thesis or practicum credit or form a thesis or practicum committee. The comprehensive examination required for the Master of Arts and Master of Science degrees is met by fulfilling two criteria listed below. Note: these are minimum requirements and additional requirements may be imposed by faculty in a particular sub-discipline of psychology (e.g., industrial/organizational psychology).

1. Obtaining a score of at least 600 on the Advanced Psychology Test of the GRE. (NOTE: *not required for the School Psychology program*).
2. Completion of the required four proseminar courses (one from each proseminar course group) with a grade of "B" (3.0 on a 4.0 scale) or higher in each course.

Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2. Specific areas of concentration may have additional proseminar requirements.

Group 1

PSYCH 9210 Proseminar: Sensation and Perception

PSYCH 9230 Proseminar: Behavioral Neuroscience

PSYCH 9240 Proseminar: Comparative Psychology

PSYCH 9040 Proseminar: Learning

PSYCH 9070 Proseminar: Cognitive Psychology

Group 2

PSYCH 9430 Proseminar: Personality

PSYCH 9440 Proseminar: Social Psychology

PSYCH 9560 Proseminar: Developmental Psychology

Group 3

PSYCH 9010 Proseminar: Statistical Methods I

PSYCH 9020 Proseminar: Statistical Methods II

When an applicant for admission has a score of 600 or more on the GRE Advanced Test in Psychology, and has an excellent grade in an undergraduate course similar to one of the proseminars in Group 1 or Group 2, the Graduate Program Committee may approve another graduate course for one proseminar if recommended by the faculty in the student's disciplinary area. Students still must take at least one proseminar from each group. Application for substitution must occur in the student's first semester.

Special Performance Quality Rule

If at any time two grades of "C" (2.0 on a 4.0 scale) in graduate courses become a matter of record, a graduate student in the department of psychology will be placed on departmental probation. An unexcused grade of "W" in a proseminar course will be considered equivalent to a grade of "C" for purposes of this policy. An excused "W" must be approved by the chair of the department of psychology. Students placed on this probation will forfeit any departmental graduate assistantship they may have and any approved programs of study will be subject to re-evaluation and change. Before registering for additional courses, a student placed on probation must, with the assistance and approval of his/her adviser, submit a plan for remediation of his/her academic problems, and have that plan approved by the Graduate Program Committee. The Graduate Program Committee will review and, if appropriate, modify the plan. Further, any enrollment in graduate courses must be approved by the Graduate Program Committee. The student will remain on departmental probation until the Graduate Program Committee approves termination of probation status.

MASTER OF ARTS

To complete the Master of Arts degree in psychology, students must present at least 30 credit hours of graduate level course work in psychology or related fields approved by their adviser and the Graduate Program Committee. Six (6) hours of thesis credit must be included in this total.

Areas of Concentration for the M.A. Degree

Concentration in Cognitive Psychology

Graduate students in cognitive psychology are required to take six proseminars:

PSYC 9010 Proseminar: Statistical Methods I (Multiple Regression)

PSYC 9020 Proseminar: Statistical Methods II (Analysis of Variance)

PSYC 9070 Proseminar: Cognitive Psychology

PSYC 9210 Proseminar: Perception

PSYC 9230 Proseminar: Behavioral Neuroscience

PSYC 9560 Proseminar: Developmental Psychology

In addition to these 18 hours, at least two of the following courses must be taken as part of the 30 hours required for the M.A.:

PSYC 8526 Psycholinguistics

PSYC 9040 Proseminar: Learning

PSYC 9120 Multivariate Statistical Analysis

PSYC 9530 Cognitive Development

PSYC 9520 Language Development

PSYC 9910 Topical Seminar in Psychology (Cognitive topic)

Concentration in Developmental Psychology

The M.A. program in developmental psychology is intended to provide students with a strong knowledge base in child development, psychology, research methods, and statistical analysis. The program emphasis is on typical development in the periods of infancy through adolescence. Students must choose between two degree plans, depending on their individual goals.

Plan A (Thesis Option):

Plan A is recommended for students who plan to pursue a Ph.D. and/or who wish to complete an independent research project (the thesis). This plan requires completion of a minimum of 31 credit hours, as listed below:

PSYC 8000 The Profession of Psychology (0 credit course)

PSYC 9560 Proseminar: Developmental Psychology

PSYC 9010 Proseminar: Statistical Methods I

PSYC 9020 Proseminar: Statistical Methods II

PSYC 9650 Research Methods

PSYC 9960 Research Other Than Thesis (1-6 credit hours)

PSYC 8990 Thesis (6 credit hours)

Additional Proseminars (2 courses required)

PSYC 9070 Proseminar: Cognitive Psychology

PSYC 9230 Proseminar: Behavioral Neuroscience

PSYC 9430 Proseminar: Personality

PSYC 9440 Proseminar: Social Psychology

Advanced Developmental Seminars (2 courses required)

PSYC 9510 Research Methods in Developmental Psychology

PSYC 9520 Language Development

PSYC 9530 Cognitive Development

PSYC 9540 Memory & Mechanisms of Development

PSYC 9550 Psychosocial Development

PSYC 9590 Seminar in Developmental Psychology

Plan B (Non-Thesis Option):

Plan B is recommended for students who plan to work in an applied setting involving children and/or families and who do not plan to pursue a Ph.D. This plan requires completion of a minimum of 37 credit hours. In addition to required course work, students choose 3 elective courses (within or outside the department of psychology). Instead of a thesis, students complete two applied practica (6 credit hours).

PSYC 8000 The Profession of Psychology (0 credit course)

PSYC 9560 Proseminar: Developmental Psychology

PSYC 9650 Research Methods

PSYC 9960 Research Other Than Thesis (1-6 credit hours)

Statistics: (1 course required)

PSYC 9010 Proseminar: Statistical Methods I

PSYC 9020 Proseminar: Statistical Methods II

Additional Proseminars (2 courses required)

PSYC 9070 Proseminar: Cognitive Psychology

PSYC 9230 Proseminar: Behavioral Neuroscience

PSYC 9430 Proseminar: Personality

PSYC 9440 Proseminar: Social Psychology

Advanced Developmental Seminars (2 courses required)

PSYC 9510 Research Methods in Developmental Psychology

PSYC 9520 Language Development

PSYC 9530 Cognitive Development

PSYC 9540 Memory & Mechanisms of Development

PSYC 9550 Psychosocial Development

PSYC 9590 Seminar in Developmental Psychology

Practicum:

PSYC 8980 Practicum in Developmental Psychology (6 credit hours)

Electives (3 courses required)

PSYC 8250 Family Analysis and Treatment

PSYC 8316 Psychological & Educational Testing

PSYC 8590 Exceptional Children

PSYC 9090 Theory of Measurement and Designs

PSYC 9320 Program Evaluation

PSYC 9570 Applied Behavior Analysis

Additional courses outside the department of Psychology (e.g., SOWK, SOC, SPED, GERO, CJUS, COUN, and PA)

Concentration in Industrial/Organizational Psychology

An M.A. with a concentration in industrial/organizational psychology is the master's track for industrial/organizational psychology graduate students intending to pursue a Ph.D. The M.A. degree requires the completion of a thesis. Three of the required five proseminars for industrial/organizational psychology graduate students must include PSYC 9010 (Statistical Methods I), PSYC 9020 (Statistical Methods II), and PSYC 9440 (Social Psychology).

Additional Required courses include:

PSYC 8000 The Profession of Psychology

PSYC 9090 Theory of Measurement and Design

PSYC 9610 Motivation and Morale **or** 9630 Leadership Theories & Research

PSYC 9650 Research Process in Industrial/Organizational Psychology

PSYC 9660 Criterion Development and Performance Appraisal

PSYC 9670 Personnel Selection

PSYC 8990 Thesis (6 hours)

Concentration in Psychobiology

Students can earn an M.A. degree in psychology with a concentration in psychobiology.

Requirements include completion of the department's proseminar requirements and three to four additional courses in the student's area of interest (as determined and approved by the student's supervisory committee). Research also is required, including completion and defense of a thesis.

Proseminar Groupings:

Group I

PSYC 9040 Proseminar: Learning

PSYC 9070 Proseminar: Cognitive Psychology

PSYC 9210 Proseminar: Sensation and Perception

PSYC 9230 Proseminar: Behavioral Neuroscience

PSYC 9240 Proseminar: Comparative Psychology

Group II

PSYC 9430 Proseminar: Personality

PSYC 9440 Proseminar: Social Psychology

PSYC 9560 Proseminar: Developmental Psychology

Group III

PSYC 9010 Proseminar: Statistical Methods I

PSYC 9020 Proseminar: Statistical Methods II

Concentration in School Psychology

This program requires a total of 42 hours. Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2.

Group I

PSYC 9040 Proseminar: Learning

PSYC 9070 Proseminar: Cognitive Psychology

PSYC 9210 Proseminar: Sensation and Perception

PSYC 9230 Proseminar: Behavioral Neuroscience*

PSYC 9240 Proseminar: Comparative Psychology

Group II

PSYC 9430 Proseminar: Personality

PSYC 9440 Proseminar: Social Psychology

PSYC 9560 Proseminar: Developmental Psychology*

Group III

PSYC 9010 Proseminar: Statistical Methods I

PSYC 9020 Proseminar: Statistical Methods II

**These courses are recommended.*

Additional Course Work

PSYC 8000 The Profession of Psychology (no credit)

PSYC 8500 Introduction to School Psychology

PSYC 8520 Psychological Assessment I: Foundations

PSYC 8530 Psychological Assessment II: Early Childhood

PSYC 8540 Psychological Assessment III: Middle Childhood and Adolescence

PSYC 8590 Psychology of Exceptional Children

PSYC 8970 Practicum in School Psychology

PSYC 8576 Behavior Analysis and Intervention

or PSYC 8550 Psychotherapeutic Interventions

TED 8210 Human Relations for a Bias Free Education

PSYC 8990 Thesis (6 hrs)

Other requirements

The required courses must be completed with a grade of "B" (3.0 on a 4.0 scale) or above.

Students must complete a Comprehensive Portfolio which will be evaluated by a team consisting of the core school psychology faculty and include an oral defense of their portfolio.

Concentration in Social/Personality Psychology

A 30 hour research-oriented program preparing the graduate for doctoral study. The curriculum includes:

PSYC 9440 Proseminar: Social Psychology
PSYC 9430 Proseminar: Personality
PSYC 9550 Social and Personality Development
PSYC 9010 Statistical Methods I (Multiple Regression)
PSYC 9020 Statistical Methods II (Analysis of Variance)
PSYC 8990 Thesis (6 hours)
PSYC 8000 Profession of Psychology
Electives (9 hours)

Master of Science in Industrial/Organizational Psychology

To complete a Master of Science (M.S.) degree in industrial/organizational psychology the student must present 36 credit hours of graduate course work in psychology or related disciplines. An M.S. in industrial/organizational psychology is the appropriate track for industrial/organizational psychology graduate students seeking employment following completion of their master's degree. An M.S. degree requires completion of a practicum in lieu of a thesis. The same proseminar and quality of performance requirements described for the M.A. programs apply to this program. However, three of the five required proseminars for industrial/organization psychology graduate students must include PSYC 9010 (Statistical Methods I), 9020 (Statistical Methods II), and PSYC 9440 (Proseminar: Social Psychology).

Additional Required Courses

PSYC 8000 The Profession of Psychology
PSYC 9090 Theory of Measurement and Design
PSYC 9610 Motivation and Morale **or** 9630 Leadership Theories & Research
PSYC 9620 Industrial Training and Organizational Development
PSYC 9660 Criterion Development and Performance Appraisal
PSYC 9670 Personnel Selection
PSYC 8950 Practicum in Industrial Psychology **or**

PSYC 9950 Practicum in Organizational Behavior

Electives to achieve required 36 hours.

Master of Science in School Psychology

To receive an M.S. degree in school psychology, the student must present at least 36 graduate credit hours in psychology or related areas. Departmental proseminar requirements for all master's degree students are: one statistics proseminar (from Group 3), and three other proseminars from Groups 1 and 2, with at least one from Group 1 and at least one from Group 2.

Group I

PSYC 9040 Proseminar: Learning
PSYC 9070 Proseminar: Cognitive Psychology
PSYC 9210 Proseminar: Sensation and Perception
PSYC 9230 Proseminar: Behavioral Neuroscience*

PSYC 9240 Proseminar: Comparative Psychology

Group II

PSYC 9430 Proseminar: Personality

PSYC 9440 Proseminar: Social Psychology

PSYC 9560 Proseminar: Developmental Psychology*

Group III

PSYC 9010 Proseminar: Statistical Methods I

PSYC 9020 Proseminar: Statistical Methods II

**These courses are recommended.*

Additional Course Work

PSYC 8000 The Profession of Psychology (no credit)

PSYC 8500 Introduction to School Psychology

PSYC 8520 Psychological Assessment I: Foundations

PSYC 8530 Psychological Assessment II: Early Childhood

PSYC 8540 Psychological Assessment III: Middle Childhood and Adolescence

PSYC 8590 Psychology of Exceptional Children

PSYC 8970 Practicum in School Psychology

PSYC 8576 Behavior Analysis and Intervention

or PSYC 8550 Psychotherapeutic Interventions

TED 8210 Human Relations for a Bias Free Education

Other requirements

The required courses must be completed with a grade of "B" (3.0 on a 4.0 scale) or above.

Students must complete a Comprehensive Portfolio which will be evaluated by a team consisting of the core school psychology faculty and include an oral defense of their portfolio.

SPECIALIST IN EDUCATION

A specialist in education in school psychology degree requires 72 graduate credit hours. Successful completion of master's degree courses is required. In addition to meeting the department's proseminar requirements specified for a master's degree and taking PSYC 8000, students must complete the following courses with grades of "B" (3.0 on a 4.0 scale) or better:

PSYC 8250 Family Analysis and Treatment

PSYC 8576 Behavior Analysis and Intervention

or PSYC 8550 Psychotherapeutic Intervention (if the other course was taken at the master's level)

PSYC 8800 Ethics and Law for Psychologists

PSYC 9940 School Psychology Applied Research Project (pending approval)

PSYC 9780 Advanced Educational and Psychological Consultation (pending approval)

PSYC 9790 Seminar in School Psychology: Administration of Psychological Services

PSYC 9970 Practicum in School Psychology (6 credit hours)

PSYC 9980 Internship in School Psychology (6 credit hours)

Electives (6 credit hours)

Graduate course in Psychology (must be approved by School Psych Program Committee)

Graduate course in Education (must be approved by School Psych Program Committee)

A handbook of policies and requirements is available upon request.

DOCTOR OF PHILOSOPHY

Through cooperative relationships with the University of Nebraska-Lincoln, programs are offered at UNO leading to the doctorate with specialization in industrial/organizational psychology, developmental psychology, and psychobiology. Doctoral programs require a minimum of 90 graduate credit hours which may include course work applied to a master's degree. All doctoral students are required to complete three proseminar courses in addition to those completed for the master's program. These additional proseminar courses must include a second statistics proseminar and one additional proseminar course from each of the remaining proseminar groups. Equivalent courses completed at another university may be substituted for proseminar courses with the approval of the student's Supervisory Committee. Each doctoral student is expected to demonstrate proficiency in languages, research skills or knowledge in collateral research areas appropriate to the student's research interest as determined by the Supervisory Committee. Doctoral students must pass a comprehensive examination as prescribed by their Supervisory Committees and write and successfully defend a dissertation. The doctorate is not granted simply on the basis of completed courses and related requirements but rather is additionally dependent upon the student demonstrating outstanding scholarly potential.

Faculty in each of the areas in which doctoral study is offered have developed guidelines for course requirements in addition to the proseminar requirement described above. These guidelines are as follows:

Industrial/Organizational Psychology

In addition to the courses taken for an M.A. concentration in industrial/organizational psychology and dissertation credit hours, doctoral students specializing in industrial/organizational psychology are required to include the following courses in their program of study: PSYC 9630 (Leadership Theories and Research), PSYC 9120 (Multivariate Statistical Analysis), PSYC 9960 (Research other than Thesis), PSYC 8950 (Practicum in Industrial Psychology), and PSYC 9030 (Seminar: Topics in Industrial/Organizational Psychology). Students should enroll in at least two seminars but are required to include the topical seminar on Problem Solving and Decision Making.

Developmental Psychology

In addition to the courses completed for the M.A. degree, doctoral students in developmental psychobiology must take 12 hours of doctoral seminar, 3 hours of Practicum, 12-18 hours of dissertation, as well as courses from the following categories: cognition, learning and/or

development (24 hours minimum); psychological measurement and/or evaluation (6 hours minimum); research design and methodology (9 hours minimum); statistics (6 hours minimum); and course work emphasizing human diversity/cross-cultural issues (6 hours minimum). In addition, students must meet all general requirements specified in the UNL Graduate Studies Bulletin.

Psychobiology

Doctoral students specializing in psychobiology should take the Seminar in Developmental Psychobiology at least once and complete at least 9 credit hours of graduate level courses in biological science. In meeting the departmental requirements for the proseminar courses, psychobiology students are expected to take all three biologically oriented proseminars (Behavioral Neuroscience, Comparative Psychology, and Sensation and Perception.)

Final approval of a student's doctoral program resides with the Supervisory Committees which must be appointed prior to completion of half of the credit hours to be applied to the degree. For further details regarding regulations applicable to these cooperative Ph.D. programs, students are referred to the UNL Graduate Studies Bulletin.

Courses for the doctoral programs are completed at the Omaha campus, yet the administration of the degree is processed at the Lincoln campus. Please send all application materials to the UNO psychology department, our department will forward necessary documentation to the Lincoln campus.

Certificate in Human Resources and Training

In conjunction with the the department of business administration and the School of Communication, the department of psychology is offering a Certificate in Human Resources and Training. For specific requirements, please go to the website at http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php.

For more information about the graduate program in psychology, please call (402) 554-2592.

PUBLIC ADMINISTRATION

PROFESSORS:

Bartle, Bowen, Box, Hinton, Krane, B. J. Reed, C. Reed, Smith, Suzuki, White

ASSOCIATE PROFESSORS:

Blair, Ebdon, Marshall, Tarry, Williams

ASSISTANT PROFESSORS:

Master of Public Administration

The mission of the Master of Public Administration (MPA) is: (1) to provide knowledge and skills appropriate for careers in the public service; and (2) to instill a commitment to the profession of public service in a democratic and diverse society. The MPA is the recognized graduate degree for professional positions in the public service.

Professionals with general administration skills are needed in all areas of government. The MPA program stresses the development of management and administrative abilities important to both staff specialists and administrators.

Students in the MPA program likely will come from widely differing backgrounds. Some may come from current public employment and professions such as law, aviation, health administration and business administration while others may enter with degrees in the social sciences, engineering, business, human services or the humanities.

The MPA courses are regularly offered at night to meet the needs of full-time employees.

Students must have proficiency in basic computer applications (e.g. Internet, spreadsheet applications and word processing). Students may achieve this proficiency through previous graduate or undergraduate course work, or may take short courses offered by UNO's Information Technology Services. Interested students should contact the School of Public Administration.

The School of Public Administration is a member of the National Association of Schools of Public Affairs and Administration (NASPAA). The program is on the National Roster of Programs found to be in conformity with NASPAA Standards for Professional Masters Degree Programs in Public Affairs and Administration.

Degree Requirements

Thirty-nine graduate credit hours (or 42 credit hours if completing a thesis) are required for the MPA degree. The course work shall include 21 hours of core courses required of all MPA students. The additional courses will be chosen by the student with the assistance of a school adviser, and include approval by the Graduate Program Committee.

A comprehensive written final examination is required of all MPA students not completing PA 8990 Capstone Project or a thesis.

Admission

The general prerequisite for admission to the MPA program is a Bachelor of Arts, Bachelor of Science, or equivalent degree. The following factors will be considered in determination of a student's admission status:

- Grade point average for the junior-senior year
- Grade point average for the undergraduate degree
- Work history
- Writing skills (based on the applicant's admissions essay)
- References (based on two written letters of recommendation)

Students, at their option, may take the Graduate Records Examination (GRE), or the Millers Analogy Test (MAT) if they believe it would help strengthen their admission status.

Generally, students will be admitted unconditionally if they have a strong undergraduate record, demonstrate good communication skills in their admission essay, and receive favorable recommendations.

Students not admitted unconditionally may be admitted provisionally if they demonstrate ability to do graduate work through a demonstrated record of professional experience and/or acceptable scores on the GRE/MAT, a high quality admissions essay, and favorable recommendations.

To apply for admission to the MPA program, a student must submit to the UNO Office of Graduate Studies:

- Application for admission
- Resume
- School of Public Administration MPA Admission application (including written essay)
- Two letters of recommendation
- Two official transcripts from all undergraduate and graduate institutions

Deadlines for admission are June 1 for the fall semester and October 1 for the spring semester.

When the file in the Office of Graduate Studies is complete, the file will be forwarded to the School for review. The recommendation by the MPA Graduate Program Committee on admission of the applicant will be sent to the Dean for Graduate Studies. All recommendations on admission are subject to the approval of the Dean. Applicants missing these deadlines will not be eligible for admission until the next term.

International Students

Students who plan to attend the MPA program from foreign countries where English is not their native language may be granted provisional or unclassified admission subject to the following conditions:

They must complete the TOEFL exam with a score of 550 (or 213 on the computer-based TOEFL) or better.

They must take the English Diagnostic Test administered by the department of English and demonstrate through this test the ability to communicate orally and in writing in a manner

sufficient to compete effectively at the graduate level with English-speaking native-born Americans.

1. Should the student be unable to pass the TOEFL exam or meet the requirements as described in the English Diagnostic Test, they will be required to enroll in "English as a Second Language" courses offered by the English department at UNO and demonstrate to the satisfaction of their instructor and the ILUNO staff that their English competency is adequate for graduate-level work. When such competency has been determined, the student will need to retake the TOEFL and obtain the minimum required score.

Transfer of Credit

A student may transfer up to nine (9) hours of graduate credit from outside the University of Nebraska and use those credits toward the MPA degree requirements. This requires approval of the Graduate Program Committee and the Dean for Graduate Studies. Students should discuss this with a faculty adviser. The request for a transfer of credit should be made as soon as possible. The request to transfer credits requires a letter of explanation from the student as well as all relevant course syllabi. Twelve hours may be transferred in exceptional cases, but it requires Graduate Program Committee approval.

Core and Required Courses

The School of Public Administration has seven core courses required for all MPA students. Three introductory core classes must be completed prior to any other course work. Concentration courses may be taken the same semester so long as all three introductory core course requirements are completed by the end of that semester. Under special circumstances, students may waive the sequencing of courses with the permission of the Graduate Program Committee.

Introductory Core

PA 8050 Survey of Public Administration
PA 8090 Seminar in Organization Theory and Behavior in Public Agencies
PA 8010 Public Economy (or approved equivalent course)

The additional core courses must be taken after completion of all concentration area courses. These courses must come from the following list:

Additional Core

AVN/PA 8120 (or POLS 800 at UNL) Research Methods
PA 8300 Policy Design and Implementation
PA 8320 Public Policy Evaluation
or PA 8450 Seminar in Advanced Management Analysis
PA 8440 Organization Development and Planned Change in the Public Sector
or PA 8530 Strategic Planning and Management in Public and Nonprofit Organizations

Thesis Option - 42 credit hours

The thesis option requires the student to complete the 21 hour core, 15 additional hours of graduate elective courses in an area of concentration, and 6 hours of thesis. The thesis must be assigned a total of at least six hours on the approved plan of study. The thesis should be initiated no later than one semester before the anticipated date of graduation in order to provide sufficient time for research, writing and examination. It is the responsibility of the student to follow all regulations contained in the "Guidebook for Preparing Theses, Thesis-Equivalent Projects, Field Projects or Dissertations," a copy of which can be found on the web at www.unomaha.edu/graduate/thesguid.html.

The student must have an oral defense of the thesis. At that time, the supervisory committee must sign the acceptance page of the thesis. Approval of a thesis by every member of the thesis supervisory committee is required.

Areas of Concentration/Areas of Specialization

Note: Not all areas of concentration/specialization will be available to students who are taking their MPA courses outside of the Omaha metropolitan area. The public management concentration is available to students at all locations.

Areas of Concentration

Note: Areas of Concentration will appear on your UNO transcript.

Aviation Concentration

(Advisers: Brent Bowen and Scott Tarry)

Additional informational is provided in the Aviation Institute's Graduate Student Handbook, which is available at the Aviation Institute Office, Allwine Hall 422 and on-line at <http://ai.unomaha.edu/prospective/gradprograms.htm>.

In addition to the beginning and capstone core courses in public administration, MPA students concentrating in aviation are required to take AVN 8120 Research Methods for Aviation Administration to satisfy the Additional Core requirement of the MPA program. Other required and elective courses are listed below.

Required Courses (9 credit hours)

AVN 8020 Survey of Aviation Administration & Transportation Policy

AVN 8095 Airport Administration & Planning

PA/AVN 8480 Seminar in Public Finance Administration

or

AVN 8750 Aviation Fiscal Administration

Electives (Minimum of 9 credit hours)

AVN 8045 Human Factors in Aviation Safety

AVN 8055 Air Transportation & Intermodal Systems

AVN 8070 Case Research
AVN 8100 Seminar in Public Administration
AVN 8155 Aviation Law
AVN 8510 Aerospace Education
AVN 8106 Marketing
AVN 8750 Aviation Fiscal Administration
AVN 8896 Critical Issues in Aviation
AVN 8906 Special Topics in Aviation Administration
AVN 8920 Readings in Aviation
AVN 8940 Research in Aviation
AVN 8030 Internship in Aviation
AVN 8040 Internship in Aviation
AVN 9980 Directed Reading in Public Administration
CIVE 8620 Airport Planning and Design

Health Administration Concentration

(Advisers: Alice Schumaker or Keith Mueller)

Required Courses*(9 credit hours)

PA 8720 Health Care Finance

PA 8740 Health Care Policy

PA 8760 U.S. Health Care Delivery System (Cross listed with PSM 810--UNMC)

**courses may be substituted with permission of student's adviser.*

Electives

Unless noted, all courses are 3 semester hours. Students who have a health and non-profit concentration should choose elective courses from the non-profit section of the student guide.

GERO/PSYC 8476 Mental Health and Aging
GERO/PA 8516 Long Term Care Administration
GERO/HED 8556 Health Aspects of Aging
GERO 8696/SOWK 8046 Working with Minority Elderly
GERO/SOWK 8856 Hospice and Other Services for the Dying Patient/Family
GERO/HED 8730 Dying, Death and Grieving
GERO/SOC 9110 Applied Social Gerontology
GERO 8356 Issues in Aging
GERO 8466 Aging and Human Behavior
GERO 8486 Comparative Gerontology
GERO 8506 Legal Aspects of Aging
GERO 8676 Programs and Services for the Aging
GERO 8920 Special Studies in Gerontology
GERO 8940 Practicum (3-6 credits)
GERO 8970 Personal Values and Aging (1 credit)
HED 8600 Health Behavior

HED 8700 Women's Health Issues
HED 8850 Health Aspects of Stress Management
RLS 8246 Recreation Administration
RLS 8426 Recreation Therapy: Intervention for the Aging
HIST 8476 American Medicine and Public Health
PSYC 8446 Abnormal Psychology (Prereq: PSYC 1010)
PSYC 8596 Psychology of Exceptional Children

Electives at UNMC

PSM 802 Ethics in Health Care
PSM 806 Biostatistics I
PSM 808 Biostatistics II
PSM 820 Epidemiology: Theory and Applications
PSM 998 Health Care of the 21st Century: Responding to Environmental Change
PHSC 888 Concepts in Toxicology (Prereq: permission)
PSYC 802 Medicine and Health Today (2 credits) (Prereq: permission)
PSYC 820 History of Psychiatry (1 credit) (Prereq: permission)
PSYC 853 Psychiatric Concepts (2 credits)
PSYC 856 Community Psychiatry (2 credits)

Electives at UNL

FACS 809 Community Service for Older Adults
FACS 960 Seminar in Gerontology (Prereq: FACS 880)
HHPG 802 Medical Aspects of Rehabilitation (Prereq: permission)
HHPG 803 Physiological Foundations of Health and Disease
HHPG 869 History and Philosophy of Public Health
HHPG 870 Behavioral Foundations of Health Education
LAW 703G Law and Medicine (2 credits)
LAW 763G Mental Health Law
POLS 817 Policy and Program Evaluation Research (3-6 credits)
POLS 826 Topics in American Public Policy (check for topic-Health)
SOCI 853 Sociology of Health and Health Professions

A list of optional health courses is available at the school.

Local Government Concentration

(Advisers: Robert Blair or Carol Ebdon)

Required Courses (9 credit hours)

PA 8400 Public Budgeting
PA 8410 Public Personnel Management
PA 8436 Municipal Administration

Optional Courses(6 credit hours)

PA 8030 Internship
PA 8040 Internship

PA 8480 Seminar in Public Finance Administration
PA 8566 Intergovernmental Management
PA 8600 Administrative Law
PA 8616 Municipal Law
GEOG 8120 Urban Geography
ECON 8500 Seminar in Urban Economics
UBNS 8020 Race, Ethnicity and American Urban Culture
UBNS 8806 Introduction to Urban Planning
UBNS 8830 Interdisciplinary Seminar on the Urban Community
UBNS 8840 Interdisciplinary Studies on the Urban Community
CIVE 8610 Urban Transportation Planning

Nonprofit Management Concentration

(Advisers: John Bartle and Sam Brown)

Required Courses (6 credit hours)

PA 8550 Introduction to the Non-Profit Sector
PA 8480 Public Finance Administration

or

PA 8896 Nonprofit Budgeting & Financial Management

Optional Courses (9 credit hours)

PA 8106 Marketing for Aviation, Public and Nonprofit Organizations
PA 8110 Management Information Systems
PA 8206 Community Organizing and Social Change
PA 8520 Seminar in Grant Writing
PA 8580 Management and Administration of Nonprofit Organizations
PA 8596 Techniques & Topics in Nonprofit Management*
PA 8710 Fundraising for Nonprofit Organizations
PA 8930 Negotiation Skills Management

***NOTE:** PA 8596 may be taken twice for credit (3 credits each time) if the content of the two semesters is different.

Other courses from other fields of study where nonprofit organizations are active may be included for elective credits. Examples include health specialization courses, courses in fine arts administration, museum studies, and social work. Check with your adviser to determine if a class offered outside the school can be included in your degree program.

Public Management Concentration

The public management concentration is for students seeking administrative generalist careers in the public sector

Required Courses (6 credit hours)

PA 8400 Public Budgeting
PA 8410 Public Personnel Management

Electives courses (12 hours)

PA 8110 Managing Information in the Public Sector
PA 8320 Policy Evaluation
PA 8440 Organization Development
PA 8450 Advanced Management Analysis
PA 8470 Administrative Ethics
PA 8480 Public Finance Administration
PA 8500 Issues in Public-Private Cooperation
PA 8530 Strategic Planning
PA 8550 Introduction to Nonprofit Sector
PA 8566 Intergovernmental Management
PA 8600 Administrative Law
PA 8896 Special Topics in Public Administration
PA 8930 Negotiation Skills in General Management
PA 8990 Capstone Project

Transportation Concentration

(Advisers: Massoum Moussavi or Scott Tarry)

Required Courses (9 credit hours)

PA/AVN 8020 Survey of Aviation Administration
PA 8400 Public Budgeting

or

PA 8750 Aviation Fiscal Administration
CIVE 866 Transportation Planning and Economics

Electives (6 credit hours)

AVN 8055 Air Transportation and Inter-modal Systems
PA 8480 Public Finance Administration
UBNS 8066 Introduction to Urban Planning
CIVE 861 Urban Transportation Planning
CIVE 862 Airport Planning and Design

Please refer to the Aviation Institute Graduate Handbook for additional details.

Areas of Specialization

Note: Areas of Specialization will NOT appear on your UNO transcript.

Criminal Justice Specialization

(Adviser: Cassia Spohn)

Students should have background in criminal justice.

Required course: (3 credit hours)

PA 8400 Public Budgeting

Recommended courses: (9 credit hours)

CJUS 8010 The Nature of Crime

CJUS 8020 Seminar in Administration of Justice

CJUS 8040 Seminar in Police and Society

CJUS 8050 Seminar in Corrections

CJUS 8060 Seminar in the Criminal Court System

CJUS 8100 Criminal Justice Organization, Administration & Management

or

CJUS 8110 Criminal Justice Planning and Change

CJUS 9110 Course on Police Organization and Management (permission required)

Other graduate courses in criminal justice may be appropriate depending upon student's interests and background. CJUS 8090 (Independent Study) is not recommended.

Human Services Specialization

(Advisers: Bruce Horacek, Ann Coyne, Sunny Andrews, or Jeannette Seaberry)

Students selecting this specialization may choose a general human services specialization or focus within one of three areas: gerontology, social work or counseling.

General

Required Courses (12 credit hours)

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

GERO 8626 Programs and Services for the Aging

COUN 8020 Introduction to Counseling

SOWK 8570 Social Work Administration

Optional Courses

GERO 8106 Educational Gerontology

GERO 8506 Administrative & Legal Concerns of the Elderly

GERO 8526 Aging and Mental Health

GERO 8730 Dying, Death, and Grieving

GERO 8856 Hospice

GERO 8986 Counseling Skills in Gerontology

GERO 9110 Applied Social Gerontology

GERO 9560 Seminar in Aging and Human Behavior

SOWK 8070 Human Behavior and the Social Environment I

SOWK 8090 Social Welfare Policy, Services and Analysis I

SOWK 8540 Social Welfare Planning

SOWK 8550 Social Justice and Social Work

SOWK 8606 Social Work in Mental Health

SOWK 8886 Topics: Social Work and the Law

NOTE: Other social problem/condition courses may be considered.

COUN 8030 Counseling Practices

COUN 8040 Professional and Ethical Issues

COUN 8110 Human Development & Psychosocial Intervention

COUN 8200 Counseling Theories
COUN 8226 Career Development & Lifestyle
COUN 8270 Group Techniques in Guidance
COUN 8370 Group Theory & Practice
COUN 8500 Counseling & Consulting for Special Concerns
COUN 8520 Counseling Multicultural & Diverse Population

Counseling

Required Course (3 credit hours)

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

Electives (Minimum of 15 credit hours)

COUN 8020 Introduction to Counseling
COUN 8030 Counseling Practices
COUN 8040 Professional and Ethical Issues
COUN 8110 Human Development & Psychosocial Intervention
COUN 8200 Counseling Theories
COUN 8226 Career Development & Lifestyle
COUN 8270 Group Techniques in Guidance
COUN 8370 Group Theory & Practice
COUN 8500 Counseling & Consulting for Special Concerns
COUN 8520 Counseling Multicultural & Diverse Population

Gerontology

Students may earn a Certificate in Gerontology at the same time. Those planning to earn a Certificate in Gerontology must apply and be admitted to the gerontology program and the MPA Program, and must consult with the gerontology faculty.

Required Courses (9 credit hours)

GERO 8676 Programs and Services for the Aging

GERO 9110 Applied Social Gerontology

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

Electives (9 credit hours)

GERO 8106 Educational Gerontology
GERO 8506 Administrative & Legal Concerns of the Elderly
GERO 8526 Aging and Mental Health
GERO 8730 Dying, Death, and Grieving
GERO 8856 Hospice
GERO 8986 Counseling Skills in Gerontology
GERO 9560 Seminar in Aging and Human Behavior

Social Work

Students taking this specialization should have a broad social science background.

Foundation Courses (9 credit hours)

SOWK 8070 Human Behavior and the Social Environment I

SOWK 8090 Social Welfare Policy

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

Macro Practice Courses

SOWK 8540 Social Welfare Planning

SOWK 8550 Social Justice and Social Work

SOWK 8570 Social Work Administration- Administration of Social Welfare Agencies

Social Problem/Condition Courses:

SOWK 8606 Social Work in Mental Health

SOWK 8886 Topics: Social Work and the Law

NOTE: Other social problem/condition courses may be considered.

Special Studies and Social Welfare

SOWK 8940 Evaluation of Social Work Programs

Information Science and Technology Specialization

(Adviser: Pam Specht)

The following two courses must be taken prior to enrolling in the rest of the specialization:

PA 8110 Managing Information in the Public Sector

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

Electives (9 credit hours)

ISQA 8196 Process Re-engineering

ISQA 8230 Telecommunications Management

ISQA 8420 Managing the IS Function

ISQA 8736 Decision Support Systems

ISQA 8810 Information Technology Project Fundamentals

Planning Specialization

(Adviser: Robert Blair)

Students selecting this option may have to take one or more courses on the University of Nebraska-Lincoln campus.

Required Courses (9 credit hours)

CRP 800 Introduction to Planning*

CRP 802 Planning Theory*

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

Electives (6 credit hours)

CRP 804 Legal Aspects of Planning*

CRP 810 Communication Techniques for Planners*

CRP 815 Housing Renewal and Development*

CRP 820 Grant Writing and Fundraising*

CRP 850 Social Planning and Policy*

CRP 860 Planning and Design in the Built Environment*

CRP 870 Environmental Planning and Policy Environment*

CRP 872 Environmental Survey and Analysis*

CRP 877 Recreation and Park Planning*

CRP 880 Economic Development Planning*

GEOG 8126 Urban Geography

GEOG 8166 The American Urban Landscape

**courses on the UNL campus*

Other Areas of Specialization

Students may design a specialization to fit their career and vocational goals. These courses must contain a definable substantive area and provide a cohesive set of educational objectives and include a minimum of 12 hours in public or non-profit management. The specialization must receive the approval of the Graduate Program Committee.

Dual Degree in Public Administration/Social Work

The School of Public Administration and the School of Social Work at UNO have agreed to offer prospective candidates the option to receive both graduate degrees offered by these programs (MPA & MSW) through entering a dual degree program.

Admission Requirements

NOTE: Students who have already graduated with an MPA or MSW degree are NOT eligible for a dual degree.

Students who identify the MPA/MSW dual degree option prior to admission will complete a single admission packet which includes:

- Graduate Application for Admission

- Graduate Application Fee
- Two official transcripts from each college or university attended
- GRE/MAT scores
- Three Letters of Recommendation
- 2 essays- one for the School of Social Work and one for the School of Public Administration (see guidelines in individual application packet).
- Updated resume or work history
- MPA Admission Application

The completed admission packet will be sent by the Office of Graduate Studies to both the School of Public Administration and the School of Social Work for review and approval.

Students who decide after admission to public administration or social work to pursue the dual degree program will need to submit a new application, application fee, and additional application materials to the appropriate school for review. The public administration adviser will assist public administration students and the social work adviser will assist social work students with this process.

There are two options for students entering the dual degree program, a 54 credit program and a 78 credit program. The 54 credit program is for students who have completed an accredited BSW degree. The 78 credit program is for all other students; it includes foundation course work in social work.

Dual degree Requirements

For both options, students must choose the "Integrated Practice" concentration in social work and be willing to take a minimum of two courses per semester, excluding the summer semesters.

54 credit program

PA 8050 Intro to Public Administration

PA 8010 Public Economy

PA 8090 Organizational Theory and Behavior

PA 8300 Policy Development & Implementation

PA 8400 Public Budgeting

or

PA 8480 Public Finance Administration

or

PA 8720 Health Care Finance

or

PA 8896 Special Topics in PA: Nonprofit Budgeting & Financial Management

PA 8530 Strategic Planning & Implementation

or

PA 8440 Organizational Development & Change

PA 8320 Policy Evaluation

or

SOWK 8940 Evaluation of Social Work Practices

SOWK 8190 Research Skills in Social Work Practices
SOWK 8220 Micro I- Clinical Social Work with Individuals
SOWK 8230 Micro II- Clinical Social Work with Groups
SOWK 8510 Macro I- Personal Administration and Personnel
SOWK 8530 Macro II- Social Welfare Planning
SOWK 8400 Adv Practicum I
SOWK 8410 Adv Practicum II
SOWK 8540 Social Welfare Planning
SOWK 8570 Social Work Administration- Administration of Social Welfare Agencies
SOWK 8240 - 8300 Any one Advanced Micro Practice course
SOWK 8--- Any one Social Problem/Condition Social Work course

78 credit program

Students must complete the courses listed in the 54 credit program, plus the following 24 credit hours of foundation courses (prerequisites for the advanced social work courses):

SOWK 8070 Human Behavior & Social Environment I
SOWK 8080 Human Behavior & Social Environment II
SOWK 8090 Social Welfare Policy
SOWK 8110 Institutional Oppression
SOWK 8130 Generalist Practice I
SOWK 8150 Generalist Practice II
SOWK 8160 Generalist Practicum I
SOWK 8170 Generalist Practicum II

Comprehensive Examinations

Dual degree students electing not to take PA 8990 Capstone Project will complete a 6-hour public administration comprehensive examination focused on the public administration core courses administered by the School of Public Administration. Students also will complete a 4-hour social work comprehensive exam focused on Integrated Social Work Practice administered by the School of Social Work.

Independent Readings (PA 8920) and Research (PA 8940)

These are independent courses of study designed for advanced graduate students who want to pursue a specialized aspect of a core or concentration course. Generally, students need to have completed 18 hours in the program to qualify for PA 8920 and 24 hours for PA 8940.

Students wanting to take either course should contact the instructor of record. The instructor will suggest a faculty adviser with expertise in the subject area of the student's proposed readings or research project. It is up to the student to present for approval a proposal that (1) summarizes the topic for an independent readings course and outlines a strategy for locating, reading and synthesizing the most current and authoritative works on the topic, or (2) summarizes the research objective, the hypotheses to be tested and the data to be collected and analyzed.

Students and their faculty advisers need to reach an agreement on the scope and nature of the independent project before course registration. No more than 6 hours of independent readings and research may be included in the MPA program of study, unless permission is granted by the Graduate Program Committee.

Internship Courses

The internship course(s) is strongly recommended for students with little or no exposure to public administration practice. Internships are half-time positions over the course of a semester, and count as three course credits toward the degree. The purpose of an internship is to offer students a structured learning experience in a public agency. Students must complete all three beginning core courses in the program before enrolling in an internship course.

The procedure for obtaining an internship is to fill out an internship program application and to submit the application with an up-to-date resume to the internship adviser, Mary Lopez, prior to the start of the semester. Students will be notified of scheduled times to meet with the internship adviser to discuss other requirements and procedures.

A student taking an internship for credit will meet during the semester with the internship adviser. Students are required to submit a medium-length paper by the middle of finals week, analyzing a significant aspect of the internship experience. (Students should consult the syllabus for further details). Students also may take PA 8040 for internship credit. The course grade will be on a pass/fail basis. Internships are not granted during the summer unless outside the Omaha area or without express permission of the internship coordinator.

E-mail Accounts

Upon enrollment, MPA students are assigned a Lotus Notes e-mail account by the UNO Information Technology Services (ITS). This account is used by the university and the school for all official correspondence, and students should check it regularly. The MPA web site contains valuable information about the program and the field of public administration. The URL for the department's web site is: <http://spa.unomaha.edu>.

Ethics

As a part of a university dedicated to the pursuit and advancement of knowledge, the School of Public Administration expects that each student is worthy of trust and that each student has the right to study in an environment free from the inconveniences and injustices caused by dishonorable conduct. As a part of this belief, the School of Public Administration expects that each student will submit only his/her own work and that no student will knowingly aid another student in any act of academic dishonest as defined in the UNO Student Handbook.

Doctor of Philosophy

The Ph.D. program in public administration at UNO offers advanced education in the theory and practice of public administration, the design and implementation of public programs, and the

relationship between public organizations and other institutions and organizations in society. The Ph.D. program offers particular focus on public management, that is, on understanding and analysis of the unique challenges and opportunities of public sector organizational management.

The goal of the public administration doctoral program is the development of a cadre of academicians and professionals who will make significant contributions to knowledge in the field which will lead to the improved management and operation of public organizations.

The doctoral program emphasizes the highest degree of theoretical understanding about the management of financial, human, informational, and organizational resources which affect the performance of the public sector at all levels, the policy processes associated with the production and delivery of goods and services by the public sector, and the application of varied research methods to address organizational challenges, public issues, community problems, and societal needs.

Because the doctoral program seeks to provide students with the competencies necessary to achieve distinction in higher education or leadership positions in public management, the faculty expects students to exhibit a serious and well thought out commitment to the profession of public service in a democratic and diverse society. The doctoral program assists students in their individual development toward a professional sense of personal responsibility and public accountability, providing a foundation for a successful career in academia or in public administration.

The Ph.D. in public administration requires 93 graduate credit hours beyond the baccalaureate degree. This includes 12 hours of core courses, 9 hours of research courses, 12 hours in the area of specialization courses, 1 hour of workshop, 20 hours of dissertation course work, and 39 hours of additional graduate level course work. The 39 hours of additional graduate level course work may be earned from an accredited institution toward a Master of Public Administration degree or a master's degree (M.A. or M.S.) in another academic discipline or field.

A prospective student with a Master of Public Administration degree or a master's degree in a related discipline will usually have completed the 39 hours of additional graduate level course work. Thus they can expect to earn a minimum of 54 credit hours toward the doctoral degree. Additional credit hours may be required of students who must complete compensatory or prerequisite course work. Such course work will be prescribed by the Doctoral Program Committee based on an evaluation of each student's academic preparation for doctoral study in public administration.

Doctoral students may take both 8000 and 9000 level courses offered by the university. Students may not take 9000 level courses unless specific approval is given by the Doctoral Program Committee. Doctoral students in 8000 level courses may be asked to do additional work and/or be held to higher academic standards. Doctoral students may not take dual-level (4000/8xx6) courses as part of their program of study.

Admission Requirement - Doctor of Philosophy

In addition to the basic requirements, the School of Public Administration requires the following:

1. An earned master's degree or its equivalent from an accredited institution will be considered for admission into the program.
2. Outstanding applicants who have completed a baccalaureate degree and wish to be considered for the doctoral program may be **provisionally admitted** but must first complete the Master of Public Administration degree prior to unconditional admission to the Ph.D. program.
3. Generally, the target master's degree level grade point average (GPA) is above a 3.50 (on a 4.0 scale). The target GPA for applicants holding a baccalaureate degree only is 3.5.
4. Applicants must also present Graduate Record Examination (GRE) combined scores of at least 1,000 on the verbal and quantitative portion of the exam. High performance on one section of the examination may offset low performance on the other section. Students demonstrating exceptional academic potential may be considered with a GRE score below these requirements. GRE test scores that are more than five years old at the time of application may be accepted only with approval of the Chairperson of the Doctoral Program Committee.
5. Applicants must submit a statement of intent, not to exceed five double spaced typewritten pages, explaining why they wish to pursue a doctoral degree in public administration. The statement of intent should also address the applicant's interest in an area of specialization. These statements are reviewed for quality of writing, academic sophistication, and the extent to which the applicant's goals are compatible with the strengths and interests of the public administration faculty, and the stated objectives of the program.
6. Applicants must submit at least three letters of recommendation submitted on appropriate forms, two of which must come from academicians.
7. A resume must be submitted. Resumes are examined to assess an applicant's professional work experience and/or extracurricular activities while attending school. Resumes are examined to assess an applicant's potential ability to understand and do research on the context and practice of contemporary public management.
8. International students seeking admission to the program must meet UNO Graduate Faculty requirements governing the admission of international students.

Applicants whose language of nurture is not English should present a TOEFL score of 550 or higher on the written examination or a score of 213 or higher on the computer mediated examination, and meet other requirements. International applicants are expected to demonstrate the ability to communicate orally and in writing in a manner sufficient to compete effectively at the doctoral level with English-speaking, native-born Americans.

The Doctoral Program Committee will take all of these factors into consideration in making admissions decisions. No one factor outweighs another.

The completed application, a \$45.00 (U.S. dollars only) application fee, **two** official transcripts from each college or university attended, GRE scores, and TOEFL scores (if required) are to be submitted to the UNO Office of Graduate Studies. Items 5-7 are to be submitted to the Chair, Doctoral Program Committee, Annex 27, UNO.

Admission occurs once each year, for the fall semester. In unusual circumstances, the Doctoral Program Committee may admit a student for the spring semester. The application deadline is February 1 for those seeking a funded graduate assistantship; July 1 for all others. Upon completion of a review of the recommendation of the Doctoral Program Committee, the Dean for Graduate Studies will notify applicants about their acceptance or non-acceptance into the program. Students receiving acceptance will be notified of any compensatory or prerequisite work they must complete.

Applicants presenting outstanding credentials will be admitted to the program on a space available basis. Should the demand for full-time or part-time status exceed the number of doctoral vacancies the school can reasonably handle, only the most qualified of those applying may be admitted. Others meeting the minimum qualifications for admission, but not admitted at this time, may be considered the following year along with any new applicants to the program.

Students are responsible for the information found in the Doctor of Philosophy in Public Administration Doctoral Student Handbook. This handbook is available online at <http://avalon.unomaha.edu/pubadminphd/resources/DoctoralHandbook.pdf>.

Prerequisite Courses

Some students come to the program lacking adequate prior preparation for doctoral study in public administration. The Doctoral Program Committee reviews student academic preparation, specifying appropriate courses that must be taken as prerequisites to doctoral study. Students should have knowledge of research methods, the field of public administration, economics as applied to the public sector, and organizational theory and behavior. This knowledge may be gained in a number of ways and the committee evaluates each student's record individually.

Course Work

Doctoral students will not be allowed to take PA dual-level (4--0/8--6) courses. Doctoral students in 8--0 courses may be asked to do additional work and/or be held to higher academic standards. All doctoral course work excluding the dissertation must be completed within five years from the time that a student's program of study is approved by the Dean for Graduate Studies.

Doctoral courses are offered in an intensive seminar format, meeting for a few extended periods during a semester. This format accommodates the needs of students living outside the Omaha area.

Core Courses

The doctoral core courses focus on the management of public agencies. They include:

PA 9000 Foundations of Public Administration
PA 9300 Knowledge Development and Use in Public Service Professions
PA 9400 The Environment of Public Administration
PA 9600 Advanced Management Theory

The core courses have prerequisites usually satisfied by the completion of an MPA degree. Students may not enroll in a doctoral core course until they have satisfied all of the prerequisites for the core course. Normally, students will satisfy the prerequisites by taking the appropriate course(s) offered by the School of Public Administration. With the permission of the Doctoral Program Committee, students may satisfy a prerequisite with an equivalent course taken in another department or at another institution.

Under no circumstances can a student who has not been admitted to a doctoral program take any of the required core courses. Students fully admitted and enrolled in another doctoral program can take one or more of the required core courses, but only upon the approval of the instructor.

Research Courses

Research is an integral aspect of doctoral education. The faculty expects that graduates of the program will have the ability to contribute new and systematically rigorous knowledge to the field. Thus the Ph.D. in public administration requires three research courses (9 hours). They focus on the logic and techniques of basic and applied research in public administration. They include:

PA 8950 Statistical Applications in Criminal Justice and Public Administration (PA 8120, Research Methods for Public Administration, is a prerequisite)
PA 9800 Advanced Research Design
PA 8970/PA 9960 Introduction to Qualitative Research/Qualitative Research Methods

On the advice of their Supervisory Committees, students may petition the Doctoral Program Committee to waive one or more of these courses based on the successful completion of an equivalent doctoral course taken in another department or at another institution. Students must provide evidence that they have taken a very similar course at UNO or another institution with a grade of "B" or better (on a 4 point scale).

Workshops

All students take a one-credit teaching and professional skills workshop. The workshop prepares students for teaching in higher education and for potential academic careers. A student's Supervisory Committee may waive the required workshop if the student has comparable experience.

Areas of Specialization

On the advice of their Supervisory Committee, students will develop an area of specialization consisting of 12 hours of course work, including a 9000-level course focusing on the area of specialization, a 9000-level research course in the area of specialization, and two elective courses determined in consultation with the Supervisory Committee. The Committee also may require such additional courses as it finds appropriate for the students' specialization. The area of specialization will build on the public administration core. A minimum of nine credit hours in the area of specialization must be taken within the School of Public Administration.

Progress Review

The Doctoral Program Committee will conduct a review of student progress each year. The Committee will make such recommendations as may be appropriate to the Supervisory Committee. As part of the review, students may be required to submit a summary of annual progress.

Comprehensive Field Examinations

The comprehensive field examination is given in two parts, covering core course work in public administration and the area of specialization. Students must seek permission from their Supervisory Committee to take the comprehensive field exam. Upon successful completion of comprehensive field exams, students enter into candidacy for the degree. Students who fail the comprehensive examination may, with the approval of their Supervisory Committee, repeat the examination the next time it is offered. A student who fails the examination a second time will be immediately dropped from the program.

The comprehensive field examination is taken within a three week period following fall and spring breaks or in the period before and during the beginning of spring semester. Six hours is allowed for each of the two parts. The exam is given in closed book format in a prescribed location.

Exams will be graded by the members of the Supervisory Committee. The Chairperson of the Committee may ask other faculty to participate if they have knowledge related to specific courses taken by the student. Each exam is graded High Pass, Pass, Marginal Pass, or Fail. A Marginal Pass invokes an Oral Examination for each part. The committee will have two weeks to evaluate the examinations.

Degree Candidacy

Students who have successfully passed the required course work in their program of study and the comprehensive field examination may apply for Admission to Candidacy for the Doctoral Degree. This application requires majority consent of the student's Supervisory Committee, the Doctoral Program Committee, and the Dean for Graduate Studies.

After admission to candidacy, the student must maintain continuous enrollment until he/she receives the degree. The school monitors this enrollment. Students not in residence must register for a minimum of one semester credit hour of dissertation research. Failure to register during each academic semester will result in termination of the Candidacy. If the term of Candidacy is extended beyond three years, the Candidate must pass another comprehensive examination.

Dissertation

The Ph.D. in public administration is a research degree. The dissertation is the culmination of a student's formal academic education in public administration, research competencies, and the area of specialization. The faculty expects the dissertation to be an original contribution to the knowledge in the field of public administration. Students must work closely with their Supervisory Committee in the selection of a topic for research, the choice of appropriate research methods and techniques, and a time line for completion.

The Dissertation Proposal

Students will complete a Dissertation Proposal and defend it before their Supervisory Committee. The proposal should consist of a statement of the topic to be addressed, an explanation of why the topic is important, a review of the relevant literature, and an appropriate research design. The Supervisory Committee will assist the student in the development of the proposal.

The proposal will be orally defended by the student before a majority of the members of the Supervisory Committee and the Chair of the Doctoral Program Committee or the Chair's designee. Members of the Supervisory Committee and the Chair of the DPC or the Chair's designee will have two weeks to read the proposal before the oral defense.

The Dissertation Defense

An oral examination will be scheduled for students to defend their dissertation. The oral examination will be conducted by the Supervisory Committee; other readers may be approved by the Doctoral Program Committee. The chair of the examining committee must be a member of the Graduate Faculty, appointed by the Doctoral Program Committee. The defense will be open to all university graduate faculty. Once the dissertation project is approaching completion, students must confer with the Chair of their Supervisory Committee and obtain and file with the Office of Graduate Studies the appropriate form to schedule the oral defense of the dissertation. Dissertation readers will have one month to read and evaluate the dissertation.

Total Minimum Course Work Requirements

Hours

Core Courses.....	12
Research Courses.....	9
Area of Specialization.....	12

Workshop.....	1
Dissertation.....	20
Additional graduate level course work.....	39
Total Program Hours.....	93

Aviation Specialization/Minor

The Aviation Institute division of the School of Public Administration has developed the nation's first Ph.D. level minor in aviation administration that is officially noted on a student's transcript. This minor allows focused study and research in areas of aviation administration. Request a copy of the Aviation Graduate Student Handbook and contact the Aviation graduate coordinator in Allwine Hall 422 or phone 1-800-3-FLY-UNO OR (402)554-3424. See the Aviation Institute listing in this catalog for further information.

For more information...

about the graduate program in public administration, please call (402) 554-2625.

MASTER OF PUBLIC HEALTH

PROFESSORS:

Atwood, Corbin, Horacek, Kosloski, Krane, Littrell, Mueller, Peck, B. Reed, Stacy, Thorson, VonEssen

ASSOCIATE PROFESSORS:

Barnett, Barr, Bartle, Grigsby, Jameton, Kaiser, Medder, Pullen, Rajaram, Rodie, Strickland, Westmoreland

ASSISTANT PROFESSORS:

Aita, Brown, Head, Meza, Powell, Sharma

The Master of Public Health program offers graduate training leading to an MPH degree in one of two concentration areas: Community Health Education or Public Health Administration. Students in this program will receive a strong foundation in basic public health science, principles and values designed to prepare them for a profession in public health **with** particular attention paid to health status, health outcomes, and health needs in special populations (e.g., racial and ethnic minorities, children, women.) Students may conduct their studies on either the University of Nebraska at Omaha campus or the University of Nebraska Medical Center campus.

Admission Requirements:

Applicants may apply to either UNO or to UNMC. Applicants seeking admission to the MPH program must have an earned baccalaureate degree or equivalent from an accredited institution of higher education. They must submit **three** official transcripts reflecting either a 3.00 GPA on

a 4.0 scale for the last 60 undergraduate credit hours earned **OR** a 3.00 GPA on a 4.0 scale for the last 18 graduate credit hours earned. Applicants also must submit the MPH program application addendum located on the MPH web site (see link above). The addendum includes a resume reflecting work/volunteer history related to essential public health functions, three letters of recommendation from academic or professional references, and a personal statement identifying the student's interest in and potential for contributing to the field of public health, career objectives, and a self-assessment of the applicant's computer and quantitative analysis skills, personal skills and general preparation for succeeding in a program of graduate studies in public health.

GRE, GMAT, MCAT, or DAT scores taken within the last five years are optional and may be submitted as additional information if the applicant believes the information will assist in documenting their capacity/potential to successfully complete the program. **Foreign applicants must submit official GRE, GMAT, MCAT, or DAT scores.**

Students applying to the MPH program will be required to demonstrate acceptable proficiency in English before they are considered eligible for admission or graduation. Applicants whose primary language is not English must present official scores on the Test of English as a Foreign Language (TOEFL). A score of at least 550 on the paper-based TOEFL or 213 on the computer-based TOEFL is required.

Application materials, including optional graduate entry exam scores, must be received for consideration by April 15 for the Fall semester or by September 1 for the spring semester. **All application materials from foreign applicants must be received for consideration by April 1 for the fall semester and by August 15 for the spring semester.**

When the applicant's file in the UNO Graduate Studies Office or UNMC Admission's Office is complete, the file will be forwarded to the MPH Graduate Program Committee for review. Committee recommendations for admission of applicants will be forwarded to the appropriate Dean for Graduate Studies. All admissions are subject to the approval of the Dean for Graduate Studies.

Degree Requirements

The MPH is a specialized professional master's degree program designed to prepare graduates for work in public health. This value-based academic program will emphasize the areas of prevention, scientific knowledge base, interdependency with other areas of knowledge and practice, and social justice.

Required Courses

The MPH Program will require 39 semester credit hours, to include:

- 15 credit hours in five core areas (each course is 3 hours):
 - Biostatistics (UNMC - PSM 806)
 - Epidemiology (UNMC - PSM 820)

- Public Health, Environment and Society (UNMC - PSM 892)
 - US Health Care: An Overview (UNMC PSM 810/UNO PA 8760)
 - Health Behavior (UNO HED 8600)
- 12 credit hours of concentration area course work in either community health education or public health administration.
 - Community Health Education Concentration (select from courses listed below)
 - Interventions in Health Education (UNO HED 8270)
 - Health Promotion Program Planning (UNO HED 8400)
 - Health Education: Instrumentation and Evaluation (UNO HED 8750)
 - Public Health Leadership and Advocacy (UNO HED 8956)
 - Public Health Administration Concentration (select from courses listed below)
 - Public Policy Evaluation (UNO PA 8320) **or**
 - Strategic Planning and Management in Public and Non-Profit Organizations(UNO PA 8530)
 - Health Care Policy (UNO PA 8740)
 - Health Care Finance (UNO PA 8720)
 - Nursing, Health & Culture in Organizations and Communities (UNMC NRSG 844)
 - Special Topics: Health Economics (UNO BSAD 8910)
 - Public Health Leadership and Advocacy (UNO HED 8956)
 - Health Care Ethics (UNMC PSM 825)
- 6 credit hours of electives (select from courses listed below):
 - Biostatistics II (UNMC PSM 808)
 - Philosophy of Public Health (UNMC PSM 998)
 - Long Term Care Administration (UNO PA 8516)
 - Health Care Systems (UNMC NRSG 841)
 - Community Based Care for Vulnerable People (UNMC NRSG 840--2 credits)
 - Community and Organizational Development (UNMC NRSG 842)
 - Nursing, Health & Culture in Organizations and Communities (UNMC NRSG 844)
 - Health Care Economics and Financial Management (UNMC NRSG 872)
 - Special Topics: Women and Health (UNO BLST 8080)
 - Health Aspects of Aging (UNO GERO 8556)
 - Alcohol & Drug Prevention/Education in Schools/Community (UNO HED 8160)
 - Health Aspects of Stress Management (UNO HED 8850)
 - Women's Health & Issues of Diversity (UNO HED 8706)
 - Human Sexuality (UNO HED 8250)
 - Research Project: Principles of Epidemiology (UNO HPER 8100)
 - Community Assessment and Health Programming (UNMC NRSG 847)
 - Health Related Instrument Construction and Evaluation (UNMC NRSG 910)
 - Research Methods (UNO SOC 8030)
 - Medical Sociology (UNO SOC 8200)
 - Contemporary Topics in Soc: Law, Public Policy and Medicine (UNO SOC 8806)
 - Sociology & Mental Illness (UNO SOC 8836)
 - Aging & Mental Health (UNO GERO 8476)
 - Death, Dying & Grieving (UNO GERO 8730)

- Applied Social Gerontology (UNO GERO 9110)
 - Seminar in Aging and Human Behavior (UNO GERO 9460)
- 6 credit hours of service learning/capstone experience work associated with the appropriate concentration area
 - Health Education Practicum (UNO HED 8980)
 - Capstone Project in Public Health Administration (UNO PA 8990)
 - Practicum in Managing and Evaluating Health of Populations (UNMC NRSG 848)

Transfer of Graduate Credit

Applicants who have earned graduate credit at either the University of Nebraska or other accredited institutions may request, at the time of application, that they be applied to the MPH degree. This credit must meet all requirements including the maximum time to complete the degree and the minimum grade earned. All other graduate policies regarding graduate programs apply.

Time to Complete the Degree

Students will have 5 years to complete the degree.

For more information about the graduate program in public health, please call (402) 561-7566 or (402) 561-7567 or visit the master of public health web site at <http://unmc.edu/mph>.

SOCIAL WORK

PROFESSORS:

Coyne, D'Souza, eber, J. Woody

ASSOCIATE PROFESSORS:

Barnett, Barron-McKeagney

ASSISTANT PROFESSORS:

Anderson, Furman, Langer, Randall

The Profession of Social Work

The masters program in social work prepares the student for advanced social work practice. Social work is one of the "helping professions" concerned with the quality of human life. Specifically, the social worker is concerned with people's ability to function meaningfully and effectively in transactions with the environment (i.e., family, friends, associates and the community at large). Social workers bring systematized knowledge to bear on their dealings with people individually, in families, in other groups and collective associations, with communities,

societies and organizations with a view to helping in the resolution of problems which cause stress in social transaction.

In these endeavors, social workers are employed in public and private agencies and services, medical settings, schools, residential and community agencies providing care for the mentally ill and disabled, court and correctional agencies, community planning and development agencies and programs. Their activities and interventions are designed to promote more effective functioning of society as it struggles to "provide for the general welfare" as well as to help people, families, groups, and institutions within the society achieve self-fulfillment.

The School of Social Work and its MSW degree program are accredited by the Council on Social Work Education (CSWE), the national accrediting body for all social work education.

Special Procedures for Admission to the School of Social Work Graduate Program

The School of Social Work has special admission procedures in addition to those required by the College of Graduate Studies. Students are encouraged to complete the University application process by February 1. The School of Social Work application is due by March 1. Students are admitted **only** for the fall semester.

Applicants for graduate social work education should obtain an admission packet from the Admission Secretary at the School of Social Work. Each applicant will be required to file with the UNO Office of Graduate Studies the following:

1. An Application for Graduate Admission at UNO.
2. Two official transcripts from each school attended of all undergraduate (and graduate, if any) college work.
3. A non-refundable application fee of \$45 (U.S. dollars).

All applicants to the School of Social Work are required to take the Graduate Record Examination (GRE) or the Miller Analogy Test (MAT) and have the results sent to the Office of Graduate Studies and the School of Social Work before the application is reviewed by the Admissions Committee.

The applicant also will apply directly to the School of Social Work for admission. The proper forms required for this process are in the admissions packet distributed by the School of Social Work. All materials must be received by the School before the Admissions Committee will review the file.

The Admissions Committee has the responsibility to determine the applicant's suitability for the profession and reserves the right to request an interview and/or additional evaluative material.

The School of Social Work reserves the right to change admission and graduation requirements in order to remain in compliance with the Accreditation Standards of the Council on Social Work Education.

Requirements for the Degree of Master of Social Work

1. The 63 Credit Hour Program.

The M.S.W. program consists of two parts, the Foundation Level, which includes generalist knowledge and skills common to all professional social workers, and an Advanced Level, which includes opportunities for in-depth specialization in practice methods and in specific fields of practice. The 27 hours of foundation level courses along with the 36 hours in the advanced level comprise the 63 credit hour program. This program is for students who have earned a bachelor's degree but have not completed an accredited undergraduate social work program. Some of the foundation courses may be waived by students who successfully pass the waiver exams.

2. The 39 Credit Hour Program

This is the Advanced Standing program for students who have earned a BSW from an CSWE accredited program. It requires a minimum of 39 hours in graduate social work study focusing in one of three concentrations. These are: 1) Integrated Practice, 2) Health/Mental Health Services, and 3) Family and Children's Services.

3. The School of Social Work requires a minimum of two courses per semester; the MSW program must be completed within four years.
4. The director of the School of Social Work may approve loads to 15 credit hours for social work majors.
5. Prerequisites - completion is required before entry in the program:
 - a. an undergraduate human biology course or equivalent;
 - b. an undergraduate research methods course and an undergraduate statistics course.
6. A final written comprehensive examination is required.

**See the School of Social Work Handbook for the other requirements, for details about research, practicum, waiver exams, etc.*

***This includes one 3 credit graduate research course which is part of the foundation level.*

MSW Admission Requirements

- Graduate Application for Admission
- Graduate Application Fee
- Two official transcripts from each college or university attended
- GRE/MAT scores
- Three Letters of Recommendation
- Five page essay articulating career goals in social work
- Updated resume or work history

Dual Degree in Social Work/Public Administration

The School of Social Work and the School of Public Administration at UNO have agreed to offer prospective candidates the option to receive both graduate degrees offered by these programs (MSW & MPA) through entering a dual degree program.

NOTE: Students who already have graduated with an MSW or MPA degree are NOT eligible for a dual degree.

Students who identify the MSW/MPA dual degree option prior to admission will complete a single admission packet which includes the same materials as above in the MSW admission requirements, except the five-page essay must articulate career goals in social work and a separate two-page essay must address career goals in public administration.

The completed admission packet will be sent by the Office of Graduate Studies to both the School of Social Work and the School of Public Administration for review and approval.

Students who decide after admission to Social Work or Public Administration to pursue the dual degree program will need to submit a new application, application fee, and additional application materials to the appropriate school for review. The social work adviser will assist social work students and the public administration adviser will assist public administration students with this process.

There are two options for students entering the dual degree program, a 54 credit program and a 78 credit program. The 54 credit program is for students who have completed an accredited BSW degree. The 78 credit program is for all other students; it includes foundation course work in social work.

Dual Degree Requirements

For both options, students must choose the "Integrated Practice" concentration in social work and be willing to take a minimum of two courses per semester, excluding the summer semesters.

54 credit program

SOWK 8190 Research and Computer Applications
SOWK 8220 Clinical Social Work with Individuals
SOWK 8230 Clinical Social Work with Groups
SOWK 8510 Personnel Administration and Supervision
SOWK 8530 Social Welfare Planning
SOWK 8400 Adv Practicum I
SOWK 8410 Adv Practicum II
SOWK 8940 Evaluation of Social Work Programs

OR

PA 8320 Policy Evaluation
SOWK 8540 Social Welfare Planning
SOWK 8570 Administration of Social Welfare Agencies

SOWK 8240 - 8300 Any one Advanced Micro Practice course
SOWK 8--- Any one Social Problem/Condition Social Work course
PA 8050 Intro to Public Administration
PA 8010 Public Economy
PA 8090 Organizational Theory and Behavior
PA 8300 Policy Design & Implementation
PA 8400 Public Budgeting

OR

PA 8480 Public Finance Administration

OR

PA 8720 Health Care Finance

OR

PA 8896 Non-Profit Financial Management

PA 8530 Strategic Planning & Implementation

OR

PA 8440 Organizational Development & Change

78 credit program

Students must complete the courses listed in the 54 credit program, plus the following 24 credit hours of foundation courses (prerequisites for the advanced social work courses):

SOWK 8070 Human Behavior & Social Environment I
SOWK 8080 Human Behavior & Social Environment II
SOWK 8090 Social Welfare Policy
SOWK 8110 Institutional Oppression
SOWK 8130 Generalist Practice I
SOWK 8150 Generalist Practice II
SOWK 8160 Generalist Practicum I
SOWK 8170 Generalist Practicum II

Comprehensive Examinations

Students will complete a 4-hour social work comprehensive exam focused on Integrated Social Work Practice administered by the School of Social Work. Students also will complete a 6-hour public administration comprehensive exam administered by the School of Public Administration.

School of Social Work Academic Standards Policy

1. Basic Standard. A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program.
2. Automatic Dismissal. A grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study will result in automatic dismissal from the degree program by the Office of Graduate Studies.
3. Probation or Dismissal. In the following cases, the Office of Graduate Studies notifies the School at the start of each semester and requires a recommendation from the School's Graduate Program Committee either to dismiss, or place on probation with conditions for reinstatement as a student in good standing, students who:

- a. Receive a grade of "C+" (2.33 on a 4.0 scale) or below in any courses involved in the first 12 hours of graduate study for provisionally admitted students;
- b. Receive at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) included in the plan of study for masters' or specialists' degrees or graduate certificates, regardless of the average.
- c. Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

In the case of an automatic dismissal because of a grade of "C-" (2.33 on a 4.0 scale) or below, if the student appeals this action, the School's Program Committee Chairperson will convene a formal Advancement Committee meeting to determine the student's status in the MSW program.

In the other situations of failure to meet academic standards (listed above), the Program Committee Chairperson and Director jointly will arrive at a recommendation to be sent to the Office of Graduate Studies. It will state the student is reinstated on probation, with the conditions that he or she will not receive a grade lower than a "B" (3.0 on a 4.0 scale) in the next 12 hours and will maintain a GPA of 3.0 or above; other conditions may be set as well.

Student Responsibilities

1. Students must be aware of the Quality of Work Standards of the Graduate College as well as additional criteria of satisfactory performance.
2. It is the student's responsibility to know when his/her previous course work has failed to meet those standards.
3. Students who are attending classes are still subject to dismissal if the School recommends that action based on review of their previous performance.

For more information about the graduate program in social work, please call (402) 554-2792.

SPECIAL EDUCATION AND COMMUNICATION DISORDERS

PROFESSORS:

Coufal, Hill, Lorsbach, Squires

ASSOCIATE PROFESSORS:

Akers, Christensen, Conway, Friehe, Irvin

ASSISTANT PROFESSORS:

Swain, Wanzenried

CLINIC COORDINATOR:

Kenny

The department offers programs in special education and communication disorders. Admission examinations for programs in this department are identified in the General Information Section of this catalog. Deadlines for applying are as published.

Student Responsibilities

1. Applicants must adhere to the admissions procedures and regulations which appear in the Application and Admission section of this Graduate Catalog. Deadlines for applying for graduate admission in speech-language pathology are September 1 for the following spring semester and February 1 for the following summer or fall semester.
2. Applicants must hold a bachelor's degree or its equivalent from an accredited institution and must submit official transcripts of credits from all colleges and universities attended. The transcript must be submitted prior to admission. In addition to the transcript and an application for admission, the applicant must provide the department with:
 - a. two letters of reference from persons who know well the applicant's undergraduate academic work, the applicant's potential to do graduate work, and/or the applicant's professional competence;
 - b. a personal letter of application indicating concentration area and covering such topics as interest, experience, and career goals;
 - c. official score on either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT);
 - d. signed and notarized Rule 20 - Rule 21 statements required by the State Board of Education;
 - e. evidence of a current, valid, teaching certificate (*NOTE: Under special circumstances, applicants may be admitted to degree programs in special education without a current, valid, teaching certificate*).
3. Submission of all required materials and documentation is not a guarantee of acceptance to graduate school.

Graduate-Level Student Teaching/Practica

All candidates in this department must obtain the permission of their academic adviser prior to applying for and registering for student teaching or a practicum. All candidates must complete one (or more) student teaching/practicum experiences as part of their preparation. At least one of these experiences must be an all-day, 16 week experience in the endorsement area.

Admission to student teaching/practicum is by application only. Application for student teaching/practicum must be made the semester preceding the semester in which the experience will be completed. Applications cannot be considered unless all materials are submitted by

October 1 for Spring/Summer student teaching and February 15 for Fall student teaching. Late applications may not be considered.

Upon admission to student teaching/practicum, the department will issue a permit that allows the candidate to enroll in the appropriate course. It is the candidate's responsibility to enroll in the proper course. Professional seminars are required as part of the student teaching/practicum experience. Attendance at the seminars is mandatory. Candidates may be removed from their placement at the request of the candidate, department, or school district/community agency.

Thesis Option/Comprehensive Exams

Candidates in the degree program may, in fact are encouraged to, pursue a thesis option in their program. Completing a thesis will add three to six (3-6) credit hours to each area of concentration. Candidates choosing to write a thesis will not sit for a written comprehensive examination. Comprehensive questions will be included in the oral defense of the thesis. Candidates not choosing a thesis option will sit for a comprehensive written examination, or may, with the consent of the faculty, complete a portfolio detailing their professional preparation.

Quality of Work Standards

Candidates must meet the "Quality of Work Standards" as specified in this catalog. Candidates will be dropped from the program for the following:

1. Failure to maintain an overall GPA of "B" (3.0 on a 4.0 scale) in graduate work.
2. Failure to achieve a grade of "B" (3.0 on a 4.0 scale) or better in the first 12 hours of course work.
3. Receiving nine (9) hours of graduate credit with a grade of "C" or "C+".
4. Receiving a grade of less than "C" in any course included in the plan of study.

Speech- Language Pathology Program

The program in speech-language pathology is fully accredited by the American Speech-Language-Hearing Association.

Master of Arts: Speech-Language Pathology

The Master of Arts degree with a major in speech-language pathology involves these requirements (See application deadlines which appear earlier in this section):

1. Admission to the University of Nebraska at Omaha Graduate College.
2. The following are considered to be essential skills and/or abilities for speech-language pathology candidates: adequate vision, hearing, speech, and language.

3. The candidate must have successfully completed a minimum of 45 semester hours of undergraduate work preparatory to admittance to the major. These hours are to include the following courses or their equivalents:

SPED 1400 Introduction to Communication Disorders (3)
SPED 4330 Aural Rehabilitation (3)
SPED 4370 Basic Audiology (3)
SPED 4380 Speech Science I: Speech Mechanisms (3)
SPED 4390 Hearing Science (3)
SPED 4420 Early Language Development in Children (3)
SPED 4430 Articulation Disorders (3)
SPED 4450 Speech Science II: Experimental and Applied Phonetics (3)
SPED 4460 Later Language Development in Children (3)
SPED 4490 Pre-Clinical Observation and Assessment in Speech Pathology (3)
SPED 4500 Communication Disorders in the Elementary and Secondary Schools (3)
SPED 4510 Basic Clinical Practicum in Speech Pathology (3)
SPED 4750 Childhood Language Disorders I (3)
SPED 4760 Assessment Procedures for Speech Language Pathologists (3)
PSYC 3130 Statistics for the Behavioral Sciences (3)

4. The Pre-Professional Skills Test (PPST) must be passed successfully prior to taking those courses necessary for teacher certification. The candidate should consult with his or her adviser upon admission into the program to determine the first available time to sit for the PPST. It should be noted that candidates holding an active teaching certificate in elementary, secondary, or special education may have these requirements waived.
5. Early admission to speech-language pathology program: Candidates with a previous bachelor's degree in a discipline other than speech-language pathology may apply for early admission to the speech-language pathology program. Early admission will allow candidates to complete the undergraduate requirements and be assured of admission to the graduate program. Some candidates also will elect to take graduate courses while completing the undergraduate deficiencies, thereby expediting the completion of their professional preparation. In addition to the application for admission requirements listed previously, candidates must:
 - a. pass the PPST
 - b. complete the speech-language-hearing screening
 - c. possess an overall GPA of 3.0
 - d. have completed a minimum of the following four courses in speech-language pathology: SPED 1400, SPED 4380, SPED 4390, and SPED 4450
6. Graduate candidates who received their bachelor's degree from another institution **may be required** to complete a transfer student practicum under UNO supervision prior to any field placement. Candidates must consult with their adviser about completion of this undergraduate credit requirement.

7. A minimum of 40 semester hours of course work, thesis and practicum. These hours must include the following:

SPED 8000 Special Project in Diagnostics (1-6)
TED 8010 Introduction to Research (3)
SPED 8240 Assessment and Management of School Age Language Disorders (3)
SPED 8416 Assessment and Management of Communication Disorders with Organic Etiologies (3)
SPED 8420 Assessment and Management of Voice Disorders (3)
SPED 8430 Assessment and Management of Fluency Disorders (3)
SPED 8440 Assessment and Management of Aphasia and Related Problems (3)
SPED 8460 Diagnostic Practicum in Communication Disorders (3)
SPED 8470 Speech Science III: Neurophysiology of Speech and Language (3)
SPED 8500 Basic Clinical Practicum in Speech-Language Pathology (3)
SPED 8510 Advanced Clinical Practicum in Communication Disorders I (3)
SPED 8520 Advanced Clinical Practicum in Communication Disorders II* (3)
SPED 8570 Assessment and Management of Dysphagia (3)

** Placements for this practicum are made as space permits.*

8. The candidate must present and successfully defend a thesis to members of his/her committee.
9. The candidate must pass the written comprehensive examination selected by the faculty.

Master of Science - Speech-Language Pathology

The Master of Science degree with a major in speech-language pathology involves these requirements (See application deadlines which appear earlier in this section):

1. Admission to the University of Nebraska at Omaha Graduate College.
2. The following are considered to be essential skills and/or abilities for speech-language pathology candidates: adequate vision, hearing, speech, and language.
3. The candidate must have successfully completed a minimum of 45 semester hours of work preparatory to admittance to the major. These hours are to include the following courses or their equivalents:

SPED 1400 Introduction to Communication Disorders (3)
SPED 4330 Aural Rehabilitation (3)
SPED 4370 Basic Audiology (3)
SPED 4380 Speech Science I: Speech Mechanisms (3)
SPED 4390 Hearing Science (3)
SPED 4420 Early Language Development in Children (3)
SPED 4430 Articulation Disorders (3)

SPED 4450 Speech Science II: Experimental and Applied Phonetics (3)
SPED 4460 Later Language Development in Children (3)
SPED 4500 Communication Disorders in the Elementary and Secondary Schools (3)
SPED 4490 Pre-Clinical Observation and Assessment in Speech Pathology (3)
SPED 4510 Basic Clinical Practicum in Speech Pathology (3)
SPED 4750 Childhood Language Disorders I (3)
SPED 4760 Childhood Language Disorders II (3)
PSYC 3130 Statistics for the Behavioral Sciences (3)

4. The Pre-Professional Skills Test (PPST) must be passed successfully prior to taking those courses necessary for teacher certification. The candidate should consult with his/her adviser upon admission into the program to determine the first available time to sit or the PPST. It should be noted that candidates holding an active teaching certificate in elementary, secondary or special education may have these requirements waived.
5. Early admission to speech-language pathology program: Candidates with a previous bachelor's degree in a discipline other than speech-language pathology may apply for early admission to the speech-language program. Early admission will allow candidates to complete the undergraduate requirements and be assured of admission to the graduate program. Some candidates also will elect to take graduate courses while completing the undergraduate deficiencies, thereby expediting the completion of their professional preparation. In addition to the application for admission requirements listed previously, candidates must:
 - a. pass the PPST
 - b. complete the speech-language-hearing screening
 - c. possess an overall GPA of 3.0
 - d. have completed a minimum of the following four courses in speech-language pathology: SPED 1400, SPED 4380, SPED 4390, and SPED 4450
6. All graduate candidates who received their bachelor's degree from another institution must complete a transfer student practicum under UNO supervision prior to any field placement. Candidates must consult with their adviser about completion of this undergraduate credit requirement.
7. Forty semester hours of course work and practicum. These hours must include the following:

Required Courses

SPED 8000 Special Project in Diagnostics (1-6)
TED 8010 Introduction to Research (3)
SPED 8240 Assessment and Management of School Age Language Disorders (3)
SPED 8416 Assessment and Management of Communication Disorders of
Communication Disorders with Organic Etiologies (3)

SPED 8420 Assessment and Management of Voice Disorders (3)
SPED 8430 Assessment and Management of Fluency Disorders (3)
SPED 8440 Assessment and Management of Aphasia and Related Problems (3)
SPED 8460 Diagnostic Practicum in Communication Disorders (3)
SPED 8470 Speech Science III: Neurophysiology of Speech and Language (3)
SPED 8500 Basic Clinical Practicum in Speech-Language Pathology (3)
SPED 8510 Advanced Clinical Practicum in Communication Disorders I (1-3)
SPED 8520 Advanced Clinical Practicum in Communication Disorders II* (1-3)
SPED 8570 Assessment and Management of Dysphasia (3)

**Placements for this practicum are made as space permits.*

Elective Courses in Communicative Disorders

Any elective option must have adviser approval to insure that the course meets the standards for accreditation and Certification of Clinical Competence.

8. The candidate must pass the written comprehensive examination selected by the faculty.

Special Education Programs

Candidates seeking a Master of Science degree in special education will complete a common core of courses (21 semester hours). In addition to the common core, each candidate must select an area of concentration (i.e., Behavioral Disorders, Resource Teaching and Learning Disabilities, Teaching the Hearing Impaired, Mild/Moderate Disabilities). Course work requirements in the concentration areas vary depending on the area selected.

Candidates seeking a Master's degree in special education must meet the criteria for admission to the Graduate College and the Department as specified in this catalog. Candidates seeking only endorsement in a special education teaching area, but who do not wish to obtain a Master's degree must meet the criteria to be admitted as an unclassified student. Individuals taking course work for continuing professional development may be admitted as a non-degree student and complete up to 12 credit hours of course work. Graduate level hours taken as a non-degree student may be subsequently included in a program of study at the discretion of the Graduate Program Committee and the Dean for Graduate Studies. The Department adheres to all restrictions on non-degree students specified in this catalog. No student with non-degree status may enroll in a practicum or student teaching course.

Endorsement Only Option

Candidates not interested in a Master's degree may complete an endorsement only sequence in any of the areas of concentration. The endorsement sequence consists of all prerequisites, the courses in the concentration **area** and the courses in the common **core** except for TED 8010 Introduction to Research.

Master of Science Degree in Special Education

The Master's degree in special education involves the following requirements:

1. Admission to the University of Nebraska at Omaha Graduate College.
2. Admission to the graduate program in special education.
3. Bachelor's degree with a valid teaching certificate or completion of the deficiencies necessary for teacher certification.

Prerequisites

All candidates must have completed SPED 4800/8806 Emotional Development of Children and Youth and EDUC 2510 Applied Special Education or SPED 8030 Special Education Alternatives (or an equivalent to any of these).

Common Core (21 credit hours)

All candidates seeking a degree must complete the following required course work:

TED 8010 Introduction to Research (3)
SPED 8236 Language Development & Disorders for Teachers (3)
SPED 8816 Classroom Management (3)
SPED 8820 Behavior Disorders (3)
SPED 8400 Learning Disabilities (3)
SPED 8910 Theories of Assessment & Diagnosis of Learning Deficits (3)
SPED 8980 Professional Collaboration (3)

Areas of Concentration

In addition to the common core, candidates must select an area of concentration and complete the required course work in that area. Upon completion of the program, the candidate will receive the MS degree and be eligible for a Nebraska Department of Education teaching endorsement in the area of concentration.

Behavioral Disorders

Candidates specializing in behavior disorders will be prepared to design, implement, and evaluate educational programs for children and youth with behavioral disorders. Candidates completing the degree program meet the academic requirements for PK- 9, 7-12 or PK-12 endorsement by the Nebraska Department of Education. In addition to previously specified prerequisites, candidates specializing in behavior disorders must complete the following requirements.

1. Required Courses (18 credit hours)

SPED 8016 Child Abuse/Neglect (3)
SPED 8656 Career Development for Individuals with Disabilities (3)

SPED 8830 Practicum in Behavioral Disorders (PK-9 OR 7-12) (3)
SPED 8840 Advanced Practicum in Behavioral Disorders (PK-12) (3)
SPED 8850 Methods & Materials in Behavioral Disorders (3)
SPED 8860 Functional Behavioral Assessment (3)

Teaching the Hearing Impaired

The graduate program in Early Childhood Deaf/Hard of Hearing concentration is being developed and will replace the concentration in Teaching the Hearing Impaired. Check with the department for specific program requirements.

Mild/Moderate Disabilities

Option 1:

Candidates specializing in teaching **students with mild/moderate disabilities** can obtain K-9, 7-12, or K-12 endorsement. Upon completion of the program, candidates will meet the requirements of the Nebraska Department of Education for endorsement to teach children and youth with mild/moderate disabilities. Candidates seeking K-12 endorsement will complete student teaching experiences at both the K-9 and 7-12 levels. One of these student teaching experiences may be completed in the **candidate's classroom**. The other must be completed outside the **candidate's classroom**. In addition to the previously specified prerequisites, candidates specializing in teaching **students with mild/moderate disabilities** must complete the following requirements:

1. Required Courses (15-18 hours)

SPED 8606 Mental Retardation (3)
SPED 8646 Methods & Materials in Special Education (3)
SPED 8656 Career Development for Individuals with Disabilities (7-12 only) (3)
SPED 8716 Interaction Between Professionals & Parents of Individuals with Disabilities (3)
SPED 8720 Basic Student Teaching (K-9, 7-12) (3)
SPED 8730 Advanced Student Teaching (for K-12) (3)

2. Electives

Candidates for K-9 endorsement need one elective to complete their program. This elective may be drawn from any course in special education. Other candidates needing electives to complete their programs may select courses with the advice and consent of their advisers.

Option 2:

Candidates currently holding mild/moderate disabilities endorsement can obtain a Master of Science degree in special education with a concentration in Mild/Moderate Disabilities by completing the required coursework in Option 1. If the candidate has completed comparable

coursework at the undergraduate level, course substitutions will be made in consultation with the department adviser.

Resource Teaching and Learning Disabilities

This area of concentration is designed to prepare the candidate to identify, diagnostically analyze and teach children who have specific learning disabilities within cross-categorical resource room settings. Candidates may obtain K-9, 7-12, or K-12 endorsement. Candidates seeking K-12 endorsement will complete student teaching experiences at both the K-9 and 7-12 levels. One of these student teaching experiences may be completed in the candidate's classroom. The other must be completed outside the candidate's classroom.

1. Required Courses (15-18 credit hours)

SPED 8646 Methods & Materials in Special Education (3)
SPED 8656 Career Development for Individuals with Disabilities (3)
SPED 8730 Advanced Student Teaching (for K-12) (3)
SPED 8930 School Practicum in Learning Disabilities (K-9 or 7-12) (3)
SPED 8960 Advanced Diagnosis of Learning Deficits (3)
SPED 8970 Clinical Teaching in Learning Disabilities (3)

TEACHER EDUCATION

PROFESSORS:

K. Danielson, Dick, N. Grandgenett, Lloyd, Ostler, Topp

ASSOCIATE PROFESSORS:

Chen, L. Danielson, Fluckiger, Kuhlman, Landis, Langan, McGlamery, Means, Mitchell, Pasco, K. Smith, Thompson

ASSISTANT PROFESSORS:

Adcock, Austin, Edick, Edwards, Harrington, Tixier y Vigil, Wetig

The Teacher Education department offers graduate degrees in elementary education, reading, and secondary education. These degrees will enhance current certification but are not intended to lead to initial teacher certification. Graduate concentrations are available leading to certification or endorsement in library media, early childhood, reading, gifted education, and information technology. The gifted education endorsement is offered through a cooperative program with the University of Nebraska at Kearney. In addition, graduate certificates are offered in Instructional Technology and Instruction in Urban Schools.

The department does not offer a minor in teacher education (TED) or in any of the majors within the department.

Admission Requirements

All students are admitted provisionally based on the following criteria:

- A valid teaching certificate
- An undergraduate GPA of 3.0 (on a 4.0 scale) or above
- Completion of undergraduate deficiencies
- For international students, a TOEFL score of 550 (paper) or 213 (computer)

All candidates also are required to complete a department admission form that 1) describes their current certification level and emphasis, and 2) indicates the intended focus of their graduate studies.

Selective Retention Procedure

Each candidate seeking a master's degree must complete selective retention. The following is a criteria guide for the application and evaluation process for selective retention:

- For elementary education and reading, complete 12 hours of TED courses, 6 hours of which are designated by each program as required for selective retention. For secondary education, complete at least 6 TED hours and no more than 18 hours, 6 hours of which are designated by the program as required for selective retention.
- Complete a Graduate Course Summary form.
- Submit a formal letter of application.
- Complete a degree Plan of Study with an assigned adviser.

A faculty panel will review these materials and determine if, through the selective retention process, the candidate's status will be changed to unconditional.

Comprehensive Examination

Students who seek the Master of Science degree with majors in Elementary, Reading without thesis, and Secondary, must take a written comprehensive examination. The comprehensive examination for Master of Arts candidates is oral. This examination is taken at or near the completion of all course work required in the approved Plan of Study.

Unclassified Students

Candidates who are not planning to pursue a program leading to a graduate certificate or a master's degree can be admitted to Elementary Education, Reading, or Secondary Education as unclassified students. Based on approval from their graduate adviser, they are allowed to take courses for which they meet the prerequisite. Normally, no more than six hours taken as an unclassified student may be transferred into a graduate certificate or degree program. Formal advisement is strongly encouraged.

Non-Degree Seeking Students

Candidates who are not planning to pursue a program leading to a graduate certificate or master's program and plan to complete 12 graduate hours or less can be admitted to the university as graduate non-degree students. These candidates do not have an official adviser within the department; however, they may take courses for which they meet the prerequisites.

If the candidate decides to apply for a graduate certificate or degree program, normally no more than six hours taken as a graduate non-degree student may be transferred into the graduate certificate or degree program.

Elementary Education - Master of Arts

The Master of Arts degree in elementary education requires 30 hours of course work. This program allows for individualization and provides an opportunity for in-depth scholarly study in an area of interest. A master's thesis is required and is included within the 30 hours. Programs for the Master of Arts degree in elementary education will be determined in consultation with the major adviser.

Elementary Education - Master of Science

1. Required Courses (9 hours)
TED 8010 Introduction to Research
TED 8060 Current Issues and Trends in Education
TED 8430 School Curriculum Planning
2. Related Courses (9 hours)
(Students are to take **one** course in **three** of the **five** strands. They may choose from the courses listed or other courses approved by their adviser).

Assessment and Instruction Strand

TED 8070 Teaching Multiple Intelligences
TED 8210 Human Relations for Bias Free Education
TED 8250 Assessment for the Classroom Teacher
TED 8360 Diagnostic and Corrective Instruction
TED 8930 Individualization of Instruction
TED 9200 Critical Pedagogy: Teaching for Social Justice
SPED 8236 Language Development & Disorders for Teachers
SPED 8400 Learning Disabilities
SPED 8910 Theories of Assessment and Diagnosis of Learning Deficits
Or any assessment and instruction course or workshop pending adviser's approval.

Child Development Strand

TED 8246 Parent Involvement in Early Childhood Education
TED 8276 Current Trends in Early Childhood Education
SPED 8016 Child Abuse/Neglect

SPED 8806 Emotional Development of Children and Youth
Or any early childhood course or workshop pending adviser's approval

Literacy Strand

TED 8030 Seminar in Education: Seminar in Multicultural Children's Literature
TED 8030 Seminar in Education: Politics of Literacy Education
TED 8470 Teaching the Language Arts
TED 8616 Teaching Writing Throughout the Curriculum
TED 8650 Children's Literature and Education
TED 8666 Young Adult Literature and Education
TED 9100 Theories and Processes of Reading
TED 9110 Principles and Practices in Elementary Reading
Or any literacy course or workshop pending adviser's approval

Science and Mathematics Strand

TED 8410 Special Topics in Mathematics/Science
TED 8510 Aerospace Education Workshop
MATH 8505 Selected Topics in Mathematics/Education
MATH 8980 Graduate Seminar in Mathematics/Elementary Education
PHYS 8055 The Philosophy of Space Exploration
PHYS 8165 Current Topics in Science
CHEM 8936 Special Topics in Chemistry/Education
BIOL 8010 Seminar in Biology (1 credit hour course)
BIOL 8060 Inquiry in the Biological Sciences
GEOG 8040 Seminar in Educational Geography
GEOG/GEOL 8236 Great Plains and Nebraska
GEOG 8500 Earth Science for Educators
GEOG/GEOL 8536 Historical Geography of the United States
Or any science/math course or workshop pending adviser's approval.

Technology Strand

TED 8000 Teaching Strategic with Distance Technologies
TED 8540 Using Microcomputers in the Educational Process
TED 8550 Introduction to Media Integration with Microcomputers
TED 8560 Hardware/Software Support for the Learning Environment
TED 8570 Telecommuting for Educators
TED 8580 Authoring Internet Based Educational Materials
TED 8590 Using Computer Productivity Tools in the K-12 Classroom
TED 8596 Electronic Literacy
TED 8600 Advanced Seminar in Educational Technology
TED 8620 Networking Support for the Learning Environment
TED 8776 Production and Utilization of Educational Media
EDAD 8250 Technology for School Leaders
Or any technology course or workshop pending adviser's approval.

3. Area of Concentration (12 hours)

Each student will include in his/her Plan of Study, an area of concentration in a special field which will provide depth in an area of his/her interest. Courses within the concentrations will be decided upon in conference with the student's departmental adviser. Possible concentrations include: Behavior Disorders, Early Childhood Education, Educational Administration Elementary School Counseling, ESL/ELL, Gifted Education, Hearing Impaired, Improvement of Instruction, Learning Disabilities, Library Media, Literacy, Math and Science, Technology, and Urban Schools.

4. Electives (6 hours)

TOTAL HOURS REQUIRED (minimum) (36 hours)

Reading - Master of Science

The Master of Science degree with a major in reading provides an opportunity for graduate study in the field of reading education. Candidates may select either a non-thesis program of study (Option 1), or a thesis program of study (Option 2). Both options require candidates to successfully complete a minimum of 36 hours of graduate credit. Candidates completing Option 1 will be eligible for K-12 endorsement in reading in Nebraska. Candidates completing Option 2 who wish to be eligible for a reading endorsement must include the course work required for endorsement in their program of study.

A program of study for both Option 1 and Option 2 must be approved by a major adviser.

Option 1: M.S. Program without Thesis

1. Required Courses (24-27 hours)

TED 8010 Introduction to Research

TED 9100 Theories and Processes of Reading

TED 9110 Principles and Practices in Elementary Reading

TED 9120 Teaching Reading in the Secondary School

TED 9180 Seminar in Research in Reading

TED 9190 Applications of Literacy Evaluation and Instruction

TED 8470 Teaching the Language Arts

TED 8650 Literature for Children and Youth

TED 8666 Literature for the Adolescent

(This course requirement will be waived if taken at the undergraduate level; another course must be substituted in its place).

2. Related Courses (9-12 hours)

(To be determined in consultation with adviser).

TOTAL HOURS REQUIRED 36 hours

Option 2: M.S. Program with Thesis *

1. Required Courses (9 hours)

TED 8010 Introduction to Research
TED 9100 Theories and Processes of Reading
TED 9180 Seminar in Research in Reading

2. TED 8990 Thesis (6 hours)

3. Related courses (21 hours)

(To be determined in consultation with adviser).

TOTAL HOURS REQUIRED 36 hours

**The thesis is completed under the direction of a major adviser and supervisory committee as outlined in this catalog. The comprehensive exam will occur during the thesis defense, and will consist of questions and answers reflecting course work.*

Candidates wishing to qualify for K-12 endorsement in reading in Nebraska also must complete TED 9110, TED 9120 and TED 9190. These may be used as electives.

Secondary Education

Secondary education candidates may earn the Master of Arts degree or the Master of Science degree. Initial certification is a requirement for admission. Professional rank for Nebraska certification and/or additional endorsements may be earned as part of both degree programs.

Master of Arts Degree with Major in Secondary Education

1. Required Courses (12 hours)

TED 8010 Introduction to Research
TED 8060 Current Issues and Trends
TED 8430 School Curriculum Planning
One course in Instructional Technology (TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8590 or equivalent)

2. Thesis (6 hours)

3. Related Professional/Academic Courses (12 hours)

TOTAL HOURS REQUIRED 30 hours

Master of Science Degree with Major in Secondary Education

1. Required Courses (12 hours)

TED 8010 Introduction to Research

TED 8060 Current Issues and Trends

TED 8430 School Curriculum Planning

One Course in Instructional Technology (TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8590 or equivalent)

2. Related Teacher Education Courses (9 hours)

(TED 8410 strongly recommended if available in candidate's teaching area).

3. Related Professional/Academic Courses (15 hours)

Each student will include in his/her Plan of Study, an area of concentration in a special field which will provide depth in an area of his/her interest. Courses withing the concentrations will be decided upon in conference with the student's departmental adviser. Possible concentrations include: Art, Educational Administration, English, ESL/ELL, Improvement of Instruction, Library Media, Mathematics, Middle Level, Music, Science, Secondary School Counseling, Social Studies, Technology, and Urban Schools.

***TOTAL HOURS REQUIRED* 36 hours**

Certificate in Instructional Technology

The Teacher Education department offers a Certificate in Instructional Technology. For specific requirements, please go to [Instructional Technology Certificate](#).

Certificate in Instruction in Urban Schools

The Teacher Education department offers a Certificate in Instruction in Urban Schools. For specific requirements, please go to [Instruction in Urban Schools Certificate](#).

For more information about the graduate program in teacher education, please call (402) 554-2212.

THEATRE

PROFESSORS:

Paterson, Phaneuf

ASSOCIATE PROFESSORS:

Sobel, Williams

ASSISTANT PROFESSOR:

Glasser

Mission

To ignite in the student, teacher, and community:
critical thinking,
compassionate feeling,
collaborative vision,
and the capacity to delight.

“The true purpose of theatre is to create myths, to express life in its immense, universal aspect, and from that life to extract images in which we find pleasure in discovering ourselves.” Antonin Artaud

The Master of Arts in theatre program offers advanced study in Theatre Scholarship (Research Methods, Theory and Criticism Seminars, and Theatre History and Literature), Performance (Acting and Directing), Design and Technology, and Management. The overall goal of the program is to help you develop a deeper understanding of your role as a theatre artist by studying and applying theory and criticism, history, and literature to your work as an actor, director, designer, dramaturg, or scholar. We emphasize the interaction between scholarship and production. All of our students work in multiple disciplines in preparation for Ph.D. work or careers in professional, academic, or community theatres.

The program is broadly flexible and allows each student to design a plan of study that meets individual needs and goals. With four mainstage and additional student-directed productions each year, opportunities for applied work are considerable. As part of a metropolitan university, the University of Nebraska at Omaha has close ties to the theatres in Omaha including the Nebraska Shakespeare Festival, the Omaha Community Playhouse, the Nebraska Theatre Caravan, the Blue Barn Theatre, the Omaha Theatre Company for Young People, and Opera Omaha. Credited Internships are available with area theatres.

Concentrations are available in Acting, Directing, Theatre History and Literature, and Design and Technology. A special concentration is available to those students wishing to focus on Theatre Management. The concentration combines study in regular theatre areas, Public Administration and on-site Internships with one of Omaha's many vibrant theatres. UNO's College of Public Affairs and Community Service is a partner in this special study, thus creating a vigorous interdisciplinary concentration for the management student.

An applicant for graduate study in theatre must present a minimum of 15 undergraduate semester hours with a "B" (3.0 on a 4.0 scale) average in appropriate courses or experience equivalent to undergraduate training in theatre. Applicants must submit a statement of intent, not to exceed three double-spaced typewritten pages explaining why they wish to pursue a Master of Arts in

theatre. The statement of intent should also address the applicant's interest in an area of concentration. These statements are reviewed for quality of writing and the extent to which the applicant's goals are compatible with the strengths and interests of the theatre faculty and the stated objectives of the program. Background in costume, makeup, stagecraft, design, lighting, acting, directing, history, and literature must be demonstrated by transcript, by portfolio review, by further undergraduate coursework or by demonstrating proficiency. In order to begin a review of credentials, the student should contact the Graduate Program Committee Chair (phone 402-554-2552) for further information. Deficiencies will be determined by the Graduate Program Committee and ideally should be made up in the first year of study.

The department accepts the Miller Analogy Test (MAT) as well as the Graduate Record Examination (GRE) for admission. The graduate program in theatre is designed to insure that students are familiar with the field as a whole and that they can demonstrate master's-level competence through a thesis or final project and a written comprehensive examination at the conclusion of their course work.

The student is eligible for admission to candidacy for the Master of Arts program when a plan of study has been developed to satisfy all deficiencies, three hours of Research Methods and six hours of graduate courses completed, and either the MAT or GRE scores are on file.

All candidates are required to take three hours in research methods (THEA 8900 & 8910), nine hours of graduate seminars (THEA 8920, 8930, 8940, or 8950) and to complete one of the following plans of study:

Option I - Thesis:

Successful completion of at least 24 semester hours of course work including at least 12 hours in 0-level courses*; plus a thesis (six credit hours) based on a proposal approved by the student's supervisory committee and defended orally before the committee when completed.

Option II - Thesis Equivalent Project:

Successful completion of at least 30 semester hours of course work including at least 12 hours in 0-level courses*; plus a Final Project (six credit hours) consisting of major responsibility in a production approved by the theatre faculty and the Graduate Program Committee in Theatre or an equivalent major effort in, for example, playwriting or a project of sufficient challenge and depth which is approved by the Theatre Graduate Program Committee. A final paper, portfolio, script or equivalent documentation will be assembled upon completion of the project and presented to the student's supervisory committee. The student will make an oral defense of the project before the committee.

Option III - Final Project:

Successful completion of at least 33 semester hours of course work including at least 15 hours in 0-level courses*; plus a Final Project (three credit hours) consisting of major responsibility in a production approved by the theatre faculty and the Graduate Program Committee in theatre or an

equivalent major effort in, for example, playwriting or a project of sufficient challenge and depth which is approved by the theatre Graduate Program Committee. A final prompt book, journal, portfolio, script or equivalent documentation will be assembled upon completion of the project and presented to the student's committee. The student will make an oral defense of the project before the theatre graduate program committee.

For more information students are directed to obtain a copy of the M.A. Program Guidelines from the department office or call (402) 554-2552, for more detailed information on the program process and requirements.

**At least one-half the hours of non-thesis course work in a plan of study should be in courses which are restricted to graduate students only (8--0 or 9--0).*

URBAN STUDIES

Master of Science

The modern world is increasingly an urban world. Urban Studies seeks to understand the physical, social, economic, demographic, political, and environmental implications of urbanization and urbanism.

The MS in Urban Studies is an interdisciplinary degree program offered through the school of public administration. As UNO is a comprehensive, metropolitan university, the MS in Urban Studies helps fulfill the urban mission of UNO.

Graduates with the MS in Urban Studies will possess a broad range of technical skills and an understanding of the problems and challenges of contemporary urban society. They will pursue professional, research or teaching career in the urban studies field. Governmental and non-profit agencies and private business employ urban studies graduates in a variety of management, planning, technical, analytical, human service, and other professional positions.

Students enter the MS in Urban Studies with a variety of undergraduate degrees and a range of interests. They will take either a practitioner or research track in their studies. Their plan of study will include an area of concentration or specialization reflecting career goals and aspirations.

Omaha, a metropolitan area of nearly three-quarters of a million people, contains a rich and diverse urban environment. Its ethnic neighborhoods contribute to a vital and energetic community. This provides the student in the MS in Urban Studies program with many opportunities and venues for field research and training.

The Center for Public Affairs Research, the Labor Institute, and several neighborhood-based development programs operated by faculty and staff of the School of Public Affairs and Community Service also offer community research, outreach, and service learning activities that the Urban Affairs student may utilize.

Admission

The general prerequisite for admission to the Urban Studies program is a Bachelor of Arts or Bachelor of Science degree or equivalent.

To be admitted unconditionally, the student must have achieved a grade average of 3.0 on a 4.0 system for either the full undergraduate program, for the undergraduate major of urban studies, or for the junior-senior years and must have completed all other admission requirements for Graduate Studies.

Provisional admission may be granted where the applicant has achieved a grade point average of 2.7 or above. Exceptions to the 2.7 grade point average may be made by the Graduate Program Committee in conjunction with the Graduate Dean where the applicant:

1. has a demonstrated record of work experience directly related to Urban Studies; and
2. has demonstrated through recent course work an ability to successfully complete graduate work.

Students who wish to take courses for professional growth or personal interest but who do not intend to pursue an advanced degree may be granted unclassified admission.

A detailed resume and a two paged typed essay on how the Master of Science in Urban Studies will further your career objectives must be included with the application for admission.

Transfer of Credit

Students may transfer up to one-third of the course work required for the urban studies degree requirements. This requires approval of the Graduate Program Committee. Students should discuss this with a faculty adviser. The request for a transfer of credit should be made as soon as possible and a letter of explanation from the student is required. An official transcript is also required.

Degree Requirements

- 36 hours total for Option I and 39 hours total for Option II, including 12 hours of core course work required of all students in the degree program.
- 12 hours of course work in an area of concentration or area of specialization.
- 12 hours of elective course work. Students choose electives in consultation with their adviser.
- Students must demonstrate basic understanding of statistical applications and basic computer applications (e.g., use of Internet for research; word processing and spreadsheet applications).
- A comprehensive final examination is required for both Options.

Option I - Non thesis option (36 hours)

Required Core Courses (12 hours):

UBNS 8830 Interdisciplinary Seminar on the Urban Community

GEOG 8126 Urban Geography

or

GEOG 8130 Seminar in Economic Geography

or

Appropriate course as approved by adviser.

UBNS 8020 Race Ethnicity and American Urban Culture

PA 8120 Research Methods (or approved equivalent course)

Areas of Concentration:

Aviation

Advisers: Brent Bowen & Scott Tarry. Additional information is provided in the Aviation Institute's Graduate Student Handbook, which is available at the Aviation Institute Office, Allwine Hall 522 and on-line at <http://ai.unomaha.edu/prospective/gradprograms.htm>.

Required Courses:

AVN/PA 8020 Survey of Aviation and Transportation

AVN 8095 Airport Administration and Planning

AVN 8055 Air Transportation and Inter-Modal Systems

AVN 8480 Seminar in Public Finance Administration

or

AVN 8750 Aviation Fiscal Administration

Community and Economic Development

Advisers: Robert Blair and Russell Smith.

Required Courses (6 hours):

UBNS 8206 Community Organizing and Social Change

PA 8010 Public Economy

Optional Courses (minimum 6 hours):

GEOG 8166 American Urban Landscape

GEOG 8130 Seminar in Economic Geography

ECON 8850 Seminar in Urban Economics

CRP 8006 Introduction to Planning

Other classes in consultation with advisor

Areas of Specialization

Transportation

Advisers: Brent Bowen and Scott Tarry.

Required Courses:

AVN/PA 8020 Survey of Aviation and Transportation
CIVE 8620 Airport Planning and Design
CRP 8006 Introduction to Planning
CIVE 8610 Urban Transportation Planning

Planning

Advisers: Robert Blair and Richard Box

Required Courses (6 hours):

CRP 8006 Introduction to Planning
CRP 8020 Planning Theory

Optional Courses (minimum 6 hours):

CIVE 8610 Urban Transportation Planning
GEOG 8166 American Urban Landscape
GEOG 8636 Environmental Remote Sensing
GEOG 8056 Geographic Information Systems
GEOG 8650 Land Use
PA 8530 Strategic Planning
Other classes in consultation with advisor

Other Areas of Specialization

In consultation with their advisor, students may select another area of specialization related to urban studies that is multidisciplinary and problem-focused. The Public Administration/Urban Studies faculty must approve the plan.

Electives (12 hours required, chosen with permission of adviser):

UBNS 8840 Interdisciplinary Studies on the Urban Community
PA 8010 The Public Economy
PA 8050 Survey of Public Administration
PA 8090 Org. Theory and Behavior
PA 8300 Policy Design and Implementation
PA 8320 Public Policy Evaluation
PA 8436 Municipal Administration
PA 8500 Issues in Public-Private Sector Cooperation
PA 8530 Strategic Planning
PA 8920 Independent Readings in Public Administration

PA 8940 Research in Public Administration
AVN 8045 Human Factors in Aviation Safety
AVN 8070 Case Research
AVN 8100 Seminar in Public Administration
AVN 8315 Aviation Law
AVN 8510 Aerospace Education
AVN 8706 Marketing
AVN 8896 Critical Issues in Aviation
AVN 8906 Special Topics in Aviation Administration
AVN 8920 Readings in Aviation
AVN 8940 Research in Aviation
AVN 8030 Internship in Aviation
AVN 8040 Internship in Aviation
AVN 9980 Directed Reading in Public Administration
CIVE 8620 Airport Planning & Design

The Departments of Political Science (PSCI 8800), History (HIST 8436), and Sociology (SOC 8106 and 8146) also list urban related courses. Students need to check on availability. Other classes may be taken in consultation with adviser.

Option II - Thesis Option (39 hours)

Required Core Courses (12 hours)

Same as for Option I.

Thesis Hours (6 hours)

UBNS 8980, Thesis

Area of Concentration/Specialization (12 hours)

Same as for Option I

Electives (9 hours)

See list of courses under Option I- Electives.

For more information about the graduate program in urban studies, please contact Prof. Robert Blair (402) 554-3865.

WRITING MFA

Writing

A Low Residency MFA Program

PROFESSORS:

Richard Duggin, Charles Fort, Art Homer

ASSOCIATE PROFESSORS:

Barbara Emrys, Anna Monardo, John Price

Program Overview: *(This program will be available beginning with the Fall 2005 semester.)*

The MFA in Writing is a joint University of Nebraska at Omaha (UNO) and University of Nebraska at Kearney (UNK) two-year program of focused instruction for apprentice writers with a strong commitment to a literary career. The program is comprised of four 16-week writing seminars sandwiched between five 10-day, conference-style residencies. The seminars and residencies are intended to help those who have made a conscious decision to focus on their writing and critical thinking to hone their skills and prepare to participate competitively in the wider domain of contemporary American letters. Over a two-year course of study, the student will earn 60 credit hours toward a Masters of Fine Arts degree in one of three genres: fiction, poetry, or nonfiction.

Admissions:

[NOTE: With the exception of international applicants who must submit a TOEFL score; applicants do not need to submit any standardized test scores such as the GRE. All applicants, however, should include a summary of any pertinent graduate or undergraduate work completed.]

Applicants for admission to the Master of Fine Arts in Writing will:

1. Hold a bachelor's degree from an accredited college or university with a minimum GPA of 3.0 on a 4.0 scale. Transcript(s) of previous academic work should not be sent with your application. Applicants should request two official transcripts from each college or university attended to be sent to the Office of Graduate Studies. Hand carried or student submitted credentials are not acceptable.
2. Complete the Graduate Application form. The form may be submitted electronically by logging on to <http://www.ses.unomaha.edu/admissions/gr2.html>. Information entered on this form will be sent to the Office of Graduate Studies for processing. Applicants may also apply by completing a hard copy of the application which is available in the Office of Graduate Studies (EAB 203). If you have any questions or encounter any problems, please contact the Office of Graduate Studies at (402) 554-2341.
3. Send a portfolio representing your best work (15 pages of poetry, 30-40 pages of prose, or a genre mix not to exceed 30 pages). Applicants may send photocopies of published work. In manuscript form, the format should be in 12 pt. typeface. Poetry may be single-spaced, prose should be double-spaced, pages numbered top right, with the applicant's name at the top left of each page. Please, no staples.

4. Send a two-page statement of your background in writing, your goals as a writer, and your reasons for wanting to enroll in the program.
5. Have three letters of recommendation from recommenders who can attest to your ability to complete such a course of study, your ability to work independently, and/or the quality of your prior literary achievements. These letters should be on institutional letterhead when appropriate and mailed separately directly by the recommender.

Material required for items 3, 4 and 5 above should be sent directly to the program office at the following address:

Administrative Director
MFA in Writing
University of Nebraska at Omaha
6001 Dodge St. / WFAB 310
Omaha, NE 68182-0324

Deadlines:

Program enrollment is small and selective. Prospective students are encouraged to apply as early as possible. Applications will be considered on a year-round basis, but within the following cycles:

Application for admission deadline for Fall residency: March 15.

Application for admission deadline for Spring residency: September 15.

There will be ongoing consideration of applicants for any remaining or vacated places within the upcoming semester. When all places for a semester have been filled, subsequent applicants will be considered for admission to the next semester's entering class.

Students admitted to the program must register for one residency session (3 credit hours) and one distance seminar (12 credit hours) at time of registration for each semester.

Residencies

Residencies are conference style sessions (10 days) consisting of a combination of workshops on student writing, craft and theory classes, individual conferences with mentoring faculty, and performance readings. All students are required to take a minimum of 20 hours of a combination of these events, and to meet with their mentoring faculty member to design a course of study for the semester.

Upcoming Residencies

2005—Aug. 7-16

2006—Jan. 6-15

Seminars

Seminars are semester-long (16 weeks) supervised distance studies in writing during which the student corresponds regularly with a faculty mentor on the work which was proposed during the

preceding residency session individual conferences. At least four times a semester, the student must submit creative and critical writing to the faculty mentor. The mentor will respond with revisions, suggestions for further readings, and discussion. Additionally, students will have the opportunity, through a seminar web site, to participate in online craft discussions with other students in their seminar group. Seminars are comprised of a maximum of 5 students each.

Tuition and Fees per semester:

For Tuition and fee information please refer to:

<http://avalon.unomaha.edu/unmfaw/index.htm>

Additional Information

Further information on the MFA in Writing may be obtained by contacting:

Administrative Director
University of Nebraska at Omaha
6001 Dodge St. / WFAB 310
Omaha, NE 68182-0324
402-554-3020

OR

Office of Graduate Studies
University of Nebraska at Omaha
Eppley Administration Building 203
Omaha, NE 68182-0209
402-554-2341
Email: graduate@unomaha.edu

Certificate Programs

ADVANCED WRITING CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Advanced Writing Certificate

The Advanced Writing Certificate is designed for the following students: (1) graduate students in English and related fields; (2) educators seeking writing-specific training and credentials; (3) professionals who work in community service organizations; (4) members of organizations

dedicated to cultural activities in the community; (5) working professionals who either are currently employed or will be seeking employment as experts in written communication; (6) governmental employees.

Requirements

Admission to the graduate certificate program:

- (1) a baccalaureate degree with at least a 3.0 (On a 4.0 scale) GPA.
- (2) a letter of intent and goals (250-500 words).

Course work required

- (1) 15 credits from a list of approved courses.
- (2) A minimum of 9 credits must be from approved courses in the English department.
- (3) A minimum of 9 credits must be from courses identified as approved core courses.

Approved Core Courses (9 hours required)

ENGL 8826: Autobiography
ENGL 8846: Travel Writing
ENGL 8866: Modern Familiar Essay
ENGL 8870: Seminar: Publishing Non-Fiction
ENGL 8886: Community Service Writing
ENGL 8736: Rhetoric

Other Approved Courses*

English Department

ENGL 8800: Seminar: Topics in Language and Literature (approved topics only)
ENGL/JOUR 8816: Digital Literacies for Technical Communicators
ENGL/JOUR 8836: Technical Communication
ENGL/JOUR 8856: Information Design for Technical Communicators
ENGL/JOUR 8876: Technical Editing
ENGL 8966: Topics in Language and Literature (approved topics only)
TED 8616: Writing Throughout the Curriculum

Public Administration

PA 8520: Seminar in Grant Writing

*Other courses and workshops may be developed as requested by students and institutions or a developments in the field warrant.

Portfolio Requirement:

Students will assemble a portfolio representing their achievement in the five courses (15 credits). The portfolio will contain at least one writing sample from each course and will be reviewed by the student's adviser and one other graduate faculty member involved in offering courses approved for the Advanced Writing Certificate.

Quality of Work Required:

Students must earn a grade of "B" (3.0 on a 4.0 scale) or better in each course applied toward the 15 credits required for the Advanced Writing Certificate.

For more information about the graduate certificate program in Advanced Writing, please call (402) 554-3636.

GEOGRAPHIC INFORMATION SCIENCE (GISCIENCE) CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Geographic Information Science (GIScience) Certificate

A total of 17 graduate credits are required to receive a graduate GIScience certificate at UNO. The curriculum will stress spatial theory, oral and written communication, computer experience, problem-solving skills, and GIS industry experience.

Prerequisites

Prerequisites will be determined by committee evaluation. Prerequisites could include the following:

MATH 1530 Introduction to Applied Probability and Statistics

CIST 1400 Introduction to Computer Programming

GEOG 3530 Cartography and GIS

Requirements

GEOG 8026 Quantitative Analysis in Geography (3 credits)

GEOG 8636 Environmental Remote Sensing (4 credits)

GEOG 8056 Geographic Information Systems I(3 credits)

GEOG 8666 Geographic Information Systems II (4 credits)

GEOG 8850 GIScience Practicum (3 credits)

Students may substitute advanced courses in GIScience for required courses already taken. Students will be allowed a maximum of two substitutions for these required courses. Substitutions must be approved by the department GIScience committee.

For more information about the graduate certificate program in GIS, please call (402) 554-2662.

GERONTOLOGY CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Gerontology Certificate

Requirements

1. GERO 9110 Applied Social Gerontology
2. GERO 8940 Practicum

A one semester full-time practicum or its equivalent is required. The goal of this is to give each student practical one-on-one experience with the aged in a service program or agency delivering services to the elderly. Practicum students also must participate in periodic seminars with the Practicum supervisor of the department of gerontology.

3. Twelve (12) hours of course work in gerontology (selected by the student in consultation with the academic coordinator of the gerontology program). This allows for individualized programs of study to best meet each student's career goals and interests.
4. A non-credit graduate seminar.

All graduate students will be expected to attend a graduate seminar every semester throughout their tenure in the program. Seminars will be held three times per semester on various topics.

Example of a Program of Study for a Gerontology Certificate

GERO 9110 Applied Social Gerontology (3 hours)

GERO 8106 Educational Gerontology (3 hours)

GERO 8676 Programs and Services for the Aging (3 hours)

GERO 8986 Counseling Skills in Gerontology (3 hours)

GERO 8940 Practicum (6 hours)

GERO 9460 Aging and Human Behavior (3 hours)

For more information about the graduate certificate program in gerontology, please call (402) 554-2272.

Human Resources & Training Certificate

Application to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Admission to the Human Resources & Training Certificate

Admission to the program will require a baccalaureate degree with at least a 3.0 GPA and a major or a minor or at least a 15-hour concentration in speech communication, psychology, business, or a related area **plus** at least one three-credit course in research methods or statistics. Students will need to submit the following to the Graduate Studies Office:

1. A completed UNO graduate application form.
2. Two college transcripts from each university/college attended.
3. A two to three-page essay on why you seek admission to the program and what concentration you will be pursuing.
4. At least one letter of recommendation from a professor or supervisor.

A committee comprised of representatives from each administrative unit will evaluate applicants after the deadlines of July 1 and November 1.

Certificate Requirements

1. Twelve (12) graduate credits must be selected from one of the two concentrations. For the **Human Resources Concentration**, PSYC 8316 or PSYC 8646 is a requirement. For the **Training Concentration**, SPCH 8156 or PSYC 9620 AND EDAD 9650 or PSYC 9320 or HED 8750 are requirements.
2. Three (3) elective graduate credits must be selected from either concentration or from the approved electives list.
3. Courses must be taken in at least two of the units within the certificate program (i.e., Communication, Psychology, Business Administration).
4. To enroll in each course, students must obtain instructor approval prior to registration.
5. Students who are admitted to the graduate certificate program must create a portfolio that contains at least one sample project from each course. A formal portfolio-in-progress review by the student's adviser will be required after the student completes no fewer than six credits and no more than nine credits. A formal final review will be required after the student completes all course work (see Certificate Completion Requirements below).

Concentrations and Courses

Human Resources Concentration

This concentration focuses on enhancing the management of organizational performance

through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention.

BSAD 8350 Seminar in Management

BSAD 8320 Seminar in Personnel **OR** SPCH 8186 Communication Leadership & Power in Organizations

PSYC 9660 Criterion Development & Performance Appraisal

BSAD 8310 Human Behavior in Organizations **OR** SPCH 8176 Organizational Communication

PSYC 8316 Psychological & Educational Testing **OR** PSYC 8646 Personnel Psychology (required)

Training and Development Concentration

This concentration focuses on enhancing training skills (i.e., designing, implementing and assessing training programs) and the instructional process through which organizations help employees and management improve work performance, communication, job satisfaction, and future career preparation.

SPCH 8156 Communication Training & Development Skills **OR** PSYC 9620 Industrial Training and Organizational Development

BSAD 8310 Human Behavior in Organizations **OR** SPCH 8176 Organizational Communication **OR** PSYC 8636 Organizational Psychology(one is required)

SPCH 8166 Communication for Instructional Settings

SPCH 8186 Communication Leadership and Power in Organizations **OR** BSAD 8350 Seminar in Management

EDAD 9650 Program Evaluation **OR** PSYC 9320 Seminar in Program Evaluation **OR** HED 8750 Instruction and Evaluation (one is required)

Electives List (for both concentrations)

PSYC 9030 Seminar in Industrial/Organizational Psychology

PSYC 9610 Industrial Motivation and Morale

PSYC 9630 Leadership Theories and Research

SPCH 8536 Cross-cultural Communication

SPCH 8516 Persuasion

SPCH 8180 Topics in Speech Communications Seminar

Certificate Completion Requirements

1. In order to successfully complete the graduate certificate program, students will be required to earn a grade of a "B" (3.0 on a 4.0 scale) or above in every course.
2. Student Portfolio. Students will need to create a portfolio that represents their achievement in the five courses (15 credits). Faculty teaching these courses will be aware of this portfolio and will assign project work that can be used as part of the portfolio (e.g., training manual, workshop outline, complete job analysis or performance appraisal, test review and evaluation). The portfolio will contain at least one sample project from each course and will be reviewed by the student's adviser and at least one other graduate faculty member from one of the other departments involved in the administration of the certificate. A formal portfolio-in-progress review by the student's adviser will be required after the student completes no fewer than six credits and no more than nine credits.

For more information about the Graduate Certificate in Human Resources and Training, please contact one of the following professors:

Karen Dwyer, Department of Communication (402) 554-2253

Roni Reiter-Palmon, Department of Psychology (402) 554-4810

Lynn Harland, College of Business Administration (402) 554-2808.

INSTRUCTIONAL TECHNOLOGY CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Instructional Technology Certificate

The Instructional Technology Certificate is designed for professional educators, with a particular focus on teachers and administrators in the K-12 schools seeking to increase the use of technology in their classrooms, and others who have been assigned technology leadership roles in their building/school district.

Requirements

15 graduate credit hours from the following list as approved by your adviser:

TED 8000 Teaching Strategies with Distance Technologies
TED 8430 School Curriculum Planning
TED 8540 Using Microcomputers in the Educational Process
TED 8550 Introduction to Media Integration with Microcomputers
TED 8580 Authoring Internet Based Educational Materials
TED 8590 Using Computer Productivity Tools in the K-12 Classroom
TED 8600 Advanced Seminar in Educational Technology
TED 8776 Production & Utilization of Educational Media
EDAD 8250 Technology for School Leaders

In order to keep current with future technology and to satisfy community needs, new courses will continue to be developed and added as options to the certificate program.

For more information about the graduate certificate program in instructional technology, please call (402)554-2212.

INSTRUCTION IN URBAN SCHOOLS CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Instruction in Urban Schools Certificate

The Instruction in Urban Schools Certificate is designed to provide K-12 classroom teachers who teach in urban schools the theoretical, research, and practical pedagogical knowledge related to teaching in these contexts, as well as the content knowledge necessary to address district, state and national standards.

An individualized plan of study will be developed for each student from the following categories. The specific content courses may be designated by the student's school district when the certificate will be used to meet a district teacher development requirement.

Students must complete 18 graduate hours within the following parameters

Required Pedagogy course (6 hours)

TED 8700 Action Research in Education
TED 8190 Contemporary Issues in Urban Education

Pedagogy Courses (select 3 hours)

TED 8180 The Urban School

TED 8250 Assessment for the Classroom Teacher
TED 8030 Seminar in Education: Special Topics (sections designated for this certificate)
TED 8000 Special Studies (sections designated for this certificate)
Other pedagogy classes to be determined in consultation with Teacher Education Adviser.

Content Courses (select 6 hours)

Content courses in the College of Arts & Sciences or other colleges (to be determined in consultation with your Teacher Education adviser).

Elective (3 hours)

Content or pedagogy course that relates to teaching in an urban school.

NOTE: All course work toward this certificate must be approved by the student's Teacher Education adviser.

For more information about the graduate certificate program in instruction in urban schools, please call (402)554-2212.

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES CERTIFICATE (TESOL)

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Teaching English to Speakers of Other Languages Certificate (TESOL)

The English Department offers students the opportunity to obtain a Graduate Certificate in Teaching English to Speakers of Other Languages. Completion of these requirements does not certify a graduate to teach in Nebraska public schools. Instead, it is an academic credential meant for teachers who are already certified in other areas, for people who plan to teach in venues other than public schools, and for anyone who works in some capacity with non- native speakers of English.

Admission Requirements

Bachelor's degree with a major or minor in one of the following areas: an English or foreign language teaching field, English, a foreign language, or the equivalent. (Students with degrees in other fields should contact the English Graduate Program Director.)

Certificate Requirements

1. All students whose language of nurture is not English must demonstrate oral and written mastery of English as certified by the Department of English.
2. All students must complete the following course requirements (15 credit hours):

ENGL 8616, Introduction to Linguistics

ENGL 8656, Structure of English

ENGL 8696, Topics in Linguistics: Applied Linguistics

TED 8006, Special Methods in Teaching Foreign Language & ESL

OR

ENGL 8696 Topics in Linguistics: TESOL

ENGL 8676, Sociolinguistics

OR

ENGL 8716, Intercultural Communication (Also offered as SPCH 8536)

3. Students must achieve grades in accordance with Graduate College policies.

The Linguistics Faculty strongly recommends that all TESOL Certificate students achieve oral and written proficiency in a second language.

For more information about the graduate certificate program in Teaching English to Speakers of Other Languages, please call (402)554-2635.

TECHNICAL COMMUNICATION CERTIFICATE

Admission to a Graduate Certificate Program

Students must follow the application procedures listed here: [Application Procedures](#)

Requirements Applicable to Graduate Certificate Programs

All requirements applicable to Graduate Certificate Programs may be found here: [Certificate Requirements](#)

Technical Communication Certificate

The Technical Communication Certificate is offered through the Department of English in conjunction with the School of Communication. All courses are cross-listed and may be taken under either or both course numbers.

The Graduate Certificate in Technical Communication is designed for graduate students and industry professionals seeking a foundation in the theory and practice of Technical Communication. This foundation provides students with the kind of competencies expected from technical communication professionals, including writing, design, editing, and technology.

The Technical Communication Certificate is designed for the following students:

1. part- and full-time UNO students pursuing graduate degrees, who are seeking a cognate area outside, but relevant to, their primary program of study;
2. industry professionals seeking to develop the knowledge and skills for a career in Technical Communication; and
3. business or technical professionals seeking to enhance their employment opportunities through a professional development program.

Requirements

Admission to the graduate certificate program:

1. a baccalaureate degree with at least a 2.75 (on a 4.0 scale) GPA
2. a statement of purpose articulating career goals (250-500 words)
3. a writing sample (preferably a technical document such as a report, but academic essay is also acceptable).

Course work required

The Graduate Certificate in Technical Communication consists of 4 core courses (12 credits) and one elective (3 credits) for a total of 15 credits. These credits can consist of a combination of English and Communication credits.

Although each course lists graduate standing as the only prerequisite, students should be aware that the program director strongly recommends taking the courses in the order they appear.

1. Core Courses (12 credits)

ENGL/JOUR 8816 Digital Literacies for Technical Communicators
ENGL/JOUR 8836 Technical Communication
ENGL/JOUR 8856 Information Design for Technical Communicators
ENGL/JOUR 8876 Technical Editing

2. Other Approved Courses (NOTE: Other courses and workshops may be developed as requested by students and institutions or as developments in the field warrant).

ENGL/JOUR 8896 Capstone Course in Technical Communication
SPCH 8156 Communication Training & Development Skills
SPCH 8196 Communication Training and Development Skills
SPCH 8536 Cross-Cultural Communication

Portfolio Requirement

Students will assemble a portfolio representing their achievement in the five courses (15 credits). The portfolio will contain at least one writing sample/project from each course and will be reviewed by the Technical Communication program coordinator and one other member of the Graduate Faculty from the English department or School of Communication. Faculty teaching

these courses will be aware of this portfolio requirement and will assign work that can be used as part of the portfolio (e.g., a report, user's manual, web site, etc.).

Quality of Work Required

Students must earn a grade of "B" (3.0 on a 4.0 scale) or better in each course applied toward the 15 credits required for the Technical Communication certificate.

For more information about the graduate certificate program in Technical Communication, please call (402) 554-3636.

Unclassified Programs

ART & ART HISTORY

Graduate art courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

The Graduate Program Committee of the department of Art and Art History has determined that a graduate minor in Art History shall consist of 9 credit hours of graduate level Art History

AVIATION

AVIATION INSTITUTE

The University of Nebraska at Omaha Aviation Institute (UNOAI) is committed to providing graduate students with quality education in aviation. The Aviation Institute also strives to maintain and support local and national aviation/aerospace systems, promote the development of improved systems, and increase the awareness and knowledge of aviation among the general public. Faculty and students are provided the opportunity to participate in research and community service that will contribute to the accomplishment of this mission. The Aviation Institute provides students with a number of scholarships, fellowships, and internship opportunities that support aviation research and education. This dedicated effort is to be directed toward aiding the United States in retaining its world aviation leadership.

Graduate areas of specializations which result in a minor in aviation administration are available in the Master of Public Administration, Master of Science in urban studies, and Doctor of Philosophy in public administration programs. A specialized focus in aviation administration also is available in the master and doctoral programs in Educational Leadership through the UNL campus.

Graduate aviation courses may be available to fulfill requirements for a minor field or as a cognate or selected courses on a plan of study in other programs. The aviation minor requires a minimum of nine credit hours in aviation graduate courses. Students are required to take AVN 8020 Survey of Aviation Administration and two additional graduate level courses in aviation. These additional courses are listed in the Graduate Catalog and must be chosen in consultation

with the Aviation Institute's Graduate Coordinator. (Selected courses are available on the World Wide Web through distance education.) The aviation minor must be approved by the Aviation Institute's Graduate Coordinator.

The Aviation Institute is a division of the School of Public Administration in the College of Public Affairs and Community Service (CPACS). See the "Public Administration" section of this catalog for additional academic program information. General requirements of the University of Nebraska at Omaha Graduate catalog should be reviewed. Students also should review the provisions of the Aviation Graduate Student Handbook.

Questions regarding graduate program opportunities in aviation and the Aviation Institute's numerous scholarship, fellowship, and internship programs should be directed to the Aviation Graduate Program Coordinator, 422 Allwine Hall, 402-554-3424 or 1-800- 3-FLY-UNO. The Aviation Institute may be contacted by electronic mail at unoai@unomaha.edu or on the World Wide Web at <http://www.unomaha.edu/~nasa/>

NASA Nebraska Space Grant Consortium

The Nebraska Space Grant Consortium (NSGC) is part of the NASA Space Grant College and Fellowship Program. The NSGC awards funds to develop research infrastructure and enhance the quality of aerospace research and education throughout the state. Furthermore, the NSGC strives to provide national leadership in applied aspects of aeronautics.

One of the main goals of the National Space Grant College and Fellowship Program is to assist students pursuing higher education. NASA provides funds to the NSGC for distribution to undergraduate and graduate students pursuing research or course work in the aerospace and aeronautics fields. Since the program began in 1991, over \$1,000,000 in scholarships and fellowships has been awarded to over 500 students in Nebraska. Applications are available by contacting the Nebraska Space Grant Office at the UNO Aviation Institute or on the web at <http://ai.unomaha.edu/index.htm>.

BLACK STUDIES

A graduate minor in black studies is available for students. A graduate minor requires the completion of nine credit hours of graduate course work in Black studies.

CHEMISTRY

Graduate chemistry courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

COMMUNITY AND REGIONAL PLANNING

The department of community and regional planning, offers graduate courses at University of Nebraska at Omaha to serve the area's professional planners, governmental officials, interested citizens and students in related programs. A student can complete a specialization in planning on

the University of Nebraska at Omaha campus via distance education courses. Three planning courses are offered each year via TV. Students also could choose to apply these courses toward the Master of Community and Regional Planning degree at UNL.

The Master of Community and Regional Planning (MCRP) degree program provides preparation for professional planning practice in the public, private and nonprofit sectors. Planning is an interdisciplinary problem-solving profession that influences a broad range of future-oriented decision making. Planners utilize a wide variety of methods and techniques to identify problems and needs and to formulate plans of action that effectively address those needs. Planners often need to accommodate differing viewpoints in the process of formulating desirable and compatible plan and policy recommendations.

The MCRP degree program emphasizes the understanding of the importance and interrelationships among human resources, natural resources, socio-cultural characteristics, economic activity, political and institutional roles and characteristics of the natural and built environment. The program provides students with a sound foundation in planning theory, methods, process and application - a background which enables graduates to formulate, initiate and coordinate a broad range of planning development actions.

The MCRP degree program requires completion of 48 graduate credit hours, encompassing three components: (1) 24 credit hours of required core courses; (2) 9 credit hours in an area of concentration; and (3) 15 credit hours in a completion track.

Five areas of concentration are available to MCRP degree students: (1) social planning; (2) physical planning: the built environment; (3) environmental planning; (4) economic development planning; and (5) transportation planning. Other individualized areas of concentration may be pursued with approval from the Department Graduate Committee.

The three completion tracks available for the MCRP degree program include: (1) master's thesis and elective courses; (2) professional project and elective courses; or (3) comprehensive written examination and elective courses.

The Master of Community and Regional Planning degree program is accredited by the Planning Accreditation Board.

For more information regarding the Master of Community and Regional Planning program, please refer to the UNL Graduate Bulletin and contact the Department of Community and Regional Planning, 302 Architecture Hall, University of Nebraska-Lincoln, Lincoln, NE 68588-0105, telephone (402) 472-9280.

FOREIGN LANGUAGES

Graduate foreign language courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study. Choose from French, German, Russian, and Spanish.

HUMAN RESOURCES AND FAMILY SCIENCES

Human resources and family sciences graduate offerings at UNO may be used as a minor for those pursuing programs in another discipline. The minor portion should be determined in consultation with a designated member of the graduate faculty from human resources and family sciences. UNO courses may also be used to satisfy recertification.

Admission to the graduate programs in the College of Human Resources and Family Sciences (through the Office of Graduate Studies, University of Nebraska-Lincoln) requires presentation of the baccalaureate degree from an accredited institution and GRE scores; three letters of recommendation and a goal statement; and TOEFL for international students for whom English is a second language. Departments within the college may determine specific course deficiencies.

Application for a graduate degree program in human resources and family sciences is to be made to Graduate Studies, Lincoln Campus. In addition to this, an important step to initiate a graduate program is to consult with the chairperson of the graduate program in Lincoln. Staff in the Omaha program will assist in making such appointments. For graduate degrees in human resources and family sciences, it will be necessary to take human resources and family sciences courses on the Lincoln campus.

INTERDEPARTMENTAL HUMAN RESOURCES & FAMILY SCIENCES

Interdepartmental human resources and family sciences program offers graduate work leading to the Master of Science (extended education only) and Ph.D. degrees. Separate programs leading to the master's degree also are offered in family and consumer sciences; nutritional science and dietetics; and textiles, clothing and design.

Master's Program

Students applying for study in the Interdepartmental human resources and family sciences master's degree must hold a bachelor's degree in human resources and family sciences or its equivalent. The undergraduate work must have included the equivalent of 24 hours in human resources and family sciences, distributed in at least three subject matter areas, and 20 hours in natural and social sciences including a minimum of 9 hours in the natural and 6 hours in the social sciences.

Work leading to a master's degree in Human Resources and Family Sciences may be completed under Option III (see Graduate Studies Bulletin - Lincoln). Not more than one-half of the total program for the master's degree may be completed in the major subject matter areas. These subject matter areas are: family and consumer sciences; nutritional science and dietetics; and textiles, clothing and design.

At least six hours of the remaining work must be completed in one of the departments other than the major one. Additional supporting courses to complete the program may be completed in cooperating departments or in the departments outside of the College of Human Resources and Family Sciences. For more information, contact the college at chrfs@unl.edu.

Family and Consumer Sciences

Candidates for the Master of Science degree in family and consumer sciences must

- hold a Bachelor of Science or a Bachelor of Arts degree from an accredited college;
- have completed undergraduate preparation in the equivalent of that required in the Basic General Education Core in human resources and family sciences; plus
- a major of at least 18 hours exclusive of freshman courses in human resources and family sciences, or the equivalent from psychology, educational psychology, or sociology.

A minimum of 3.0 undergraduate GPA is required, as well as a minimum of 500 on the verbal, quantitative, and analytical subtests of the general GRE.

Nutritional Science and Dietetics

The department of nutritional science and dietetics offers graduate programs leading to a Master of Science degree. Students may develop their research programs related to human health and nutrition in the areas of biochemical and molecular nutrition, clinical and community nutrition, food quality and safety, and food service management. Students seeking a Master of Science degree must apply for admission through the Office of Graduate Studies on the UNL campus. In addition to the general admission requirements, applicants must submit Graduate Records Examination scores (verbal, quantitative, and analytical) and a letter of intent regarding educational and career goals. Applicants whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) demonstrating a score of at least 550 (or 213 on the computerized test). Desirable undergraduate background should include a Bachelor of Science or Bachelor of Arts degree in areas related to nutrition, food service management, and/or dietetics and include appropriate courses in chemistry, biochemistry, microbiology, physiology, statistics, and management.

Candidates for the Master of Science degree in nutritional science and dietetics must hold a Bachelor of Science degree or a Bachelor of Arts degree from an accredited college. More information is available at the following website: <http://chrfs.unl.edu/nsdgrad.htm>

Textiles, Clothing and Design

Graduate programs in Textiles, Clothing and Design allow students at the masters level to concentrate their course work in merchandising of apparel and textiles, costume or textile history, quilt studies, textile science, and textile or apparel design. Individual programs may include course work in business, history, anthropology, art, art history, museum studies, chemistry, sociology, and statistics as well as textiles, clothing and design. In consultation with a faculty adviser, each student plans an individualized course of study linking background interests with research or creative interests of departmental faculty and educational resources of the University of Nebraska. The masters program required 30 to 36 semester hours of graduate course work. Programs are offered through both resident instruction and extended education. Graduate programs in textiles, clothing and design are administered through the University of

Nebraska-Lincoln. For additional information contact Sharon Reeder, 234 Home Economics, University of Nebraska, Lincoln, NE 68583-0802; (402) 472-2911; tcdgrad2@unl.edu.

For more information about the College of Human Resources and Family Sciences and its programs, please call (402) 554-2351.

PHILOSOPHY AND RELIGION

Graduate courses in philosophy and religion are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

PHYSICS

Graduate physics courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

SOCIOLOGY

Graduate Courses may be used on a plan of study.

WRITER'S WORKSHOP

Graduate courses may be used on a plan of study.

TUITION, FEES, DEPOSITS AND REFUNDS

Tuition and fees for the Fall and Spring semesters are payable in two installments. The first installment is 50% of the total bill. The second installment will require payment of the remaining balance on the account. Please see the schedule below for approximate billing dates and due dates. Each time a student fails to meet a payment due date, a Late Payment Fee will be assessed to the tuition account. Note: Failure to receive the billing notice will not excuse the student from payment responsibility, nor the late payment penalties. Students may review their tuition and fees account using E-BRUNO at www.ses.unomaha.edu/cash.

University of Nebraska at Omaha accepts major credit cards for payment of tuition and fees. When mailing credit card payments, please use the remittance form on your tuition and fees billing statement. Credit card payments will be accepted only with the cardholder's signature. No credit card payment will be accepted over the telephone, via FAX or e-mail. University of Nebraska at Omaha also accepts cash, checks and money orders for the payment of tuition and fees.

Tuition and fee payments are to be mailed to the Cashiering/Student Accounts Office, 109 Eppley Administration Building, Omaha, NE 68182. Payments may also be made at the Cashiering/Student Accounts window, or submitted using the cashiering/student accounts credit card payment form at www.ses.unomaha.edu/cash. This website is a secured transmission with immediate payment authorization/response.

Fall Semester

For students who register April through the first week of the semester:

Bill Date: end of 1st week of classes

Tuition Due: 4th week of classes

(18 days after bill date)

Amount Due: 50% of total (required deposit)

Final Bill

Bill Date: end of 4th week of classes

Tuition Due: 7th week of classes

(18 days after bill date)

Amount Due: remaining balance

Spring Semester

For students who register November through the first week of the semester:

Bill Date: end of 1st week of classes

Tuition Due: 4th week of classes

(18 days after bill date)

Amount Due: 50% of total (required deposit)

Final Bill

Bill Date: end of 4th week of classes

Tuition Due: 7th week of classes

(18 days after bill date)

Amount Due: remaining balance

Summer Semester: Students will be billed periodically, from mid-April through mid-July for their summer registrations. Tuition and fees will be due and payable in full upon billing.

Students who fail to pay tuition and fees by the due date will be assessed a Late Payment fee.

Failure to make payment on an account will prohibit registration for future semesters. If an account remains unpaid, it may be forwarded to a collection agency.

Students waiting until after the final due date for payment of tuition and fees to register or add courses will be required to pay the late registration fee and the late payment fee retroactively.

Registration is not complete until cleared by the Cashier. Failure to pay tuition or fees when due, or to meet payments on loans when due, may result in cancellation of registration, legal action, collection efforts and withholding of transcripts. Outstanding financial obligations from previous semesters must be paid prior to registration. Failure to do so will prohibit registration for future semesters.

The University reserves the right to change the amount of tuition or fees at any time and to assess charges for laboratory / special instructional fees, breakage, lost property, fines, penalties, parking, books, supplies, food or special services not listed in this schedule.

Graduate Application Fee (Graduate College)

Application Fee.....	\$45.00
Counseling Department Admissions Testing Fee: MMPI-2.....	\$12.50

Tuition (Per Semester Credit Hour)

Tuition and fee rates listed are for the 2003/2004 academic year.

Programs administered by University of Nebraska at Omaha:

Undergraduate

Resident of Nebraska.....	\$117.25
(Contact the Office of Admissions about the residency statute)	
Non-Resident.....	\$345.25

Graduate

Resident of Nebraska.....	\$146.00
(Contact the Office of Graduate Studies about the residency statute)	
Non-Resident.....	\$384.00

Programs administered by UNL and other UNL-administered colleges
(including ENGR, HRFS, AGRI, and ARCH):

Undergraduate

Resident of Nebraska.....	\$128.25
(Contact the Office of Admissions about the residency statute)	
Non-Resident.....	\$381.00

Graduate

Resident of Nebraska.....	\$169.75
(Contact the Office of Admissions about the residency statute)	
Non-Resident.....	\$457.25

Audit Fee

The audit "not for credit" fee is set at one-half of the resident undergraduate or graduate tuition rate. The Audit Tuition Rate is effective only during the first week of the semester. In addition, students registering for audit must pay the appropriate UPF fee and other student fees. Registration for audit requires the permission of the instructor and is subject to available class space after credit registration ends.

Students who register to take a course for credit and who later change to audit registration will be required to pay the full resident or non-resident tuition rate. Audit fees are refundable in accordance with the Tuition Refund Schedule.

MANDATORY FEES (NONREFUNDABLE)

University Program and Facilities Fee (UPFF)

The University Program and Facilities Fee (UPFF) support a wide variety of programs and services on campus.

All students enrolled for on-campus courses are charged a flat fee of \$50 plus \$7.50 per credit hour with a cap at 12 hours.

Students enrolled ONLY in off-campus and distance learning courses (800 and 850 section number) do not pay UPF fees and do not have use of fee supported services.

The UPFF receipts are divided into two separate funds: Fund A and Fund B. Fund A Fees are established and allocated by the elected Student Government subject to the approval of the Chancellor in accordance with Board of Regents policy. **Fund A student fees (\$8.00) are refundable upon request** by applying at the Administrative Offices of the Milo Bail Student Center during the third through sixth weeks of the fall or spring semester and during the third week of each day session in the summer. Students requesting a Fund A refund will no longer be entitled to the student activities supported by Fund A student Fees.

The Fund B portion of the UPFF is designed for services, staff salaries, maintenance of facilities and related expenses, and those additional items designated by the Chancellor. This portion is budgeted separately with emphasis upon continuing support. The Vice Chancellor for Student Affairs submits the projections to the President and the Board of Regents for final approval. **Fund B student fees are not refundable** unless the student withdraws from the university during the first week of the semester.

Photo I.D. Fee

Charged once per semester to all students\$2.00

Enrollment Services Fee

Charged once per semester to all students\$20.00

Technology Fee.....\$6.00

Charged per credit hour each semester to all students, regardless of residency or campus location. Upon withdrawal from a course, the Technology Fee is refundable at the same percentage as tuition.

The purpose of this fee is to provide educational information technology resources to UNO students.

Intercampus Shuttle Fee.....\$.50

The Intercampus Shuttle Fee is charged each semester to all students for on-campus courses. The fee is charged at a rate of \$.50 per credit hour, capped at 12 credit hours, or \$6.00 per semester. Revenue from this fee is used to defray the operating costs of the intercampus shuttle service.

Library Fee.....\$2.00

Charged per credit hour each semester to all students, regardless of residency or campus location.

Distance Learning Delivery Fee.....\$60.00*

Charged per distance learning course.

***NOTE: Non-resident students in distance learning courses will be assessed a \$50.00 per credit hour Distance Learning Fee.**

Late Fees and Penalties (nonrefundable)

Late Registration Fee (day or evening class).....\$25.00

A Late Registration Fee will be charged to a student registering on or after the first day of the semester

Late Payment Fee

Billing amounts of \$400.00 or less.....\$25.00

Billing amounts over \$400.00.....\$50.00

A total of four late payment fees may be assessed during a semester.

Returned Check Charge.....\$15.00

Returned checks must be redeemed in cash or money order.

Failure to honor returned checks may result in additional late fees or legal action

Photo ID Replacement Fee.....\$5.00

Laboratory/Special Instructional Fees (nonrefundable)

Students enrolling in the following course sections are advised that laboratory/special instructional fees are mandatory for services and are charged accordingly.

Agriculture:

HORT 2610, 2620.....\$50.00

Architecture:

All courses have a per credit charge.....\$18.00

ARCH/ISDG 1404, 1141 (for non-AR students).....\$35.00

Biology:

3104.....\$3.00

1020.....\$5.00

All other lab courses (except 1750, 2740, 2840, 4120, 8126)....\$15.00

Business Administration:

BSAD 1500.....	\$20.00
Chemistry:	
2274.....	\$60.00
2404, 3514, 3654, 4404, 4654, 4664, 8409, 8519, 8654, 8664.....	\$40.00
3414, 3424, 8419, 8429.....	\$35.00
2214.....	\$30.00
1194, 3354, 3364, 8359, 8369.....	\$25.00
1184.....	\$20.00
1144.....	\$15.00
1014.....	\$10.00
Communication:	
BRCT 2310.....	\$14.00
BRCT 2370, 3370.....	\$6.00
BRCT 3030, 3320, 3330, 4350, 4450, 8356.....	\$15.00
JOUR 2150, 2160, 3110, 3270, 3500.....	\$15.00
JOUR 4430 (trip fee).....	\$2050.00
Criminal Justice:	
CJUS 4800, 8190 (trip fee--Spring only).....	\$1,825.00
Education:	
COUN 8230.....	\$30.00
SPED 4510, 4520.....	\$5.00
English:	
1090, 1100.....	\$2.50
1050.....	\$5.00
1154, 1164.....	\$4.00
Engineering:	
All courses in ET college have a per credit fee.....	\$10.00
AE 3130, 3230.....	\$10.00
CEEN 1030, 2184,2234, 3100, 3130, 3520, 3610, 4330, 4360, 4980.....	\$10.00
CEEN 3250.....	\$20.00
CEEN 4630.....	\$60.00
CET 1250, 2000, 2020.....	\$15.00
CET 2300.....	\$20.00
CIVE 221, 319, 334, 378, 434, 436, 454, 465, 468, 495, 834, 836, 854, 865, 868.....	\$15.00
CIVE 451, 851.....	\$25.00
CIVE 327, 828, 829.....	\$40.00
EET 1040, 1060, 1090, 2430, 4620.....	\$10.00
ELEC 2330, 2340.....	\$10.00
EMEC 1110, 1120, 4520, 8520.....	\$15.00
EMEC 3760, 4600, 4800.....	\$10.00
GET 2130.....	\$20.00
ISMG 3150.....	\$15.00
ISTC 1160, 1180.....	\$20.00
ISTC 1170, 2110.....	\$18.00

ISTC 2160, 3160.....	\$17.00
ISTC 2200.....	\$22.00
ISTC 3230.....	\$15.00
ISTC 2830, 3830.....	\$19.00
MENG 3100.....	\$20.00
MENG 1300.....	\$25.00
METE 3600.....	\$20.00

Fine Arts:

History, Survey & Seminar courses.....	\$10.00
ART 1210, 1220, 2000, 3050, 3300, 3360, 4300, 4330, 4340, 8510.....	\$20.00
ART 1110, 3410, 3420, 4410, 4420, 4430, 4440, 8416.....	\$25.00
ART 3230, 3250, 3510, 3520, 3530, 4510, 4520, 4530, 4540, 8516.....	\$50.00
ART 2100, 2110.....	\$55.00
ART 3200, 3220, 3610, 3620, 4610, 4620, 4630, 4640, 8616.....	\$60.00
ART 3310, 3320, 4310, 4320, 8310, 8316.....	\$100.00
THEA 1050.....	\$14.00

Foreign Languages:

All 1000 and 2000 level courses.....	\$6.25
All 2050 courses.....	\$25.00
FREN 4900, 4960, 8906, 8966 Trip Fee (Summer only).....	\$330.00
SPAN 4900, 4960, 8906, 8966 Trip Fee (Summer only).....	\$330.00

Geography:

1030, 1060, 1070.....	\$5.00
1030 Field Trip.....	\$5.00
4050, 4610, 4630, 8056, 8616, 8636, 8990.....	\$10.00
3540.....	\$15.00

Geology:

1170, 1180, 2754, 2764, 4610, 4950, 8616.....	\$10.00
3100, 3300, 3454.....	\$5.00
1170, 1180, 3104, 3310 Fieldtrips.....	\$3.00

Health and Physical Education:

HED 3030.....	\$6.00
PEA 111Z (Backpacking).....	\$64.00
PEA 111W (Scuba).....	\$95.00
PE 2700.....	\$22.00
PE 3040.....	\$16.00

Mathematics:

1310, 1320.....	\$5.00
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Music:

Applied (Mandatory for enrollment in voice and all instrument courses)

One Credit Hour.....	\$100.00
Two Credit Hours.....	\$200.00
Three Credit Hours.....	\$300.00
Applied Music Fee (115, 167, 168, 1690, 215, 2670, 2680,	

2690, 315, 415, 815).....	\$25.00
Music equipment & maintenance	
1090, 1100, 1110.....	\$3.00
Natural Science:	
2010, 2020.....	\$7.00
Nutrition:	
2450, 3440.....	\$45.00
1700, 4500, 4730, 8736.....	\$15.00
3700.....	\$10.00
3710, 4520, 8526.....	\$20.00
Physics:	
All labs.....	\$5.00
Psychology:	
1024, 4280, 4310, 8316.....	\$15.00
4234.....	\$25.00
8530, 9580.....	\$35.00
8540.....	\$55.00
Textiles:	
2060, 4280.....	\$10.00
1210, 2250, 3140, 4030, 4160.....	\$15.00
2090 ,2610, 2350, 4100.....	\$20.00
1404, 1414.....	\$35.00
University Division	
US 1010.....	\$25.00
HONR 1010.....	\$25.00
Writer's Workshop:	
All Labs.....	\$10.00

Other laboratory/special instructional fees may be charged as authorized by the University. Please refer to the website www.ses.unomaha.edu/cash to determine which of the above fees are related to specific courses.

Conference, non-credit and off-campus contract course fees are determined for each offering based upon the cost factors and peculiar circumstances involved.

Refund Schedule

Students who drop one or more courses or who completely withdraw will be obligated to the University for that portion of tuition cost based on the refund schedule. Students who completely withdraw are obligated to pay the non-refundable portion of tuition and fees for the course(s) from which they are withdrawing. Refunds are computed from the date application is received by the Registrar, NOT from the date of withdrawal of classes.

See policy titled "Withdrawal from Classes." Only tuition and Technology fees are refunded. Other student fees are not refundable after the first week of classes.

Students are not relieved from the payment of tuition and fees if they withdraw before a tuition due date, or if payment of tuition and fees has been extended by the Financial Aid Office. Students who have received financial aid are subject to special refund rules as established by the U.S. Department of Education. A financial aid recipient should first contact the Office of Financial Aid prior to any official withdrawal from the university, in order that he or she fully understands the financial implications of the withdrawal.

Failure to make payment will prohibit registration for future semesters. If an account remains unpaid, it may be forwarded to a collection agency.

Regular Semester

- Before the first official day of the semester, 100 percent refunded.
- First week of classes, 100 percent refunded.
- Second week of classes, 75 percent refunded.
- Third week of classes, 50 percent refunded.
- Fourth week of classes, 25 percent refunded.
- Fifth week of classes, 0 percent refunded.

Summer Sessions (5 and 6 Week)

- Before first official day of semester, 100 percent refunded.
- First three days of classes, 100 percent refunded.
- Remainder of first week, 50 percent refunded.
- Second week of classes, 25 percent refunded.
- Third week of classes, 0 percent refunded.

Summer Evening and Special Contract (7 and 8 Week)

- Before first official day of semester, 100 percent refunded.
- First three days of classes, 100 percent refunded.
- Remainder of first week, 75 percent refunded.
- Second week of classes, 50 percent refunded.
- Third week of classes, 25 percent refunded.
- Fourth week of classes, 0 percent refunded.

Special Course

10 Weeks or More

- Withdrawal before classes start, 100 percent refunded.
- Withdrawal before first week elapsed, 50 percent refunded.
- Withdrawal before two weeks elapsed, 20 percent refunded.
- Withdrawal after two weeks elapsed, 0 percent refunded.

Less than 10 Weeks

- Courses that run less than ten weeks have unique refund schedules.
- Students considering withdrawal from such a course should check with the Registrar's Office for the applicable refund schedule.

Special Service Fees

Thesis Binding (per copy).....	Varies
(check at Registrar's Office)	
Cap and Gown Rental	
(to be arranged through the Bookstore).....TBA	
Graduation Fee (if attending ceremony).....	\$25.00
Degree in Absentia.....	\$25.00
Late Application for Degree.....	\$35.00

Career Center Fees:

Mandatory for Placement: Non-refundable fees

Non-Teaching Candidates

Fee covers registration for on-campus interviewing and resume referral/database service.

Career Services Registration	
(current students).....\$25.00	
Career Services Registration (alumni).....	\$45.00

Teacher Recruitment

Credential Fee:

Graduating Seniors (new files).....	\$25.00
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Fee covers establishment of a placement file and seven sets of credentials within the registration year, (September 1 through August 31).

Alumni Re-registrants.....	\$45.00
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Fee covers update of placement file and seven sets of credentials used within the registration year.

Deposits

Key (per key with authorization/refundable).....	\$5.00
ROTC Uniform Deposit Refundable	
Freshmen and Sophomores.....	\$50.00
Juniors and Seniors.....	\$100.00

HPER Lockers

HPER Building locker, lock and towel services are available to students and Campus Recreation Activity Card holders. Rental of a locker is not required. Day use lockers are available and towels may be checked out at the Central Issue room, HPER 113, at no cost.

Deposit Fee Refundable.....	\$7.50
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Rental Fees:

By Semester

Cube Locker.....	\$5.25
Half Locker.....	\$10.25
Full Locker.....	\$15.50

Full Calendar Year:

Cube Locker.....\$12.50

Half Locker.....\$24.75

Full Locker.....\$37.00

Campus Recreation Activity Card for Spouses

Spouses of students who pay UPF fees may purchase a Campus Recreation Activity Card and use the facilities and programs in the HPER building. Cost of the card is \$24.00 per semester.

Assistantships & Financial Assistance

Graduate Assistantships and Policy Governing Graduate Assistantships

Graduate Assistantships are available for qualified students who are enrolled in a graduate degree or certificate program. The assistantships offer assignments in teaching, research or laboratory supervision designed to provide opportunities for supervised educational experiences at the graduate level. Interested students should make inquiries in their department/school/area about the availability of assistantships and the procedures for applying and when application and supporting credentials should be on file in the department/school/area for consideration.

A Graduate Assistantship entitles the holder to a waiver of tuition costs up to 12 hours of graduate credit per semester. Most Graduate Assistants also are eligible for tuition waivers during the summer sessions. In particular, Graduate Assistants who were GA's during the preceding fall and spring semesters are eligible for summer tuition remission. Graduate Assistants working the preceding spring semester **only** do not receive tuition remission for the summer unless they are a Graduate Assistant for the upcoming fall semester. **After the published deadline for the last day to drop a course in the fall semester, the Graduate Assistant must contact the Office of Graduate Studies to begin the reimbursement process.**

Graduate Assistants may apply for a Graduate Assistant tuition waiver for undergraduate-level course work that is required to meet an undergraduate foundation requirement identified in the evaluation of the Graduate Assistant's application for admission and is the basis for provisional admission to the graduate program in the Assistant's respective department/school/area.

A Graduate Assistant who withdraws from graduate/undergraduate hours will receive a bill for tuition due, prorated from the withdrawal date.

There are a limited number of half-time Graduate Assistantships available on this campus. No tuition remission is awarded to half-time assistants.

The following policy governing Graduate Assistantships at UNO was passed by the UNO Graduate Council:

Academic Standards

The Graduate Assistantship is intended as an award to students who have demonstrated high academic performance and potential either at the graduate or undergraduate level. Graduate

Assistants must be students in good standing in a degree or certificate program in the Graduate College. Dismissal from a graduate program for any reason shall result in simultaneous dismissal from any Graduate Assistantship position. The student will not be eligible for an Assistantship thereafter until fully reinstated in a graduate degree program.

Recruitment and Selection of Graduate Assistants

Each graduate department or other departmental/area unit as appropriate, which awards Graduate Assistantships, shall establish its own procedures for recruitment and selection in accordance with University policy on affirmative action/equal opportunity. Assistantships are not automatically renewable and are dependent upon assessment of work and classroom performance. The student is reminded that, whether or not outside work commitments are involved, Graduate Assistantships may not be renewed if either graduate class work or assistantship duties are not carried out in a satisfactory manner.

Work Load

The work load for a Graduate Assistant should average 20 hours per week for the duration of the appointment and shall be construed to be the equivalent of .33 FTE. The department in which the Graduate Assistant is employed should make arrangements with its Assistants regarding vacation periods. The Graduate Faculty considers a student who is pursuing graduate study and holding a Graduate Assistantship to be carrying the equivalent of a **full-time work load** (see course load) and, therefore, discourages the practice of holding additional jobs which may interfere with satisfactory performance of assigned duties.

Course Load

Graduate Assistants are expected to carry a minimum of six graduate hours per semester. Graduate Assistants may not register for more than 12 semester hours. The six hour minimum may be waived in the following two situations:

1. if the student is in the last semester of graduate work and needs less than six hours of graduate credit in order to complete requirements for graduation, or
2. if a doctoral student has completed all hours for the degree except for the dissertation **and** will not be employed for more than 20 hours per week.

However, in either case, the student still must register for one course. **In order to receive these waivers, the graduate assistant must contact the Office of Graduate Studies (EAB 203).**

Duties

Duties assigned to Graduate Assistants should be directly related to and in support of graduate studies in their chosen field of study. The individual Graduate Program Committees should be allowed to assign graduate assistants research and/or teaching activities that they feel are appropriate as long as the needs of the program and the Graduate Assistants are being met. Typical examples would be one or more of the following:

- Teaching courses or discussion sections at the undergraduate level;
- Instructing and supervising undergraduate-level laboratories or tutorial sections;

- Grading or otherwise evaluating academic performance of undergraduate students;
- Collecting and/or processing research data for faculty members;
- Preparing materials for laboratories or classroom presentations; and
- In general, other duties which involve a direct knowledge and application of knowledge related to the student's field of study would be acceptable. Graduate Assistants should not be utilized solely for clerical duties.

It shall be the responsibility of each Graduate Program Committee, in consultation with the cognizant department chairperson or program director, to draw up an agreement with each Graduate Assistant at the time of appointment which shall specify the stipend, duration and method of payment; the Assistant's duties; and the general conditions of employment. The agreement shall be reviewed by the Graduate Assistant before it is signed by him/her and the chairperson of the Graduate Program Committee. The Graduate Program Committee, upon the recommendation of the Graduate Assistant's faculty supervisor and/or the department chairperson, shall have the responsibility to review the Assistant's performance and to terminate the appointment for failure to discharge satisfactorily the duties specified in the agreement.

Length of Appointments

Assistantships may be awarded on an academic-year basis, a calendar-year basis, or semester-by-semester basis.

Justification of New Assistantships

In order to obtain permission to create new Assistantships, whether funded by state appropriations or by outside grants, a brief statement of justification should be submitted for approval of the cognizant College Dean and the Dean for Graduate Studies prior to being sent to the Vice Chancellor for Academic & Student Affairs. This statement should contain:

- qualifications necessary on the part of applicants;
- expected duties;
- relevance of the duties to the student's graduate training; and
- justification for the Assistantship (as opposed to other job titles).

Deletion and Redistribution of Graduate Assistantships

Presently established Graduate Assistantships which are supported by state funds are allocated to the various departments within each College by the Dean of the College. These Assistantships may, therefore, only be recommended for deletion by the cognizant Dean. Such proposed recommendations must be submitted to the Dean for Graduate Studies for review and recommendation prior to being sent to the Vice Chancellor for Academic & Student Affairs. Assistantships supported by outside funding normally will be terminated automatically when the funding ceases. No special approval is required in such cases. The Dean for Graduate Studies should also be notified of any proposed redistribution of Graduate Assistant lines from one department to another.

Please see "Frequently Asked Questions and the Official Policy Governing Graduate Assistantships" available in the Graduate Studies Office, EAB 203.

Departments/Schools and Offices that Employ Graduate Assistants at University of Nebraska at Omaha

Arts and Sciences:

Biology
Communication
English
Geography/Geology
History
Mathematics
Psychology

Business Administration:

Business Dean's Office
Business Administration
Economics
Nebraska Business Development Center

Information Science and Technology

Computer Science
Information Systems & Quantitative Analysis
IS&T Dean's Office

Public Affairs and Community Service (CPACS):

Aviation Institute
CPACS Dean's Office
Criminal Justice
Goodrich Program
School of Public Administration
School of Social Work

Education:

Counseling
Education Dean's Office
Educational Administration & Supervision
School of Health, Physical Education and Recreation
Special Education & Communication Disorders
Teacher Education

Fine Arts:

Music
Theatre

Graduate Studies:

Graduate Studies
Sponsored Programs & Research

Other:

Academic & Student Affairs (Isaacson Interns)
Athletic Director
Audio-Visual
Campus Recreation

Career Services
Counseling/University Division
Multicultural Affairs
NASA Space Grant Consortium
Orientation

Fellowships, Scholarships, and Tuition Waivers

Scholarship/Fellowship Information Chart

A chart of approximate deadlines of scholarships/fellowships/tuition waivers offered through the Graduate Studies Office.

Fellowships

Presidential Graduate Fellowships

Each year, two Presidential Graduate Fellowships are awarded to graduate students who are in the final year of their programs. The Fellowships are designed to allow outstanding students to concentrate their efforts on the completion of their thesis or coursework and do not require the performance of any duties. Information about the criteria, nomination procedures and selection procedures are available at the Office of Graduate Studies.

Rhoden Biological Fellowship

Two fellowships are awarded each year, one for the academic year and one for the summer. Any new or continuing thesis graduate students in biology or psychobiology are eligible for these awards. Contact either the biology or psychology departments for additional information.

Competitive Graduate Fellowships

These \$1,000 fellowships are offered to recruit outstanding prospects for UNO graduate programs. The fellowships are awarded competitively and are available only during the national recruiting period of March 15 to April 15.

NASA Fellowships

NASA Fellowships, worth up to \$7,500 per academic year, are available through the Nebraska Space Grant Consortium, located at the Aviation Institute. Fellowship projects and awards will vary for each student depending on his/her interests and abilities. Applications are available at Allwine Hall 422 or by calling (402) 554-3772, or online at <http://www.unomaha.edu/~nasa>.

Scholarships

Summer Graduate Scholarships

These scholarships for \$1,000 are awarded to UNO graduate students with outstanding records and potential. Application forms are available in the Office of Graduate Studies, EAB 202.

Graduate Thesis Scholarships

These scholarships for \$1,000 are available to outstanding UNO graduate students who are

enrolled in a thesis program. Students should request information on application procedures from the Office of Graduate Studies, Eppley Administration Building, Room 203.

Dissertation Scholarships

These scholarships for \$2,000 are available to outstanding UNO graduate students who are enrolled in a doctoral program. Students should request information on application procedures from the Office of Graduate Studies, Eppley Administration Building, Room 203.

Kate Field Grant-In-Aid

This \$6,000 grant-in-aid is available for any full-time student registered at the University of Nebraska.

Applications are available in the Office of Financial Aid, Eppley Administration Building, Room 103. Application materials are due in the Graduate Studies Office.

Phi Delta Gamma Scholarships

Three scholarships of \$350 are awarded to UNO graduate students who have completed 9 graduate hours within a master's degree program. The student must be registered for six or more hours in the semester during which the award is granted. Application forms are available in the Office of Graduate Studies.

Outstanding Graduate Student Awards

Two graduate students are nominated by faculty members, students or administrators. Nominators should work with the graduate students and be able to assess their performance in academic and professional roles. Both part-time and full-time graduates students are eligible for the awards.

Elton S. Carter Award

The recipient of the Award is selected no later than November 1 of each year. The eligibility for the Award is limited to those who graduated from a thesis program at UNO during the twelve-month period ending September 30 prior to the November 1 deadline. One thesis per department/school may be submitted for the competition.

Aviation Scholarships

The Aviation Institute awards two endowed scholarships annually. Additionally, numerous aviation scholarship opportunities exist. Contact the Aviation Institute, 422 Allwine Hall, (402) 554-3424 for further details.

Tuition Scholarships for Non-Residents

Tuition scholarships for an amount up to the difference between resident and non-resident tuition may be awarded to selected students who are non-residents of Nebraska. The number of students receiving tuition scholarships under this competitive program shall be determined at each campus by the Chancellor.

The following graduate students, having met all other requirements for admission, will be eligible for consideration for such tuition scholarships under this program:

Graduate and Professional

1. Entering graduate and professional students who have a cumulative GPA of 3.00 for all previous work attempted at all colleges attended prior to enrollment at the University of Nebraska;
2. Students who enter the program according to the above criterion and continue in good academic standing;
3. Underrepresented minorities or individuals with special talents.

Consult with the cognizant college's deans for further information.

Other Scholarships

Several other scholarship programs at UNO have been established to recognize exceptional scholastic potential and performance by graduate students. Scholarship funds are provided for UNO by corporations, clubs, community organizations and friends of the University. To be considered for scholarship selection, a UNO Scholarship Application must be submitted to the Office of Financial Aid by January 15 each year.

Each scholarship award is based upon factors stipulated by the donor. UNO offers scholarships to the most worthy, promising applicants who meet the qualifications, one of which is often "financial need." Therefore, graduate students are encouraged to complete and submit the FAFSA by March 1 each year.

Transfer students must normally complete one academic year of course work at the University before scholarship consideration will be given.

Scholarships specifically earmarked for graduate students include, but are not limited to, the following awards:

- American Indian
- Ezra Kohn Student Research
- Emley Graduate
- Marilyn Martin-Major
- Lincoln Frost Social Work
- Indian Fellowship
- Ernest Witte Social Work

Regents' Tuition Waivers (RTW)

Students applying for admission to graduate certificate or degree programs at UNO will be eligible for an RTW. RTWs will be for one academic year with an additional year available to students who maintain a 3.0 grade point average and who are recommended for continuation by their Graduate Program Committee Chair or Supervisory Committee Chair. Awards will be based, in part, on the likelihood they will contribute to highly qualified students choosing UNO for graduate study. The value of a diverse student body also will be taken into consideration in these evaluations. Thus, with an applicant's permission, programs may indicate gender and/or

ethnicity of applicants. Awards will be made to students applying for part-time as well as full-time status.

Service to Disabled Graduate Students

Disabled students seeking financial assistance are required to complete all required applications for aid, meet published deadlines for submitting applications, and verify "need" for assistance. Assistance in completing all applications for financial aid will be provided by the Financial Aid Office upon request.

Student Loans

Stafford Loans, certain scholarships, Federal Work-Study and Federal Perkins Loans are all forms of financial assistance which UNO graduate students may be awarded. In order to apply, a student should submit a Free Application for Federal Student Aid (FAFSA) preferably by March 1 prior to the academic year for which assistance is needed. FAFSA forms and other, more detailed information about financial aid opportunities, are available from the Office of Financial Aid, 103 Eppley Administration Building.

Federal Work-Study

Graduate students may be considered for Federal Work-Study assistance, a type of federal aid that provides part-time employment opportunities on campus. Eligible students are paid at least the minimum wage according to the number of hours worked each pay period. An attempt is made, whenever possible, to place students in employment positions related to their fields of study.

Stafford Loan

The Stafford Loan Program enables eligible graduate students to borrow funds directly from a bank, credit union or other lender to help pay the expenses of their college education. The maximum loan amount per twelve month period is \$8500 for graduate students. The interest rate is variable. Submission of a Stafford Student Loan Request, available from the Office of Financial Aid, is required, in addition to the FAFSA. Enrollment on at least a one-half time basis (four graduate credit hours) is mandatory before Stafford Loan funds can be disbursed.

Federal Perkins Loan

This is a low interest loan available primarily to full-time students. Interest accrual and loan repayment begin nine months after graduation. Annual awards range from \$1000 to \$3000.

Short-Term Loan Funds

Short-term loan assistance is made available by such donors as the faculty and staff of UNO, the Alumni Association, Faye L. Hickey, Ben Garman, Alpha Kappa Delta, Sigma Gamma Rho, Phi Delta Gamma, UNO Parents Association and Rotary International. Loans from \$50 to \$200 may be received, and repayment within 30 days is normally required. Application and eligibility information may be obtained from the Office of Financial Aid.

FUNDING FOR GRADUATE STUDENT RESEARCH

An essential part of every graduate program is learning to use the tools of research, both scholarly and applied. Graduate students seeking funding for a research project should first inquire whether their department or college has funds available for that purpose. Information on other sources such as the University Committee on Research and funding agencies exterior to the University can be obtained from the Office of Sponsored Programs and Research, 202 Eppley Administration Building.

Registration & Credits

Courses Offered for Graduate Credit

Courses which are available for graduate credit are those which have been approved by the UNO Graduate Faculty or its designee. Students will not be allowed to upgrade or retake courses previously taken for undergraduate credit so that they can be used for any purpose where graduate credit is required. Undergraduate courses cannot be used toward a graduate degree.

A numbering system is used to indicate the availability and level of courses for graduate credit, as follows:

3 - - /8 - - 5 (e.g. 3110/8115) or 4 - - /8 - - 6

Courses with these numbers are open to both undergraduate and graduate students. Only 8 - - 5 and 8 - - 6 receive graduate credit; it is expected that students enrolled for graduate credit will do work at a higher level than that which is expected of undergraduate students in the same course. **No more than two 3 - - /8 - - 5 courses are allowed on a plan of study.**

8 - - 0 or 9 - - -

Courses with these numbers are normally restricted to graduate students only. At least one-half the hours of course work on a plan of study must be in courses normally restricted to graduate students only.

With special permission from the Dean for Graduate Studies, exceptional juniors and seniors may enroll in graduate courses. See "Admission to Graduate Studies at UNO - Special Permission to Register for Graduate Credit".

Full-Time Status

Full-time graduate students at the University of Nebraska shall be defined as students enrolled for at least nine credit hours during an academic semester irrespective of whether or not the student holds a graduate assistantship.

Students enrolling for more than 12 hours must have the approval of the Dean for Graduate Studies. In some programs special permission may be granted to take more than 12 hours as a regular load. Students should consult with the department/school for provisions.

Registration

All persons who attend classes at the University must have been admitted to the University; they are required to register and pay the established tuition and fees. The dates, times, locations and procedures for registration are listed each semester on the Registrar's office web page at <http://www.ses.unomaha.edu/ebruno/regtimes.html>.

Identification Card

Upon your first registration at UNO, you must have your picture taken by the Photography Department for your photo identification card. This card is expected to last five years and should be carried at all times.

Your photo ID serves as identification for services in the Library, Bookstore, HPER building and MBSC. You may be required to show your ID before being served in any of these facilities.

ID cards are not transferable, and use by anyone other than the student to whom the card issued is subject to disciplinary action. Lost cards may be replaced by contacting the Photography Department in the Milo Bail Student Center. A \$5.00 charge will be made for replacement cards.

Information about the UNO student identification card is available at <http://photoid.unomaha.edu/>.

Auditing Courses Offered for Graduate Credit

In order to audit courses for graduate credit, students must be admitted to graduate studies. Permission of the adviser and approval of the instructor of the course should be obtained prior to registration. It is the instructor's prerogative to determine privileges, including examinations connected with the course. Students registered for credit may change to audit registration during the first 11 weeks of a semester or during the first half of a class if it runs longer or shorter than a semester.

Credit/No Credit Option for Courses Offered for Graduate Credit

The UNO Graduate Faculty does not, in general, allow the Credit/No Credit option for courses offered for graduate credit. However, each Graduate Program Committee shall have the right to designate courses such as practica, independent studies or research courses on which this option could apply. Inquire in the Office of Graduate Studies about the availability of this option for specific courses.

The grade of "Credit" is interpreted to mean the equivalent of a grade of "B" (3.0 on a 4.0 scale) or better and is not considered in the calculation of grade point averages.

Dropping Courses

Students cannot drop courses after the date identified in the academic calendar for that semester. Exceptions may be made when there are extenuating circumstances. Students requesting an exception must obtain the instructor's certification that work in progress was at the "B" (3.0 on a 4.0 scale) level or higher. Approval of the request must be obtained from the Dean for Graduate Studies before the request to drop is submitted to the Office of the Registrar.

Withdrawal from All Courses

To officially withdraw from all classes and thereby from the University, and to receive any refund due (as well as appropriate posting of academic standing for the grading period in question) graduate students are required to obtain the signatures of the advisor and the UNO Dean for Graduate Studies prior to submitting the withdrawal form to the Office of the Registrar. Any refund of fees will be posted in the Student Accounts/Cashier's Office and published in the class schedule. Failure to withdraw according to this procedure may cause forfeiture of refunds and inappropriate posting of grades.

Incompletes

Purpose

The grade "Incomplete" "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It should be used when a student, due to extenuating circumstances such as illness, military service, hardship or death in the immediate family is unable to complete the requirements of the course in the term in which the student is registered for credit. "Incompletes" should be given only if the student has already substantially completed the major requirements of the course. Each instructor must judge each situation as to whether an "I" is appropriate.

Removal

Normally there is no time limit for graduate students to remove an incomplete. However, the instructor does have the option of determining the requirements for completing the course and requested date for removal of incompletes. It is helpful to have these requirements in writing to ensure there is no miscommunication between the instructor and student.

Accrual of Five or More Incompletes

Five or more "I" or "IP" grades (excluding thesis or research courses) will result in a stop enrollment for any new courses; the stop enrollment will stay in effect until the record shows no more than four "I" or "IP" grade.

Dead Week

The last week of regularly scheduled classes during fall and spring semesters is designated as Dead Week. Except for makeup examinations, tests in self-paced courses, post-tests in the

English Composition Program or laboratory exams, no major examination (accounting for more than 20 percent of a student's grade) may be given during this period.

Papers, projects or presentations assigned well in advance (at least two weeks) of Dead Week may be due during this period.

Quality of Work Standards

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

I. Automatic Dismissal

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

1. Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study or program of study;
2. Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:
 - a. failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
 - b. failure to make timely progress toward the degree or certificate; and
 - c. failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.

II. Probation or Dismissal

A department/school will recommend that the Dean for Graduate Studies either dismiss, or place on probation with conditions for reinstatement as a student in good standing, in the following cases:

1. A Grade of "C+" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;
2. Receiving at least nine hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's or specialist's degrees or graduate certificates, regardless of the average;

3. Receiving at least six hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;
4. Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

III. **Unclassified and Non-degree Students**

1. For students with unclassified or non-degree admission, the above quality of work standards apply to course work taken, just as if all such courses were included in a graduate plan of study.
2. A student will be automatically dismissed from all graduate standing or placed on probation should any of the above conditions occur.

IV. **Additional Requirements**

Some departments/schools apply additional criteria of satisfactory performance beyond the requirements of the Graduate College. A copy of the department's/school's policy should be on file in the Graduate Studies Office and a copy distributed to every graduate student enrolled in the program.

V. **Monitoring**

1. The Graduate Program Committees or the Supervisory Committees in their respective departments/schools shall be responsible for monitoring quality of work in degree, certificate and unclassified programs and for recommending action.
 - a. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of students who have received at least nine hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.
 - b. The Graduate Studies Office will send a report to each department/school at the start of each semester with the names of doctoral students who have received at least six hours of graduate credit with a grade of "C+" (2.33 on a 4.0 scale) or below as of the end of the previous semester.

The Graduate Studies Office shall be responsible for monitoring quality of work in non-degree programs.

The Dean for Graduate Studies will make the final decision and notify graduate students of their status

VI. **Student Responsibilities**

1. Students must be aware of the Quality of Work Standards of the Graduate College, as well as additional criteria of satisfactory performance in their respective department/school programs.
2. It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
3. Students who are attending classes are still subject to dismissal if their department/school recommends that action based on its review of their previous performance.

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

The Plan of Study and Grades Which Result in Automatic Dismissal

Grades which result in automatic dismissal from a program (e.g., grade of "C-" or below, "U" , "Fail") may not be applied towards a graduate plan of study.

Students Dismissed from a Graduate Program Who then Re-apply as Non-degree Students

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Policy on Petitioning for Reinstatement into a Graduate Program

The process for petitioning and evaluating petitions for reinstatement into a graduate program is the responsibility of each department/school Graduate Program Committee. For a current copy of procedures, please contact your department/school Graduate Program Committee Chair.

Repeating a Graduate Course

A student, upon consent of his adviser, may repeat a course in which he/she has previously received the grade of "C+" (2.33 on a 4.0 scale) or below. Both grades will appear on the transcript, but only the second grade will be counted in determining the grade point average.

Masters & EdS Degree & Graduation Requirements

Requirements Applicable for the Master's Degrees

A departmental or interdepartmental program for a Master's degree as approved by the Graduate Faculty will normally be arranged to conform to one of the following patterns:

Thesis Option

A 30 semester-hour thesis program (including at least six hours of thesis and a minimum of 24 hours of non-thesis course work) as determined by the cognizant Graduate Program Committee.

Non-Thesis Option

A non-thesis program determined by the cognizant Graduate Program Committee. For total hour requirements, refer to program descriptions.

For either option, a "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program.

Dual Degree Programs

Dual degree programs must be approved by the Graduate Council and Dean for Graduate Studies. Dual degree programs are a specifically approved combination of two Master's degree programs as distinguished from a master's degree with a double major (e.g., masters of arts in English and History).

Masters Degree with a Double Major

The professional/scholastic goals of some masters students may be enhanced substantially by acquiring more knowledge of a second field than is currently provided by the option of earning a minor, yet they may not need a dual degree (i.e., two masters degrees in separate majors, typically 60+ credit hours).

The UNO Graduate Council has approved the concept of providing masters degree students with the option of attaining a double major within the same degree (e.g., Master of Arts in two different majors). For instance, a student may be permitted, with proper approvals, to pursue a Master of Arts degree in the majors of history and geography because these majors lead to the master of arts degree. One could not attain a double major in history and biology because these majors lead only to the Master of Arts and the Master of Science degrees, respectively.

Applicants choosing the double major will submit one application and fee and clearly specify that they are seeking a double major. In addition, the applicant must specify which department/school is to consider the application first and whether or not she/he is applying for support from one or both departments/schools. The graduate committee of the first department/school will pass the application to the second graduate committee with the results of its decisions (recommendation for acceptance with support, recommendation for acceptance without support, refusal of admission). The prospective student should be aware that a decision to recommend admission by one of the graduate committees does not affect the decision of the other. The criteria for acceptance may differ between programs; admission to one or both of the department's/school's programs does not guarantee acceptance for a double major masters degree. Final approval of all applicants rests with the Dean for Graduate Studies. If one major is approved and one denied, the student must submit another application with an additional \$45 application fee to apply to another major.

Students accepted into a double-major must meet, at least, the minimum requirements for each of the majors. This includes course work of no less than 18 credit hours in each of the two disciplines. Courses cross-listed in both majors may only be counted once. The precise number of credits may vary depending on the total required hours for a particular major. For each of the

two majors, students must take at least nine credits in courses open only to graduate students (9000 level or 8000 level), excluding thesis hours.

The student is required to successfully satisfy the thesis/comprehensive examination or equivalent requirements for each major. In the event that both programs have a thesis requirement, either a) two thesis may be written or b) the content of the thesis may reflect the content of both majors. If a joint thesis is elected, the thesis committee shall then consist of two graduate faculty members from each of the major departments/schools and shall be co-chaired by a faculty member from each of the major departments/schools.

If a student is already pursuing a major in a degree program, then decides he or she would like to obtain a second major, a new application and admission fee is required. The new application must be approved by the original graduate committee prior to review by the second graduate committee. However, once the masters degree is conferred, a second major cannot be attained. Students then would be required to apply for admission to a second master's degree program, and upon acceptance, complete all requirements of a full independent program.

Plan of Study

At the time of admission to a degree program, an individual plan of study/degree audit will be sent to the student with their official letter of admission from the Dean for Graduate Studies. This individual plan of study/degree audit will list all requirements for the completion of the degree program. These requirements may include deficiency courses and other provisions of admission, as well as specific courses to be completed to graduate and comprehensive examinations if applicable. Any deviations to this plan of study/degree audit must be approved by the student's adviser, graduate program committee chair, and Dean for Graduate Studies by completing the Change in Plan of Study form. Upon approval, a copy will be sent to the student and department/school.

A "B" (3.0 on a scale of 4.0) average must be maintained in all graduate work taken as part of a degree program.

Automatic Dismissal for a Grade of "U" (Unsatisfactory) or "Fail"

A grade of "U" or "Fail" in any graduate course taken by a graduate student shall be treated the same as for a grade of "C-" or below and shall result in automatic dismissal from the graduate program.

The Plan of Study and Grades Which Result in Automatic Dismissal

Grades which result in automatic dismissal from a program (e.g., a grade of "C-" or below, "U", "Fail") may not be applied towards a graduate plan of study.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a scale of 4.0) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by

the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate degrees and is subject to restriction if previously used to satisfy requirements for another graduate degree.

The only course work from other institutions posted on the UNO transcript will be those used on the approved plan of study.

Transfer of Credits Taken Outside the University of Nebraska

Up to one-third of the course work required for a graduate degree program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student's adviser and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply. An official transcript must be forwarded to the Office of Graduate Studies documenting the course(s) were taken for graduate credit.

Transfer of Credits Taken at the University of Nebraska

There are no a priori limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process available at https://intercampus.nebraska.edu/pre_inter_campus.aspx.

Second Master's Degree

Use of graduate credit earned for the first degree will be treated in the same manner as transfer credit from another institution if applied to the requirements for the second degree. Up to one-third of the course work required for the second master's degree may consist of courses from a previous graduate degree. All other policies regarding graduate programs apply.

Graduate-only Level Course Requirements

- At least one-half the hours of course work on a plan of study should be in courses which are normally restricted to graduate students only (8--0 or 9--).
- No more than two 3--0/8--5 courses are allowed on a plan of study.
- BSAD courses 8110, 8120, 8130, 8170, and 8180 may not be used on any plan of study.
- ISQA 8010, 8020, 8040, and 8050 may not be used on any plan of study.

Time Limit for Graduate Degrees

The degree program (as defined in the plan of study, and comprehensive exams, if required) for master's and Ed.S. degrees must be completed within ten consecutive calendar years. Course work which would be over 10 years old at the completion of the degree program (as defined in the plan of study) cannot be used for a master's or Ed.S. degree. The first day of class of the earliest course which appears on the student's plan of study is the beginning of the student's graduate education.

Minor Field

A student is not required by the graduate faculty to have a minor. However, a student may elect a minor with permission of the major department/school and the minor department/school.

The minor must consist of no fewer than nine graduate hours. The courses must be included on the Change in Plan of Study form and the minor department must sign off on this form. The minor will be reflected on the student's transcript at the time of graduation.

Students who elect to complete a minor may be required to take a comprehensive examination over the minor field. This requirement will be at the discretion of the minor adviser. If such an examination is given, it should be 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.

The following are available minors:

- Art History
- Aviation
- Black Studies
- Business Administration
- Chemistry
- Economics
- English
- French
- Geography
- German
- Gerontology
- History
- Management Information Systems
- Mathematics
- Music
- Native American Studies
- Philosophy
- Physics
- Political Science
- Religion
- Spanish

- Women's Studies

Concentrations

A department/school may offer specialized areas of concentration of at least nine hours to graduate students pursuing degrees in the department/school. The area of concentration must appear on the approved plan of study. The Registrar will identify this area of concentration on the student's transcript.

Final Comprehensive Examinations

A final comprehensive examination is required of all candidates for the master's degree. There are exceptions to this rule where an alternative measure of mastery has been approved: the Master of Business Administration; Masters of Accounting; the M.A. or M.S. with a major in psychology, school psychology or industrial/organizational psychology; Master of Public Administration; the Master of Public Health, and the M.A. or M.S. with a major in speech-language pathology.

The comprehensive examinations should be taken near the conclusion of the students' programs and should measure the students' knowledge and ability to synthesize that knowledge in the analysis of questions involving more than one concept. For those candidates not writing a thesis, the examination is a written one. For those candidates writing a thesis, the final comprehensive examination may be either written or oral at the option of the cognizant department/school. If the comprehensive is to be written, it will be arranged by the department/school Graduate Program Committee. 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 may be devoted to the courses taken by the candidate and one-half to the thesis.

If the student has a defined minor, the minor advisor may require that the student take a comprehensive examination over the minor field. If such an examination is given, it should be 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.

Most graduate departments/schools require students to register for the comprehensive examinations at the time of their final enrollment; however, students should check with their advisors early in their programs to determine departmental/school policy concerning the administration of the final comprehensive examinations.

SUPERVISORY COMMITTEES

Some graduate programs require the establishment of a supervisory committee for each student. In particular, each student under the Thesis Option must have a supervisory committee. The supervisory committee should be appointed as early in the student's program as possible. The committee shall supervise all aspects of the thesis project and approve the final form of the thesis.

Each committee is appointed by the Dean for Graduate Studies based upon recommendation of the Graduate Program Committee. The committee shall consist of at least two voting Graduate

Faculty from the student's graduate department/school and at least one voting Graduate Faculty Member from another department/school. In addition, other qualified persons may be appointed to ex-officio (non-voting) status if it is believed that they can provide needed expertise or that they could gain valuable experience by participating on the committee. If the student is under the Thesis Option, the chairperson of the committee shall be considered the student's thesis advisor. The Supervisory Committee sheet must be on file in the Office of Graduate Studies at least one semester before graduation.

Scope and Nature of Thesis Projects

Thesis projects will vary widely among disciplines as well as within fields of academic inquiry. There is a common set of features, however, that will characterize a thesis. These are basic requirements and departments/schools may have additional requirements. The subject of the thesis will be chosen from the candidate's field of major interest and must be approved by the supervisory committee.

1. The thesis will reveal a capacity to conduct an independent study or research project, and will demonstrate a student's ability to use the techniques employed in his or her field of investigation.
2. The student will design the project with the help of a faculty advisory committee, conduct the necessary background literature and other primary sources search, do the research, analyze the results, write the thesis, and communicate the results at an oral thesis defense.
3. The work will not necessarily be original research, but it may be a new application of ideas.

Thesis & Field Project Options

A thesis provides an opportunity for the student to obtain first-hand experience in research methods under competent direction. Students in many degree programs may elect a thesis option. In other programs all students are required to write a thesis. The thesis must be assigned a total of at least six hours of graduate credit on the approved plan of study. The field project must be assigned a total of three hours of graduate credit on the approved plan of study.

The thesis should be initiated no later than one semester before the anticipated date of graduation in order to provide sufficient time for research, writing and examination. It is the responsibility of the student to follow all regulations contained in the "Guidebook for Preparing Theses, Thesis-Equivalent Projects, EdS Field Projects or Dissertations".

The student must have an oral defense of the thesis. At that time, the supervisory committee must sign the acceptance page of the thesis. In the event that all members of the Supervisory Committee are not unanimous regarding the approval of a thesis, the student is to be approved for the degree if only one member dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

Submitted theses, other than the original, may contain a photocopy of the original acceptance page.

An abstract of no more than 350 words in length and conforming to the thesis or thesis-equivalent project in respect to margins and spacing must be placed in the thesis or thesis-equivalent project following the acceptance page.

The student should then submit two theses and the number of copies required for the department/school and/or adviser to the Office of Graduate Studies at least twelve working days before graduation.

Students are responsible for paying the binding fee for the total number of copies being bound at the Library Circulation Desk. Copy requirements are available at the Office of Graduate Studies.

Once the thesis has been accepted by the Office of Graduate Studies, the "IP" grade is changed to "S" (Satisfactory) by the Graduate Studies Office.

Guidelines for Establishing Thesis-Equivalent Projects

Theses-like projects should be of the same caliber of scholarly work as a thesis. The student will research, develop and analyze a topic approved by the Supervisory Committee.

Departments/Schools desiring to use the thesis-equivalent category must apply to the Graduate Council for approval. The following guidelines are to insure that these projects are, so far as possible, equivalent to theses in scope, evaluation and process.

- The work on the project should commence at least one semester prior to the expected date of graduation.
- The project should be assigned a total of at least six hours of graduate credit on the approved plan of study.
- The process for development and approval of the project must include all of the following:
 - appointment of a supervisory committee;
 - a proposal to be approved by the supervisory committee;
 - monitoring of the project by the supervisory committee;
 - an oral examination over the completed written product conducted by the supervisory committee; and
 - final approval by the supervisory committee.

Graduation

During what is expected to be the semester of graduation and prior to the posted deadline, students should fill out an application on EBRUNO for the conferral of the degree.

If you apply for graduation and do not complete all of the requirements in time to graduate, notify the Office of Graduate Studies as soon as possible so that your name can be removed from the graduation list. You must REAPPLY for graduation in the next semester in which you intend to complete the requirements for the degree; no additional fee is charged to reactivate your application.

The following requirements are due 12 working days prior to commencement:

- Comprehensive Examination Results
- "Incompletes" and "NR" grades from a previous term must be removed so that the grade will be in the Office of Graduate Studies.
- Deliver all copies of thesis, thesis equivalent project or EdS field project to the Office of Graduate Studies for final approval.
- Pay all fees and fines and satisfy all obligations to the University.

Students wishing to participate in the commencement ceremony must order a cap, gown and hood from the UNO Campus Bookstore.

For students currently enrolled in courses that are a part of their plan of study, enrollment must be maintained to be eligible for graduation. A grade for any current enrollment must be received by the Registrar's Office no later than the close of business on the fifteenth working day following the date of commencement.

Conferring of Degrees

Degrees are conferred at the regular commencement exercises in May, December, and August. **Only those students who have completed all procedures and requirements may participate in commencement exercises.** Attendance at the commencement exercises when the degree is conferred is requested of all candidates. Appropriate academic attire must be worn.

The Graduate College will not approve any changes in the student's permanent record once the graduate degree is awarded.

GRADUATION DEADLINES*

FALL 2004 GRADUATION DEADLINE DATES

Commencement Date	12/17/2004
Application for the degree through E-BRUNO (http://www.ses.unomaha.edu/registrar/graduate.html)	10/15/2004
Requirements for Graduation due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	12/2/2004**

SPRING 2005 GRADUATION DEADLINE DATES

Commencement Date	5/6/2005
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Application for the degree through E-BRUNO (http://www.ses.unomaha.edu/registrar/graduate.html)	3/11/2005
Requirements for Graduation due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	4/21/2005**

<u>SUMMER 2005 GRADUATION DEADLINE DATES</u>	
Commencement Date	8/12/2005
Application for the degree through E-BRUNO (http://www.ses.unomaha.edu/registrar/graduate.html)	7/1/2005
Requirements for Graduation due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	7/28/2005**

<u>FALL 2005 GRADUATION DEADLINE DATES</u>	
Commencement Date	12/16/2005
Application for the degree through E-BRUNO (http://www.ses.unomaha.edu/registrar/graduate.html)	10/14/2005
Requirements for Graduation due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	12/1/2005**

**Dates are subject to change.*

***If all requirements are not completed by this date, students will not be allowed to participate in the Commencement ceremony.*

EdD & PhD Degree & Graduation Requirements

REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Residency

A residency requirement has been established for the purpose of ensuring that the doctoral program be reasonably compact, continuous, and coherent; and that a substantial portion be in fact done at and under close supervision by the university. The residency requirement is part of the student's approved program.

In exceptional circumstances, where it is clear that the purpose of residency will be fulfilled although the formal conditions are not met, the student's supervisory committee may, with the approval of the Dean for Graduate Studies, designate an alternative procedure for satisfying the residency requirements.

Doctor of Philosophy in Criminal Justice or Information Technology

- ☐ For a student beginning a doctoral program in the University of Nebraska System with a bachelor's degree, the residency requirement for the Ph.D. is 27 hours of graduate work within a consecutive 18-month period or less, with the further provision that 15 of these hours must be taken after receiving the master's degree or its equivalent.
- ☐ For a student who transfers to the University of Nebraska system with a master's degree from another institution, or who takes a break in his/her graduate work between the time the master's degree is awarded and the time he/she starts work on a doctoral program, the residency requirement for the Ph.D. is 27 hours of graduate work in a consecutive 18-month period or less.
- ☐ For a member of the University staff who is engaged at least half time in instruction or research in his/her major area, or a person employed in his/her major field, the residency requirement is 24 hours of graduate work within a consecutive two year period with the further provision that he/she take at least 12 of these after receiving the master's degree or its equivalent.
- ☐ Notmore than one-third of the work for residency or nine credit hours may be taken during the summer sessions.

Doctor of Education and Doctor of Philosophy in Public Administration

- ☐ Theresidency requirement for doctoral students in Educational Administration and Public Administration is 24 hours in 24 months. The supervisory committee may determine how many of the required residency hours may be taken during the summer sessions.

Time Limit on Course Work

A minimum of three full years of graduate study is normally required to complete a program for the degree of Doctor of Philosophy and Doctor of Education. The time limit on granting the Ph.D. degree is eight years from the time of filing the student's program of studies in the Office of Graduate Studies. The time limit on granting the Ed.D. is a maximum of four years for coursework and comprehensive examinations and four years to complete the dissertation. Neither the courses taken nor the time spent in study determines the granting of the degree. It is given primarily for high attainment in some special field of scholarship and for demonstrated power of independent research in a subdivision of this field.

Leave of Absence Policy for Students Pursuing a Doctoral Degree

Doctoral students who are forced to interrupt their studies may request a leave of absence from the University for up to one year. In consultation with their department/school and their supervisory committee, students should define the program modifications the leave of absence requires. Requests should indicate the reason for leaving and the expected date of return to the University. If approval is granted, the time limits on the granting of a doctoral degree will be frozen for the time specified (up to one year). Students should file a request with their supervisory committee chair who will forward it to the Dean for Graduate Studies. Approval of the Dean for Graduate Studies is required prior to taking a leave of absence.

Hours of Credit Required for Degree

Doctor of Philosophy

The minimum amount of graduate credit for the Ph.D. is 90 semester hours, including a dissertation. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study. The Ph.D. dissertation will normally account for 20 semester hours; however, the Information Technology dissertation requires a minimum of 24 semester hours.

Doctor of Education

The minimum amount of graduate credit for the Ed.D. is 96 hours, including both dissertation and language or research tools, which will normally be at least six hours of credit. The Ed.D. dissertation will normally account for 12 semester hours.

Any graduate credit beyond the master's degree earned at a campus other than the University of Nebraska and taken at an institution having NCATE accreditation for either the educational specialist or doctoral degree may be accepted to apply on a student's doctoral program. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study.

Supervisory Committee and Program of Studies

Supervisory Committee

The committee is appointed by the Dean for Graduate Studies based upon recommendation of the Graduate Program Committee in the student's major prior to the approval of the program of study. The establishing of a supervisory committee is based on the student's:

1. Demonstrated ability in the fundamental subject matter of his/her major field, and
2. Professional promise.

The supervisory committee consists of at least four Graduate Faculty, one of whom must be from outside the student's academic department/school or area in which the doctorate is to be granted.

The chair of the supervisory committee must be a member of the Graduate Faculty. In addition to the minimum of four Graduate Faculty, other eligible persons may be recommended by the Graduate Program Committee for appointment by the Dean to the supervisory committee, provided that at least two-thirds of the membership of each supervisory committee shall be Graduate Faculty.

If the chair of a supervisory committee leaves the employ of the University, or retires, the Office of Graduate Studies must be notified immediately and a change in the supervisory committee made as follows:

- a. If the student has already achieved Candidacy, the former chair who has left the employ of the University may be permitted to continue as co-chair of the supervisory committee, with the concurrence of the departmental/school Graduate Program Committee and the UNO Dean for Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty.
- b. If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty must be appointed immediately, with the concurrence of the departmental/school Graduate Program Committee and the UNO Dean for Graduate Studies.

If a member of the supervisory committee other than the chair leaves the employ of the University, or retires, a replacement should normally be appointed who is a resident Graduate Faculty. In certain circumstances where a special and needed continuing expertise is involved and the staff member is willing to continue serving, he/she may continue as a member of the supervisory committee, with the approval of the departmental/school Graduate Committee and the UNO Dean for Graduate Studies.

Program of Study

Within three weeks of its appointment the committee will meet to designate and subsequently file in the Office of Graduate Studies a complete program of studies, including any language or research tool requirements (if applicable), and reading committee. The reading committee consists of two members from the supervisory committee, excluding the chair of the committee. Generally, courses taken before admission to the doctoral program cannot be included in the Doctoral Requirements section (page 3) of the program of study form. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study. Any subsequent change in the program is approved by the supervisory committee and the Dean for Graduate Studies.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a 4.0 scale) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by the cognizant Graduate Program Committee, supported by a written evaluation from the

instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate degrees and is subject to restriction if previously used to satisfy requirements for another graduate degree.

The only course work from other institutions posted on the UNO transcript will be those used on the approved program of study.

Transfer of Credits Taken Outside the University of Nebraska

Up to one-third of the course work required for a graduate degree program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student's advisor and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply. An official transcript must be forwarded to the Office of Graduate Studies documenting the course(s) were taken for graduate credit.

Transfer of Credits Taken at the University of Nebraska

There are no a priori limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process available at https://intercampus.nebraska.edu/pre_inter_campus.aspx.

Comprehensive Examination and Admission to Candidacy

Doctor of Philosophy

When a student has substantially completed studies in the program, he/she must pass a written comprehensive examination. The written comprehensive examination is not a repetition of course examinations but is an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. The student will also be required to pass an oral comprehensive examination.

The supervisory committee arranges for written or oral examinations. As soon as possible after passing those examinations, the committee convenes and reports to the Office of Graduate Studies the results of those examinations and the specific area of research for the dissertation and progress to date. Should the student fail the comprehensive examination, he/she may attempt another examination or a part thereof, during the following academic term upon specific recommendation by the supervisory committee.

Doctor of Education

When the applicant's program of courses is substantially completed, comprehensive examinations covering the appropriate field of study and related subjects will be administered.

These examinations will thoroughly test for an understanding of the field of knowledge designated by the student. If an applicant fails the comprehensive examination, another attempt to pass such examination may not be made in the same academic term.

When the Ph.D. or Ed.D. student has passed the comprehensive examination, the committee will recommend to the Office of Graduate Studies his/her admission to Candidacy for the doctoral degree, noting in that recommendation the dates of completing the comprehensive examination. Such a report must be filed at least *seven months* prior to the final oral examination. A student is formally recognized as a Candidate as of the date of completing the comprehensive examination. If the term of Candidacy is extended beyond three years (excluding summer terms), the Candidate must pass another comprehensive examination. Following admission to Candidacy the student must register during each academic year semester until he/she receives the Ph.D. or Ed.D. degree. Students not in residence may register for a minimum of one semester hour credit in dissertation. Failure to register during each academic year semester will result in termination of the Candidacy.

Dissertation

Scope and Nature of Dissertation Projects

Dissertation projects will vary widely among disciplines as well as within fields of academic inquiry. There is a common set of features, however, that will characterize dissertation projects. These are basic requirements and departments/schools may have additional requirements.

1. The subject of the dissertation will be chosen from the candidate's field of major interest and must be approved by the supervisory committee.
2. The student will design the project with the help of a faculty advisory committee. The dissertation project will be an extended, coherent, written work of original research, demonstrating a doctoral candidate's comprehensive knowledge and mastery of methodological, historical, topical, empirical and theoretical issues relevant to the chosen subject.
3. The dissertation will provide evidence of the candidate's ability to articulate, in oral and written formats, (i) the nature of the problem, (ii) the methods used to address the problem, (iii) the results of the investigation, and (iv) the meaning of the results.
4. Fundamentally, the dissertation will demonstrate the candidate's breadth of scholarship, depth of research skills, and ability to investigate problems independently and efficiently.

There is no fixed length for the dissertation. The dissertation should demonstrate the candidate's competency in applying sound research strategies to the theoretical or applied problems anticipated in his/her future career, originate new knowledge, or to advance or modify former knowledge, i.e., it should treat new material, or find new results, or draw new conclusions, or it should interpret old material in a new light.

The dissertation and abstract (which must not exceed 350 words) must be preliminarily approved by a reading committee of two members from the supervisory committee, excluding the chair, prior to application for the final oral examination. The manuscripts must be presented to

members of the reading committee in time to permit review and acceptance, which must be at least three weeks in advance of the final oral examination. The Application for the Final Oral Examination and a copy of the dissertation and abstract must be presented to the Office of Graduate Studies for preliminary review at that time. Final approval of the dissertation by the entire committee will occur following successful completion of the Final Oral Examination.

Following the successful completion of the oral examination, two unbound copies of the dissertation, two copies of the abstract, and one extra dissertation title page are presented to the Office of Graduate Studies. The signature page of the dissertation must bear the signatures of all members of the supervisory committee. The student also must present to the Office of Graduate Studies a signed agreement for the publication of the abstract and microfilming of the dissertation.

Before the degree is granted, each Candidate pays a binding fee and a fee to cover the cost of microfilming the entire dissertation and of publication of the abstract in Dissertation Abstracts International. For specific details, the "Guidebook for the Preparation of Theses, Theses Equivalent or EdS Field Projects, and Dissertations" is available on the web.

Final Examination

Doctor of Philosophy

The final examination is oral. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation accepted for examination. The committee also determines its character and length. The examination may be devoted to the special field of the dissertation or to the Candidate's general knowledge, or it may be designed to test judgment and critical powers.

The final oral examination will not be scheduled unless the chair of the supervisory committee and at least two other members of the committee are available for the examination. Exceptions may be made only by permission of the Dean for Graduate Studies. In any event, the supervisor of the dissertation must have seen and approved the completed dissertation for examination before the final oral examination will be scheduled.

The final oral examination over the dissertation may be waived only with the unanimous consent of the supervisory committee and only in extremely unusual circumstances. The committee reports the results of the final oral examination or the reason for its waiver to the Office of Graduate Studies.

In the event that members of an oral examining committee are not unanimous regarding the passing of a Candidate, the student is to be approved for the degree if only one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation in the Office of Graduate Studies.

If a student fails to pass the final oral examination for an advanced degree, his/her committee must file a report on the failure in the Office of Graduate Studies and indicate what the student

must do before taking another examination. Another examination may not be held during the same term in which the student failed.

Doctor of Education

The final examination is oral. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation accepted for examination by the reading committee. The supervisory committee determines the character and duration of the examination. The examination may be devoted to the special field of the dissertation or to the Candidate's general professional knowledge, or to test judgment and critical powers, or to all three of these. Only in extremely unusual circumstances and with the unanimous consent of the supervisory committee may the final oral examination be waived. The committee reports the results of the final oral examination or the reason for its waiver to the Office of Graduate Studies.

DOCTORAL DEGREE DEADLINE DATES*			
DECEMBER 2004	MAY 2005	AUGUST 2005	GRADUATION
4-29-2005	9-19-2006	1-3-2006	APPLICATION FOR CANDIDACY. Due in the Office of Graduate Studies no later than seven months prior to the final oral examination. This form is filed when the research tools have been completed and the comprehensive examinations are passed.
10-14-2005	3-10-2006	6-30-2006	APPLICATION FOR DEGREE. Due in the Registrar's Office. If this is not filed, a diploma will not be ordered for you and your graduation date will be postponed.
11-8-2005	3-28-2006	7-5-2006	<p>PRELIMINARY COPY OF DISSERTATION/ABSTRACT and APPLICATION FOR FINAL ORAL EXAMINATION OR WAIVER. Due in the Office of Graduate Studies three weeks prior to the date of the final oral examination, but not later than the deadline to the left.</p> <p>Application for Final Oral Examination or Waiver must have the signatures of the Reading Committee and the time and date of the oral examination recorded.</p> <p>FINAL ORAL EXAMINATION PACKET is given to the student.</p> <p>INCOMPLETE GRADES. All incomplete grades listed on the program of studies (except dissertation 9990) must be removed with satisfactory grades to satisfy degree requirements.</p>

11-29-2005	4-18-2006	7-25-2006	ORAL EXAMINATION. Final day oral examination can be held.
12-01-2005	4-20-2006	7-27-2006	<p>DEPOSITING DISSERTATION. Final copies must be presented to the Office of Graduate Studies along with the Signature Pages, Report on Doctoral Degree, and Doctoral Dissertation Agreement form.</p> <p>DISSERTATION (9990) GRADES, including previous "incompletes" and "no reports", should be submitted to the Office of Graduate Studies by the Chair of the Supervisory Committee.</p> <p>FINAL FEES. Pay for the number of dissertation copies to be bound, UMI Dissertation fee, and Copyright fee at the Library Circulation Desk.</p> <p>SURVEY OF EARNED DOCTORATES. Complete and return to the Office of Graduate Studies.</p>

***Dates are subject to change.**

****If all requirements are not completed by this date, students will not be allowed to participate in the Commencement ceremony.**

Graduate Certificate Requirements

Plan of Study

At the time of admission to a certificate program, an individual plan of study will be sent to the student with their official letter of admission from the Dean for Graduate Studies. This individual plan of study will list all requirements for the completion of the certificate program. These requirements may include deficiency courses and other provisions of admission, as well as specific courses required to complete the certificate. Any deviations to this plan of study must be approved by the student's adviser, graduate program committee chair, and Dean for Graduate Studies by completing a Change in Plan of Study form. Upon approval, a copy will be sent to the student and department/school.

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of a certificate program.

Transfer of Graduate Credit

Approval of transfer of graduate credit for course work taken at another accredited university (including extension credit but not including correspondence courses) is made at the time a Change in Plan of Study form is submitted to the Office of Graduate Studies. Grades received in courses for transfer of credit must be the equivalent of "B" (3.0 on a 4.0 scale) or higher. Transfer of graduate credits from a course taken with a pass/fail option must be recommended by

the cognizant Graduate Program Committee, supported by a written evaluation from the instructor and approved by the Dean for Graduate Studies. All work accepted for transfer of credit must have been taken within the prescribed time limits for graduate certificate programs and is subject to restriction if previously used to satisfy requirements for another graduate program.

The only course work from other institutions posted on the UNO transcript will be those used on the approved plan of study.

Transfer of Credits Taken at the University of Nebraska

There are no a priori limits on the transfer and applicability of credits earned in one program of the University of Nebraska toward meeting degree requirements in another such program, except as they are used to earn distinct degrees. However, such credits must be individually evaluated and approved by the appropriate Graduate Program Committee and campus Dean for Graduate Studies before they can actually be transferred. UNO students who wish to take courses at the University of Nebraska-Lincoln, the University of Nebraska Medical Center, or the University of Nebraska at Kearney for transfer of credit should complete the intercampus application process available at https://intercampus.nebraska.edu/pre_inter_campus.aspx.

Transfer of Credits Taken Outside the University of Nebraska

Up to one-third of the course work required for a graduate program may be accepted from an accredited institution other than a unit of the University of Nebraska when the transfer is supported by the student's adviser and the appropriate Graduate Program Committee. Final approval will be made by the UNO Dean for Graduate Studies. All other policies regarding graduate programs will apply to programs containing transfer hours.

Second Certificate

Use of graduate credit earned for the first certificate will be treated in the same manner as transfer credit from another institution if applied to the requirements for a second certificate. Up to one-third of the course work required for a second graduate certificate may consist of courses from a previous graduate certificate. All other policies regarding graduate programs will apply.

Time Limit for Graduate Degrees

Graduate certificate programs (as defined in the plan of study) and comprehensive exams (if required) must be completed within the time limit specified by the certificate guidelines, but in no case can the time limit be longer than ten consecutive calendar years. Course work which would be over the time limit specified by the certificate guidelines, but in no case over 10 years old at the completion of the certificate program (as defined in the plan of study) cannot be used for a graduate certificate. The first day of class of the earliest course which appears on the student's plan of study is the beginning of the student's graduate education.

Completion of the Certificate

During what is expected to be the semester the certificate is completed and prior to the posted deadline, students should complete a Certificate Completion Application Form in the Office of Graduate Studies.

If you complete the Certificate Completion Application Form and do not complete all of the requirements for the certificate, contact the Office of Graduate Studies as soon as possible. You must REAPPLY in the Office of Graduate Studies during the next semester in which you intend to complete the certificate; no additional fee is charged to reactivate your application.

The following requirements are due 12 working days prior to commencement:

- "Incompletes" and "NR" grades from a previous term must be removed so that the grade will be in the Office of Graduate Studies.
- Pay all fees and fines and satisfy all obligations to the University.
- Comprehensive Examination Results or notice of completion of portfolio (if required).

For students currently enrolled in courses that are a part of their plan of study, enrollment must be maintained in order to complete the certificate. A grade for any current enrollment must be received by the Registrar's Office no later than the close of business on the fifteenth working day following the end of a semester.

Awarding of the Graduate Certificate

The Office of Graduate Studies will mail the certificate to students when all requirements are completed and all obligations to the university are satisfied (i.e., parking and library fines, student accounts balances, financial aid, etc.).

The Graduate College will not approve any changes in the student's permanent record once the certificate is awarded.

CERTIFICATE DEADLINES*

<u>FALL 2004 CERTIFICATE DEADLINE DATES</u>	
Certificate Completion Application Form Due	10/15/2004
All requirements due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	12/02/2004

SPRING 2005 CERTIFICATE DEADLINE DATES

Certificate Completion Application Form Due	3/11/2005
All requirements due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	4/21/2005

SUMMER 2005 CERTIFICATE DEADLINE DATES

Certificate Completion Application Form due	7/1/2005
All requirements due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	7/28/2005

FALL 2005 CERTIFICATE DEADLINE DATES

Certificate Completion Application Form due	10/14/2005
All requirements due in the Office of Graduate Studies (excluding grades for currently enrolled courses)	12/1/2005

**Dates are subject to change.*

Facilities

Campus Security Department

Campus Security, located in the Eppley Administration Building, Room 100, provides service to the University community 24-hours a day. The number to call for information about any of its services is 554-2648.

The duties and responsibilities of the Campus Security Department are: to protect life and property; provide building and grounds patrol; enforce Traffic and Parking Rules & Regulations; enforce University regulations; control the University key system; and help provide a safe environment for all persons on campus.

Parking and Traffic

All vehicles parked on the UNO campus must display a valid parking permit. To obtain a permit, present your UNO identification card or proof of class registration at the Campus Security Office.

The "Parking and Traffic Rules and Regulations" booklet offers information on the fee schedule, parking lot designations and general information on traffic and safety.

All accidents should be reported to Campus Security immediately.

University Building Keys & Access Cards

Campus Security is responsible for the control of the University key and access card system. Eligible University employees should make requests for University keys or cards through their department chairperson to Campus Security.

Security

Buildings are patrolled 24 hours daily. Anyone found in a UNO building after established closing hours, without a UNO identification card, will be asked to leave. Report items stolen or damaged to the Campus Security department.

Lost and Found

Campus Security maintains the lost and found system.

Services

The Campus Security Department provides assistance to motorists 24 hours daily, to jump-start your vehicle, open a locked vehicle, and change a tire in certain situations, for vehicles on campus only.

Personal Escorts

Escort service is available for individuals who request it.

Personal Safety Checks

Individuals who may be working alone, outside normal working hours are encouraged to contact Campus Security. Security officers will periodically check on your safety while you are here.

Operation I.D.

Your stereo tape-desk or other personal belongings may be engraved to aid in finding lost or stolen property. Stop by the Campus Security Office and check out an engraver and instructions to engrave your property.

Fingerprints

The Campus Security Department provides a fingerprinting service for individuals who require finger prints for job applications and military needs. This service also applies for children of students, staff, faculty and alumni. It is strictly for the benefit of the parents should a child ever be missing; no record will be maintained by Campus Security. Contact Campus Security for times of service or an appointment.

FOR ON-CAMPUS EMERGENCIES

DIAL EXT. 4-2911

University Affairs

University Affairs, located in the Eppley Administration Building, Room 108, is responsible for the development and continuity of the university's image. The department plans and implements projects for internal and external audiences. Office hours are 8 a.m. to 5 p.m. Monday through Friday and by appointment. For more information, call (402) 554-2358. Students and recognized student organizations in need of public relations assistance can take advantage of the services provided by University Affairs. The service areas are listed below.

Advertising and Marketing

Advertising and Marketing efforts at UNO include the coordination of objectives of the university and various campus departments in relation to printing and graphics support. For more information, call (402) 554-3674.

Communications and Media

Communications and Media is responsible for implementing UNO's internal and external communications programs. It is comprised of two areas: internal communications and media relations.

Internal communications produces eNotes - UNO's daily electronic news source for faculty and staff. Students who would like to submit items for publication in eNotes can e-mail them to enotes@unomaha.edu. The items must relate to university events, announcements or notices and must contain the name and phone number of a contact person. For more information, call (402) 554-2243.

Media relations coordinates UNO's media contacts and news media policy, responds to media inquiries, writes and disseminates news releases and public service announcements, and monitors the local, state and national media for pertinent issues and coverage. Students and recognized student organizations in need of help with external publicity can call (402) 554-3502 or (402) 554-2762.

Students, staff and faculty with story ideas are encouraged to call (402) 554-2762, (402) 554-2243 or (402) 554-3502.

Photography and Photo ID Services

Photography Services provides photographic services from studio portraits to photographs shot on location, and also coordinates framing services, photography scans and/or photographic images for slides. Photo ID provides the service of creating student identification cards, passport photos, and other ID photography. The office is open during regular University hours. For more information, call (402) 554-3536.

UNO What's Up

UNO What's Up is the weekly electronic news source for students at UNO. It is delivered on Monday to each student's Lotus Notes account. Faculty and staff who would like to submit items for publication must e-mail them to unowhatsup@unomaha.edu. Student organizations should submit items for inclusion to the Office of Student Organizations and Leadership Programs, located on the first floor of the Milo Bail Student Center. The items must relate to university events, announcements or notices, and must contain the name and phone number of a contact person.

The deadline for submission is one week in advance of the desired publication date. Any item submitted for publication may be edited for length or clarity. No item will run for more than two consecutive weeks.

Receipt does not guarantee publication. For more information, contact Teresa Gleason in University Affairs at (402) 554-2762.

UNMC Printing Services

Members of the UNO community with printing, copying and graphics needs are able to access these services in Printing Services, located in 106 Eppley Administration Building. A professional, experienced staff offers an array of competitively priced products that are of the highest quality. The partnership between UNO and the University of Nebraska Medical Center (UNMC) aims to maintain seamless customer service.

Printing Services is open 7:00 a.m. to 6:00 p.m. Monday through Thursday and 7:00 a.m. to 4:30 p.m. on Friday. For more information, call (402) 554-3074 or (402) 554-3061, or send an e-mail to print4u@lists.unomaha.edu.

University Library

The University Library offers many services to its users and contains materials and facilities for study and research. The collection encompasses approximately 745,000 volumes; 4,000 journal and newspaper subscriptions; 890,000 government documents; 2,000,000 microforms; plus compact discs and video cassettes and other media. Back issues of periodicals in bound volumes and in microform are maintained. As a partial government documents depository, the University Library collects federal and Nebraska state publications. Nearly all of the Library's collection is on open shelves and is arranged according to the Library of Congress classification system. Most

of the Library's holdings are accessible through an online catalog. The Library home page <http://library.unomaha.edu> provides information about library services and links to databases, library catalogs, and other information sources.

UNO students, faculty and staff may check out library materials with their UNO ID card at any of the four University of Nebraska campuses. A reciprocal borrowing agreement also allows anyone with a UNO ID to check out materials from other Nebraska college and university libraries.

Assistance is available to help students and faculty use the collection. Reference librarians answer questions at the Reference Desk and electronically, assist individual students with their research, and give lectures to classes on the use of the Library in general and on the materials of specific subject areas as requested. Each librarian serves as liaison to one or more departments in his/her area of subject expertise. Access to full text and bibliography databases is available to assist in locating information. Assistance is available for government documents, reserve materials, and audio-visual and microform materials and equipment. When needed material is not available in the UNO collection, Interlibrary Loan can borrow it from other libraries for UNO students and faculty. Handouts with information about the Library's collections and its many services are available on the main floor.

The University Library is open 92 hours per week during the fall and spring semesters. Slightly shorter hours are observed during the summer and intercessions. Study areas include tables, chairs and individual study carrels. Photocopiers are available.

For additional information see <http://library.unomaha.edu>.

Information Technology Services (ITS)

Customer Services

Eppley Administration Building Room 104

Hours: 7 am to 5 pm Monday through Friday

Phone: 554-HELP (4357)

866-866-2721 (Distance Students)

Phone support is available after 5 pm and on weekends.

E-mail: unohelpdesk@mail.unomaha.edu

Internet: <http://its.unomaha.edu>

Administrative Offices

Eppley Administration Building Room 110

Hours: University business hours

Phone: 554-HELP (4357)

FAX: 554-3475

Operation

Eppley Administration Building Room

Phone: 554-3500

Hours: 4 am to 11 pm daily

Services available at Customers Services

Via the phone/email - Help Desk consultation for answers to all your computer problems, including help with software packages, such as Blackboard and Lotus Notes, software installation, printing, and format conversion. Other services include:

- Laptop Loan Program
- Scanners available
- FREE copy of Virus Protection Software (McAfee) - Bring a CD R/W or Zip disk to receive this software
- Order and pick-up audio/visual equipment. See ITS web site for more information.
- Discounts on Microsoft Office and Operating Systems available at the bookstore
- Discounts on hardware purchases

UNO NetID and the Trio of my's

Every student, faculty and staff has a UNO NetID. UNO NetID is composed of a username and password. They are automatically generated after a student has registered for courses and after faculty/staff have been hired. The UNO NetID is your personal identification for using many UNO online services. Currently there are a trio of services tied to UNO NetID they are:

myUNO The Academic Portal via the course management software Blackboard.

<http://myuno.unomaha.edu>

myMail The web email via the Lotus Notes software.

<http://mymail.unomaha.edu>

myFolder A web file storage system.

<http://myfolder.unomaha.edu>

Need to look up your UNO NetID? Go to any of these websites. There are links to look up your UNO NetID and to set a password. You will need your Personal Identification Number (PIN) to complete both of these tasks. If you do not know your PIN please go to the following web page for information <http://ses.unomaha.edu>

Computer User Rooms - ITS maintains several computer user rooms across campus and have built partnerships with College of Business, College of Education and College of Arts & Sciences to offer expanded computer user room availability.

Computer User Rooms Locations:

- Arts and Science Hall (ASH), Room 300
- Durham Science Center (DSC), Room 104
- Health, Physical Ed and Recreation (HPER), Room 211
- Milo Bail Student Center Elmwood Room (MBSC),
- Peter Kiewit Institute (PKI), Room 158A
- Roskens Hall (RH), Room 401

Due to frequent adjustments to lab hours, visit the ITS web site (<http://its.unomaha.edu>) for the latest, up-to-date information.

Classroom Support

ITS in collaboration with the colleges has set up 77 Hi-Tech classrooms equipped with a networked Windows PC or Macintosh connected to a high lumen overhead projection and sound system with visual presenters (document cameras). If you use technology on a regular basis, work with your department chair/school director to have your class scheduled in one of these rooms. Check our website for locations of these rooms.

Mobile equipment can also be delivered to your classrooms. ITS has 14 mobile carts with computer, projector, VHS, and sound system. Also available are VHS playback, video cameras, slide projectors, and other a/v type equipment.

Call 554-HELP (4357) to place orders or use the web form at <http://its.unomaha.edu/ais/sersup/network/network.shtml>. **All orders for mobile equipment must be received by 2 p.m. the day before required delivery.** Deliveries for Monday must be in by 2 p.m. on Friday (orders cannot be left on audix over the weekend for Monday delivery).

Scanning of Tests, Grade Reports and Surveys

ITS Computer Operations assists faculty with compiling and processing faculty surveys, statistical analyses, grade reports, and mass mailings.

Technology Training

myUNO (Blackboard) is a web based course management software designed to enhance on-campus classes with distance education courses. There is a user group, training workshops and support site to assist instructors and students. The support site is available through myUNO, login and click the Instructor Help Tab.

Department/School Training:

ITS Training teams provide on an as-requested basis training in a variety of programs such as myUNO, myMail (Lotus Notes Web Version), Lotus Notes Client version, Microsoft Office programs, etc. A minimum of five people are needed to schedule classes. Contact Pat Dargantes at 554-4357 to arrange training or further information.

Classroom Training:

ITS Training will assist faculty in helping students feel comfortable with technology used in a course. We do training in myUNO, myMail, myFolder, or Microsoft Office products. Contact Pat Dargantes at 554-4357 to arrange training or further information.

Division of Student Affairs

Student Services contributes to the UNO learning environment through support programs and services which are designed to assist students in defining, clarifying and achieving their educational goals. These programs and services focus on each student's personal, interpersonal, intellectual and physical development.

In conjunction with the faculty, the units listed below serve as a system of learning, reinforcement programs and services that assist students to benefit maximally from their college experiences.

Career Exploration and Outreach

The Career Exploration and Outreach office assists undergraduate students, graduate candidates, and alumni from all colleges of the University in their search for career employment. All UNO students receive personal assistance in resume preparation and job search planning. Career Exploration and Outreach sponsors programs addressing numerous career development and preparation topics, including resume writing, resume review, interviewing skills, mock interviews, networking, and how to work a career fair.

Career information sessions and job fairs are hosted by Career Exploration and Outreach. These events attract hundreds of employers to campus and are held during fall and spring semesters. Students and alumni seeking employment are encouraged to register with Career Exploration and Outreach by completing a web-based registration process, which includes resume development and registration for on-campus recruiting and resume referral. Registration is mandatory for participation in on-campus recruiting.

Students can also access national, regional and local employment listings and campus-wide job databases for employment searches. The Career Exploration and Outreach office works with employers to post full-time, part-time, internship, and other types of employment and experiential learning opportunities for students and alumni review on the UNO Web site.

Career Planning

The career development process can be helpful to students and alumni exploring career alternatives and making career decisions. Specific career development planning is offered through the college or academic units. This process is provided by faculty and/or advisers within the academic units with the assistance of Career Exploration and Outreach.

Recruiting and Referral Programs

First-semester seniors and graduate students completing degrees are encouraged to register with the Career Exploration and Outreach office to use the recruiting and referral services. Each semester regional employers visit the campus to conduct interviews or provide informational sessions. Interested students need to contact the Career Exploration and Outreach office for specific recruiting dates and sign-up activities. In addition, the office refers registered candidates' resumes directly to employers requesting such information for their employment openings. An effort is made to refer all registered candidates for positions; however, employment cannot be guaranteed.

Student Employment Programs

Students seeking career-related work experience during school can gain assistance through Student Employment Services (SES), located within the Human Resources office. On-campus student worker jobs and all federal work-study positions are posted in the office and through the web at Student Employment.

Counseling Services

Short term counseling services are provided to assist students in their educational, emotional-personal and social development. The goal of Counseling Services is to use all available resources to assist students in making positive adjustments in their academic and personal lives.

Counseling Services provides a professionally qualified resource team who will assist students in making academic, vocational and personal decisions, and they can offer the assistance of various assessment tools.

General counseling services are provided at no charge for students and other members of the university community. Appropriate fees are charged for services to people who are not affiliated with the university. Counseling Services can also act as a referral agency for students - making available a large number of professional resources at UNO and in the community. The Counseling Center is located in 115 Eppley Administration Building and is open 8:00 a.m. to 5:00 p.m., Monday through Friday.

Services for Students with disAbilities

The disAbility Service Office- a division of the Office for Diversity and Equal Opportunity for enrolled or admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The Coordinator serves as the primary contact person for students wishing to discuss eligibility, policies and procedures, services offered and/or personal concerns. The coordinator is also available to arrange services for qualified students with disabilities, i.e., reasonable academic adjustments, sign language interpreters, alternate print format, note takers, study mentors, use of the Testing Center, counseling, assistive technology, classroom relocations. students must provide appropriate documentation regarding physical, emotional, learning, or other type of disability for consideration of services. (i.e., medical, psychological) regarding their disability.

Consultations with the Coordinator may be scheduled at any time. For further information, please call (402) 554-2872 [TTY (402) 554-3799] or stop by the disAbility Services office in the Eppley Administration Building, Room 117.

Student Health Services

Student Health Services is a primary care unit and is available free of charge to all students who pay UPF fees. Nominal fees may be charged for some laboratory tests. Health Services is located in the Milo Bail Student Center and is open Monday and Friday, 8:00 a.m. to 5:00 p.m. Physician appointments are available approximately 20 hours per week including both morning and afternoon appointment times. Preventative health measures are a primary concern and include blood pressure checks, vision tests, and flu shots. Treatment for minor illnesses and accidents, with referrals are also available when necessary. Programming related to alcohol and drug awareness is coordinated through Student Health Services. The telephone number is 554-2374.

Student Health Insurance

All UNO students, both undergraduate and graduate, carrying three or more credit hours have the option of obtaining accident and sickness insurance through a group plan made available by the

University with a commercial insurance carrier. Students are encouraged to compare the prices and benefits of the UNO policy with other policies. The UNO policy offers very good benefits at extremely low premiums. Students have the option of paying annually, per semester, or in three installments. For additional information, please contact Student Health Services, 554-2374.

Multicultural Affairs

The Office of Multicultural Affairs is responsible for developing and maintaining programs and services to ensure the successful recruitment, retention and graduation of students of color. Through scholarship aid, academic and personal support, students are empowered to attain their personal, educational and professional goals. Through collaborative efforts within the University and with the greater Omaha metropolitan community, the office works to ensure an inclusive campus environment where shared understanding is facilitated, knowledge is expanded and appreciation for varied perspectives is cultivated.

The Multicultural Affairs staff administers the Davis Scholarship and the Isaacson Incentive Scholarship Program, both of which provide financial support for distinguished undergraduate students of color. The M.A.S.T.E.R. Success Program is designed to provide personalized academic, developmental and career planning assistance to these scholarship recipients throughout their collegiate experience.

In support of retention efforts, the office sponsors the Early Monitoring Program (EMP) which allows the staff to collaborate with the faculty to monitor students' progress and to facilitate academic success. A special part of this program is the peer mentoring component which matches successful and knowledgeable juniors and seniors with first year students. Throughout the academic year the office sponsors and participates in a variety of campus events to support and encourage the involvement of multicultural students in the intellectual and social aspects of campus life.

The Office of Multicultural Affairs is located on the first floor of the Milo Bail Student Center, (402) 554-2248.

Testing Center

The University of Nebraska Testing Center provides a variety of services to UNO students, faculty and staff. These services extend into the Omaha community and beyond to persons needing testing related assistance.

Testing Center services include placement exams, national exams, vocational, aptitude, interest inventories and psychological exams, correspondence tests and testing assistance for students with disabilities. The Testing Center also takes special requests and will work with individual needs.

For more information, please contact the University of Nebraska at Omaha Testing Center, EAB 113, Omaha, NE 68182-0299 or call (402) 554-4800, or visit the Testing Center's web page at <http://www.unomaha.edu/~wwwtest/>

National Exams

The Testing Center provides a variety of information and registration materials for many nationally administered exams including computer-based testing for Educational Testing Service exams.

Among exams offered are the Graduate Record Exam (GRE), Medical College Admission Test (MCAT), Pre-Professional Skills Test (PPST), Law School Admissions Test (LSAT), ACT Assessment, Miller Analogies Test (MAT), and the Test of English as a Foreign Language (TOEFL).

UNO Placement Exams

Placement exams include the English Placement Proficiency Exam (EPPE), Math Placement Exam (MPE), Calculus Readiness Exam (CRE), Spanish Placement Exam (SPE), the French Placement Exam (FPE), and the Chemistry Diagnostic Test (CDT).

Campus Recreation

By providing a wide variety of recreational activities, Campus Recreation works to enhance the quality of life for the UNO community and to facilitate the physical, social and mental health of the students, faculty and staff. Through its programs, Campus Recreation also provides educational leadership and employment opportunities for UNO students. Programs are categorized as follows: fitness/wellness, informal recreation, intramural sports, sports club, outdoor recreation, aquatic activities, special events, instructional programs and youth programs.

The HPER Building is accessible to individuals with disabilities. Features of the building include accessible showers, the wheelchair-accessible weight machine and racquetball court, wheel chairs and access to the pool. The Campus Recreation staff is ready to assist individuals with disabilities in developing programs to meet their needs.

Fitness/Wellness

The fitness/wellness program, largest in terms of numbers of participants, opens the facilities of the HPER Building to the students of UNO-- over 100 hours per week -- for unstructured, drop-in recreational use and a variety of free drop-in fitness classes. Four basketball/volleyball/badminton courts, a 50-meter pool, a jogging track, seven racquetball/handball and two squash courts, 2 weight rooms, a cardio room, men's and women's saunas and steam rooms, and much more await the users of the HPER Building. Equipment necessary to participate is available for check-out free of charge at the Central Issue Room (HPER 113). Lockers, locks and towel service also are available.

Non-credit instructional programs are provided as a service to the students of UNO to encourage expanding recreational experiences. Course offerings vary each semester. Some of the most popular classes are learn-to-swim, swing/ballroom dancing, aquatic exercises, yoga and the Maverick Masters Swim program. Personal training also is available.

The programs offered work to promote the philosophy of "Something for Everyone," where no one is excluded from participation because of skill level. The only prerequisite is a desire to

participate. All currently enrolled students who pay UPF fees are encouraged to participate in one or more of the activities. Spouses, and dependent children ages 18-22, of students may also participate after purchasing a Campus Recreation Activity Card.

As the second largest employer of students on campus, Campus Recreation offers employment opportunities to more than 50 students each semester. Positions include access monitor, office worker, central issue clerk, Outdoor Venture Center clerk, lifeguard, outdoor recreation trip leader, sports official, activity, intramural and weight room supervisors, fitness instructors, personal instructors, and evening building manager.

To get involved, stop by the Campus Recreation Office located in Room 100 Health, Physical Education and Recreation Building (HPER); 554-2539 and online at <http://www.unomaha.edu/~wwwocr>. Program and building information is given out 24 hours/day by phone.

Intramural Sports

The intramural sports program is designed to match equally skilled organizations and persons in various activities to meet physical as well as recreational needs. Team, individual, and dual competition will take place in the following divisions: Fraternity, Sorority, Men's Independent, Women's Independent and Co-Recreational. There also are opportunities for individuals with disabilities to actively participate in competitive games of integrated wheelchair basketball, racquetball or tennis. Campus Recreation will provide sports chairs for use to all students, staff, spouses, faculty and alumni participants who participate in wheelchair based activities.

Intramural sports currently include: flag football; 5x5, 3x3 and wheelchair basketball; outdoor and indoor soccer; softball; wrestling; racquetball; golf; tennis; badminton; table tennis; chess; floor hockey; and billiards.

Other events of yearly interest include: 3-point shootouts; slam dunk contest; sports trivia tournament; tug of war; pre-season flag football and 5x5 basketball tournaments; track meet; and a swim meet. For more information on how to sign-up, please call intramural sports at 554-2634 (IM Sports Hotline).

Awards for active participation and success should not be the only goal in an intramural program, but such awards do add to the competitive spirit of such an activity. It is with this idea in mind that the intramural office will offer awards to the all-university champions in each sport.

Sport Clubs

A sport club is defined as a registered student organization which may provide a program of instruction, recreation and/or competition in a specific sport. Sport clubs assume a variety of types and sizes in order to meet many of the sport needs and interests of students, faculty and staff. Each club establishes its own organizational framework, leadership and performance level. Each sport club is a student organization that is administered by its members. Current active clubs include: bowling; , rugby, ping pong, martial arts, badminton, and women's hockey. For more information please call 554-2539, or stop by HPER 100.

Outdoor Venture Center

If the idea of hiking in the back country, canoeing one of the great rivers of the midwest or climbing mountains is appealing, visit the Outdoor Venture Center (OVC). The OVC, located in the HPER Building, sponsors trips and workshops in canoeing, kayaking, cross-country skiing, rock climbing, backpacking, and many other activities, which last from a few hours to week-long adventures. Activities take place locally in Nebraska and in states like Colorado, Wyoming, South Dakota and Texas, just to name a few. Those wishing to plan their own adventure can make use of the OVC's resource materials and equipment rental. For students interested in leading such trips or further refining existing skills, the OVC provides a series of classes in outdoor leadership, basic rescue principles and outdoor emergency care.

Aquatic Center

The aquatic center is available to students, staff, faculty, activity card holders, and a limited amount of general participants. The pool is open several days a week for recreational and lap swimming. Various swim programs and lessons are available ranging from the Masters Swim Program for advanced swimmers to lessons for less skilled swimmers aged four and older. Several water exercise classes and a diving program are also offered. All aquatic activities are conducted under the guidance and supervision of Campus Recreation personnel and staffed by skilled and qualified instructors.

Climbing Wall

The 28-foot tall wall and accompanying 12-foot tall "boulder" combine for a total of 4,000 square feet of available climbing space. Several climbing workshops are offered throughout the year. Helmets, climbing harnesses, belay device, and ropes are provided free of charge; climbing shoes are not required, but are available for rent.

Mav-Kids Youth Programs

Mav-Kids is a youth-targeted program open to children of UNO students, faculty and staff, and the general public. Events including picnics, swimming, arts and crafts, sporting activities, fitness activities, and rock climbing are offered throughout the academic year. Week-long camps are held during the summer months, incorporating various activities into a "theme" for that week.

Student Organizations and Leadership Programs

The University recognizes the value of a well-rounded college experience as part of a student's development and encourages students to participate in co-curricular activities. The Office of Student Organizations and Leadership Programs is the key to involvement in co-curricular activities on campus.

Recognized student organizations include student government, student programming organization, the student newspaper, fraternities and sororities, professional organizations, recreational activities, social organizations, honoraries, religious organizations, service organizations, and intercollegiate athletics. If you have any questions and/or would like to get involved in one of the many clubs and organizations listed below, stop by the Student Organizations office on the first floor of the Milo Bail Student center, or call (402) 554-2711. The staff is more than willing to help.

Clubs and Organizations

Student Government Agencies

UNO Student Government
American Multicultural Services
International Student Services
Network for disAbled Students
Women's Resource Center

Greek Councils

Interfraternity Councils (IFC)
Panhellenic Council (PHC)
United Black Greeks (NPHC)

Greek Fraternities

Lambda Chi Alpha
Phi Beta Sigma
Pi Kappa Alpha
Sigma Lambda Beta
Sigma Phi Epsilon
Theta Chi

Greek Sororities

Alpha Xi Delta
Chi Omega
Delta Sigma Theta
Lambda Theta Nu
Sigma Gamma Rho
Sigma Kappa
Zeta Phi Beta
Zeta Tau Alpha

Ethnic/Cultural Organizations

Afghan Association of Nebraska
African American Organization
Asian American Cultural Society
Association of Latino American Students
Friends of Japan
Indian Student Association
InterTribal Student Council
Korean Student Association
Muslim Student Association
National Council for Negro Women
Nepalese Student Association
Pan African Student Organization

South Sudan Student Association
UNO Taiwan Student Association

Honor Societies

Alpha Kappa Delta (Intl. Sociology)
Alpha Upsilon Alpha (Reading)
Beta Alpha Psi (Accounting)
Chi Sigma Iota (Counseling)
Eta Sigma Gamma (Health Professions)
Golden Key National Honor Society
Kappa Delta Pi (Education)
Kappa Kappa Psi (Honorary Band Society)
Omicron Delta Kappa (Leadership)
Order of Omega (Greek Honorary)
Pi Delta Phi (French Language)
Pi Gamma Mu (Political Science)
Psi Chi (Psychology)
Rho Epsilon (Marketing)
Sigma Iota Rho (International Studies)
Tri-Beta Biological Honor Society

Professional Organizations

Alliance Fitness Professionals
Alpha Eta Rho (Aviation)
American Society of Civil Engineers
American Society of Heating, Ref & A/C Engineers
Association for Supervision & Curriculum
Criminal Justice Student Organization
Criminal Justice Graduate Student Organization
Delta Epsilon Chi (DEX)
Delta Sigma Pi Business Fraternity
Financial Management Association
Master of Business Administration Association
National Student Speech, Language and Hearing Association
Pre-Medical Professions Club
Pre-Veterinary Medicine
Public Relations Student Society of America
Society of Professional Journalists
Society of Physics Students
Society of Women Engineers
Student Dietetic Association
Student Education Association of Nebraska
Student Marketing Association
Student Social Work Organization
UNO Ad Club
UNO Chapter Women in Aviation

Special Interest Groups

Amnesty International
American Humanics Student Association
Arnold Air Society
UNO Black Belt Association
Campus Green Party of UNO
Circle K-Community Service
Chosen UNO Gospel Choir
College Democrats
College Republicans
Fine Arts University Student Theatre (FAUST)
Feminist Majority Leadership Alliance
UNO Film Society
UNO Forensics
Gay & Lesbian Organization
Geography Club
Goodrich Student Organization
UNO Honors Program - Student Advisory Board
UNO Horticulture Club
Management Information Systems
UNO Math Club
Maverick Athletic Training Students
Maverick Paintball
Nebraskans for Peace
Organization for Advancement of the Arts
Pendragon Circle
Phi Psi Nu Fraternity

Reaching out to Others through Service & Sisterhood (R.A.S.A.S)
Russian Club
Student Council for Exceptional Children
Students for Environmental Studies Club
Student Gaming Association
Student Health Advisory Council
Student Orientation Leaders Organization
Student Recreation and Leisure Society
Ultimate Frisbee
UNO Deaf & Hard of Hearing Student Advocacy Group

Religious Organization

Campus Crusade for Christ
Catholic Campus Ministry
Christ on Campus
The Crop
Edge/FOCUS
Greek Endeavors

Grove
Quest

Media and Entertainment

Gateway Student Newspaper

KBUL Student Radio

Student Programming Organization (SPO)

Campus Recreation and Sports Clubs

Contact Campus Recreation at 554-2539 for information on Intramurals and Sports Clubs.

Milo Bail Student Center

The best overview of the Student Center is its mission statement, which states:

"The Student Center is the 'living room' of the campus, a gathering place for the campus community and an integral part of UNO's educational environment which augments the educational experience. The Student Center is more than just a facility; it is made up of operations, services and programs that enhance the quality of college life and help to retain students at the University. It is also a laboratory for experiential and developmental learning - providing opportunities for students to learn and practice leadership and striving to foster an appreciation for diversity, harmony and school spirit."

The Director of the Milo Bail Student Center is responsible for the regulation of a variety of policies on campus. These policies include "Communication and Solicitation," "Promotional Material and Distribution," "Student Organization Fund Raising," and various campus food policies. Copies of these policies are available in the Student Center Administrative offices and at <http://mbssc.unomaha.edu>.

Bookstore

Textbooks, supplies and other materials you may need for classes are available in the UNO Bookstore. You also may shop online at <http://www.unobookstore.com>. The Bookstore also carries a variety of stationery, office supplies, souvenir clothing, and gift items. Bookstore purchases may be paid by cash, check, Mastercard, Visa, Discover or American Express.

The Bookstore also operates a convenience store for your "grab and go" needs while on campus.

Child Care Center

The University of Nebraska at Omaha Child Care Center (UNOCCC) provides high quality child care and early education service for university families, as well as opportunities for training, research and further knowledge of the care, education and development of young children. Child care is provided for the children (18 months through 6 years of age) of students, faculty, staff and alumni from 6:30 a.m. until 5:30 p.m., Monday through Friday. A summer program for school-age children is available. For more information, call (402) 554-3398.

Food Services

The UNO Food Services Office maintains and operates all food facilities on campus. All food sold or served on campus must be provided by UNO Food Services.

The Food Court offers many dining options:

Tomassito's

Italian cafe featuring homemade fresh baked pizzas, calzones, chicken parmesan, dessert pizzas and pane, pasta with sausage or meatballs, homemade lasagna, and garlic rolls

The American Grill

Chicken strip baskets, shrimp baskets, old-fashioned hamburgers and cheeseburgers, chicken sandwiches, and breakfast featuring scrambled or fried eggs, bacon, sausage, toast, bagel sandwiches and much more.

Durango's Deli

Sub shop featuring Hormel meats, cheeses, and toppings, made-to-order toaster subs and homemade soups.

Aztec's

Taquitos, beef and chicken tacos and enchiladas, taco salads, nachos, Aztec potatoes, and cinnamon crips.

The Rice Place

Stir-fried chicken, sausage and shrimp with fresh vegetables and spices, and choice of rice and sauces.

Garden Greens

Salad bar featuring salad toppings, pasta salads, fresh fruits and vegetables, and a variety of dressings.

The Kiosk Kafe

Continental breakfasts, homemade donuts, cookies, assorted desserts, bottled juices, waters and teas, Hormel franks and polish sausage, and soft-serve ice cream.

The Maverick Buffet

All-you-can-eat buffet with three daily entrees; grill offering hamburgers, grilled cheese sandwiches, and hot dogs; soup and salad bar; fresh fruits and cakes.

Catering

Extensive on-campus catering service for receptions, beverage breaks, lunches, dinners or banquets.

Housing

On-Campus Housing

University Village, located on UNO's north campus, offers a unique residential living community with the luxury of an off-campus lifestyle with on-campus convenience. These four bedroom, two bath, totally furnished units provide each student with a private bedroom while sharing common space with three other students. University Village is managed by Century Campus Housing Management. The Housing office, social activities, mailboxes, and the laundry facility are available in the clubhouse. Each residence hall building has a Resident Assistant (RA) assigned to it to coordinate social, educational, and recreational activities for their assigned building. The RAs are live-in students trained and dedicated to making the on-campus living experience the best that it can be. For more information, call (402) 554-8555.

Scott Village, located on the South campus, offers priority to students majoring in Information Science, Technology and Engineering and provides convenient access to the Peter Kiewit Institute and UNO shuttle services. This 480-bed, 10 building complex includes furnished, 4-bedroom suites each with a full kitchen, two full bathrooms and a living room. The commons building, centrally located in the courtyard, features a study area, laundry facility and game room. A variety of meal plan options are available from the Scott Residence Hall dining services. Student Resident Assistants will reside on-site to work with students and provide activities that enhance the quality and experience of student life on campus. For more information, call (402) 551-8899 or email info@scott-village.com.

Scott Residence Hall, donated by the Suzanne and Walter Scott Foundation and located on UNO's South Campus, is a 164-bed facility, designed to house honor students attending The Peter Kiewit Institute of Information Science, Technology and Engineering. The facility is organized in four-bedroom suites and is connected to the Scott Conference Center. Residents of Scott Hall have access to an unlimited dining meal plan, lounges on each floor, fitness center, study room, game room and laundry facilities all within the building. Student Resident Assistants as well as a Resident Director reside on-site to work with students to determine and provide activities to enhance student life, peer interaction and on-campus living. For more information call (402) 551-8899 or e-mail scotthall@collegepark.org

Off-Campus Housing Referral Service

This office, located in the Milo Bail Student Center, has information on a variety of housing options available in the greater Omaha area, including sleeping rooms, roommate information, apartments, houses and domestic exchange. For more information, see <http://mbsc.unomaha.edu/och.htm> or call (402) 554-2788.

Graduate Facilities and Administration

The Colleges and Library

GRADUATE STUDIES AND RESEARCH

Associate Vice Chancellor for Research & Dean for Graduate Studies, Tom Bragg
Director of Sponsored Programs and Research, Mary Laura Farnham

ARTS AND SCIENCES

Dean, Shelton Hendricks
Associate Dean, Eric Manley
Associate Dean, John Wanzenried
Biology, William Tapprich, Chairperson
Black Studies, Robert Chrisman, Chairperson
Chemistry, James Carroll, Chairperson
Communication, Jeremy Lipschultz, Interim Director
English, Michael Skau, Chairperson
Foreign Languages, Carolyn Gasciogne, Chairperson
Geography and Geology, George Engelmann, Chairperson
History, Bruce Garver, Chairperson
International Studies, Thomas Gouttierre, Dean
Mathematics, Jack Heidel, Chairperson
Philosophy and Religion, John Wanzenried, Interim Chairperson
Physics, Robert Graham, Chairperson
Political Science, Loree Bykerk, Chairperson
Psychology, Kenneth Deffenbacher, Chairperson
Sociology and Anthropology, Mark Rousseau, Chairperson

BUSINESS ADMINISTRATION

Dean, Louis Pol
Associate Dean, Amy Rodie
Assistant Dean, Nebraska Business Development Center, Robert E. Bernier
Accounting, Richard File, Chairperson
Economics, Kim Sosin, Chairperson
Finance, Banking, and Law, David Volkman, Chairperson
Marketing/Management, Lynn Harland, Chairperson

EDUCATION

Dean, John Langan
Associate Dean, David Conway
Counseling, Jeannette Seaberry, Chairperson
Educational Administration and Supervision, Laura Schulte, Chairperson
School of Health, Physical Education and Research, Daniel Blanke, Director
Special Education and Communication Disorders, John Hill, Chairperson
Teacher Education, Lana Danielson, Acting Chairperson

FINE ARTS

Interim Dean, Robert Welk
Art and Art History, David Helm, Chairperson
Music, James Saker, Chairperson
Theatre, Sharon Sobel, Chairperson
Writer's Workshop, Richard Duggin, Acting Chairperson

INFORMATION SCIENCE AND TECHNOLOGY

Dean, David Hinton
Associate Dean, Hesham Ali
Computer Science, Stan Wileman, Interim Chairperson
Information Systems and Quantitative Analysis, Deepak Khazanchi, Chairperson
Information Technology and Information Systems Engineering, Yong Shi, Chairperson
Telecommunication, Ken Dick, Chairperson

PUBLIC AFFAIRS AND COMMUNITY SERVICE

Dean, B.J. Reed
Assistant Dean, Kathy Menke
Assistant Dean, Sara Woods
Aviation Institute, Brent Bowen, Director
Center for Public Affairs Research, Jerome Deichert, Director
Criminal Justice, Robert Meier, Chairperson
Gerontology, James Thorson, Chairperson
Goodrich Program, Jerry Cederblom, Chairperson
School of Public Administration, Russell Smith, Director
School of Social Work, Theresa Barron-McKeagney, Director

UNIVERSITY LIBRARY

Interim Dean, Dorothy Willis
Information Services & Collections Management, John A. Reidelbach, Chairperson
Access Services, Ella Jane Bailey, Chairperson

University of Nebraska-Lincoln

ENGINEERING AND TECHNOLOGY

Dean, David Allen
Associate Dean, Raymond Moore
Architectural Engineering, Grenville Yuill, Director
Center for Infrastructure Research, Grenville Yuill, Director
Civil Engineering, Joseph Benak, Vice Chairperson
Computer Engineering & Electronics Engineering, Bing Chen, Chairperson

Construction Systems Technology, James D. Goedert, Chairperson
Industrial Systems Technology, John S. Thorp, Chairperson

EDUCATION AND HUMAN SCIENCES

Dean, Marjorie Kostelnik
Associate Dean, Fayrene Hamouz
Associate Dean, L. James Walter

University of Nebraska at Omaha

Chancellor, Nancy Belck

ACADEMIC & STUDENT AFFAIRS

Vice Chancellor for Academic & Student Affairs, John Christensen
Associate Vice Chancellor for Academic Affairs, Sheri Rogers
Assistant Vice Chancellor for Student Affairs, Wade Robinson
Associate Vice Chancellor for Research, Thomas Bragg
Associate Vice Chancellor for Technology, John Fiene
Assistant Vice Chancellor for Academic Affairs, Deborah Smith-Howell
Assistant Vice Chancellor for Student Services, Rita Henry
Center for Faculty Development, Coordinator, Marilyn Leach
Enrollment Services, Director, David Cicotello
Financial Aid, Director, Randy Sell
Honors Program, Director, Rosalie Saltzman
Institutional Research, Director, Linda Mannering
International Studies and Programs Center for Afghanistan Studies Dean, Director, Thomas Gouttierre
Multicultural Affairs, Interim Director, James Freeman
Radio/TV, Manager, Debra Aliano
Sponsored Programs & Research, Director, Mary Laura Farnham
Testing Center, Director, Marion Fortin-Wavra

ADMINISTRATION

Vice Chancellor, James Buck
Assistant Vice Chancellor, Julie Totten
Assistant to the Vice Chancellor, Career Exploration and Outreach, Bill Swanson
Communications, Director, Teresa Gleason
Facilities, Management and Planning, Interim Director, Steve Conley
Milo Bail Student Center, Director, Jim Welch
Personnel Services, Director, Rodney L. Oberle

OTHER ADMINISTRATIVE FUNCTIONS

Alumni Association, President, Jim Leslie
Athletics, Director, Robert Danenhauer

UNO Administration

University of Nebraska

THE BOARD OF REGENTS

Jim McClurg, Ph.D., Lincoln
Don S. Blank, D.D.S., McCook
Drew Miller, Papillion
Howard Hawks, Omaha
Kent Schroeder, J.D., Kearney
Charles Hassebrook, Walthill
Randolph Ferlic, M.D., Omaha
Charles Wilson, Ph.D., Lincoln

Student Members:

University of Nebraska at Kearney, Brett Chloupek
University of Nebraska at Omaha, Jonathan Croskey
University of Nebraska Medical Center, Ryan Arnold
University of Nebraska-Lincoln, Katie Weichman

THE CENTRAL ADMINISTRATION

President, James B. Milliken
Executive Vice President and Provost, Jay Noren
Vice President for External Affairs and Corporation Secretary, Kim M. Robak
Associate Vice President for External Affairs and Director of Governmental Relations, Ron Withem
Vice President for Business and Finance, David E. Lechner
Vice President and General Counsel, Richard R. Wood

GRADUATE FACULTY

The graduate faculty listed in this catalog reflect status as of September 2004

PHYLLIS ADCOCK Teacher Education, Ph.D., Kansas State University, 2001; Assistant Professor

PHANI TEJ ADIDAM Marketing/Management, Ph.D., Texas Tech University, 1996; Associate Professor

RANDALL E. ADKINS Political Science, Ph.D., Miami University, 1995; Associate Professor

JAMES C. AKERS Special Education and Communication Disorders, Ed.D., Oklahoma State University, 1969; Associate Professor

HESHAM ALI Computer Science, Ph.D., University of Nebraska-Lincoln, 1988; Professor

CHRIS W. ALLEN Communication, Ph. D., University of Missouri, 1996; Associate Professor

DAVID M. AMBROSE Marketing/Management, D.B.A., George Washington University, 1971; Professor

DEBRA ANDERSON Social Work, Ph.D., University of Nebraska at Omaha, 2002; Assistant Professor

ANN E. ANTLEFINGER Biology, Ph.D., University of Georgia, 1979; Professor

MARIA ARBELAEZ History, Ph.D., University of Miami, 1995; Associate Professor

JACK L. ARMITAGE Accounting, Ph.D., University of Nebraska-Lincoln, 1987; Associate Professor

WILLIAM AUSTIN Teacher Education, Ed.D., University of South Dakota, 2001; Assistant Professor

MOHAMMAD (AZAD) AZADMANESH Computer Science, Ph.D., University of Nebraska-Lincoln, 1993; Professor

NORA BACON English, Ph.D., University of California at Berkeley, 1997; Associate Professor

WALLY M. BACON JR. Political Science, Ph.D., University of Denver, 1974; Professor

KENTON BALES Music, D.M.A., North Texas State University, 1980; Professor

PAUL BARNES Counseling, Ph.D., University of Nebraska-Lincoln, 2000, Assistant Professor

ALVA BARNETT Social Work, Ph.D., University of Pittsburg, 1981; Associate Professor

TIMI L. BARONE Sociology & Anthropology, Ph.D., Case Western Reserve University, 1997; Associate Professor

THERESA BARRON-MCKEAGNEY Social Work, P.D., University of Nebraska-Lincoln, 1993; Associate Professor

JOHN BARTLE Public Administration, Ph.D., Ohio State University, 1990; Professor

CANDICE BATTON Criminal Justice, Ph.D., Vanderbilt University, 1999; Assistant Professor

DONALD BAUM Economics, Ph.D., Claremont Graduate School, 1979; Associate Professor

JOSEPH V. BENAK Civil Engineering, Ph.D., University of Illinois-Urbana, 1967; Professor

JONATHAN BENJAMIN-ALVARADO Political Science, Ph.D., University of Georgia, 1998; Associate Professor

KRIS E. BERG Health, Physical Education and Recreation, Ed.D., University of Missouri-Columbia, 1973; Professor

MELISSA BERKE Music, Ph.D., University of Arizona, 2000; Assistant Professor

JOSEPH BERTINETTI Counseling, Ph.D., University of New Mexico, 1972; Associate Professor

JAYARAM BETANABHATLA Physics, Ph.D., Indian Institute, 1983: Associate Professor

SHEREEN G. BINGHAM Communication, Ph.D., Purdue University, 1988; Associate Professor

MICHAEL P. BISHOP Geography-Geology, Ph.D., Indiana State University, 1987; Associate Professor

ROBERT F. BLAIR Public Administration, Ph.D., University of Nebraska-Lincoln, 1996; Associate Professor

DANIEL BLANKE Health, Physical Education and Recreation, Ph.D., University of Oregon, 1975; Associate Professor

WILLIAM BLIZEK Philosophy and Religion, Ph.D., University of Missouri-Columbia, 1970;

Professor

DANIEL BOAMAH-WIAFE Black Studies, Ph.D., University of Wisconsin, 1978; Associate Professor

MICHAEL BONNER Psychology, Ph.D., University of Cincinnati, 2001; Assistant Professor

JUDITH E. BOSS English, Ph.D., Texas Christian University, 1971; Professor

LISA BOUCHER Biology, Ph.D., The Ohio State University, 1995; Associate Professor

BRENT D. BOWEN Aviation Institute, Ed.D., Oklahoma State University, 1990; Professor

RICHARD BOX Public Administration, D.P.A., University of Southern California, 1990; Professor

LAWRENCE J. BRADSHAW Art & Art History, M.F.A., Ohio University, 1973; Professor

THOMAS BRAGG Biology, Ph.D., Kansas State University, 1974; Professor

FRANK BRAMLETT English, Ph.D., University of Georgia, 1999; Assistant Professor

FRANK M. BRASILE Health, Physical Education and Recreation, Ph.D., University of Illinois, 1988; Professor

PAULINE BRENNAN Criminal Justice, Ph.D., State University of New York at Albany, 1999; Assistant Professor

TRACY BRIDGEFORD English, Ph.D., Michigan Tech University, 2002; Assistant Professor

JOSEPH BROWN Psychology, Ph.D., Michigan State University, 1991; Associate Professor

SAMUEL BROWN Public Administration, Ph.D., University of Maryland, 1998; Assistant Professor

TOM BUCHANAN History, Ph.D., Carnegie Mellon, 1998; Assistant Professor

LOREE BYKERK Political Science, Ph.D., Columbia University, 1977; Professor

ROBERT E. CARLSON Communication, Ph.D., Purdue University, 1978; Professor

JAMES A. CARROLL Chemistry, Ph.D., Simon Fraser University, 1978; Associate Professor

MICHAEL CARROLL English, Ph.D., University of Nebraska-Lincoln, 1991; Associate Professor

DAVID CARTER Counseling, Ph.D., University of Nebraska-Lincoln, 1994; Assistant Professor

JUAN CASAS Psychology, Ph.D., University of Minnesota, 2002; Assistant Professor

JERRY B. CEDERBLOM Philosophy and Religion, Ph.D., Claremont Graduate School, 1972; Professor

BRUCE CHASE Biology, Ph.D., Yale University, 1986; Professor

BING CHEN Computer & Electronics Engineering, Ph.D., University of Nebraska-Lincoln, 1978; Professor

DORA CHEN Teacher Education, Ph.D., University of Maryland - College Park, 1998, Associate Professor

ZHENGXIN CHEN Computer Science, Ph.D., Louisiana State University, 1988; Professor

JOHN E. CHRISTENSEN Special Education and Communication Disorders, Ph.D., University of Kansas, 1980; Associate Professor

JOONG-GUN CHUNG Political Science, Ph.D., Claremont Graduate School, 1971; Professor

WILLIAM T. CLUTE Sociology and Anthropology, Ph.D., University of Minnesota-Minneapolis, 1969; Professor

CATHERINE CO Economic, Ph.D., Rutgers University, 1995; Associate Professor

DAVID F. CONWAY Special Education and Communication Disorders, Ed.D., University of Cincinnati, 1985; Associate Professor

SUMNER (SCOTT) COPPLE Accounting, JD, College of William and Mary, 1981; LLM,

University of Denver, 1982; Associate Professor

DAVID E. CORBIN Health, Physical Education and Recreation, Ph.D., University of Pittsburgh, 1981; Professor

WILLIAM J. CORCORAN Economics, Ph.D., Rutgers University, 1975; Associate Professor

KATHY COUFAL Special Education and Communication Disorders, Ph.D., University of Nebraska-Lincoln, 1989; Professor

ANN COYNE Social Work, Ph.D., University of Nebraska-Lincoln, 1980; Professor

J. PHILIP CRAIGER Computer Science, Ph.D., University of South Florida, 1992; Associate Professor

SHERAN L. CRAMER Family and Consumer Sciences, Ph.D., University of Nebraska-Lincoln, 1980; Associate Professor

AMES CZARNECKI Art & Art History, Ph.D., Indiana University, 1978; Professor

ROCHELLE DALLA Family and Consumer Sciences, Ph.D., Arizona University, 1996; Assistant Professor

KATHY DANIELSON Teacher Education, Ph.D., University of Nebraska-Lincoln, 1987; Professor

LANA DANIELSON Teacher Education, Ph.D., University of Iowa, 1992; Associate Professor

LEON DAPPEN Educational Administration & Supervision, Ph.D., UNL, 1982; Assistant Professor

ROBERT DARCY English, Ph.D., University of Wisconsin-Madison, 2003; Assistant Professor

PRITHVIRAJ DASGUPTA Computer Science, Ph.D., University of California, Santa Barbara, 2001; Assistant Professor

SIDNEY A. DAVIS Information Systems & Quantitative Analysis, Ph.D., Indiana University, 1989; Associate Professor

GARY DAY Art & Art History, M.F.A., Florida State University, 1976; Professor

CHRISTOPHER DECKER Economics, Ph.D., Indiana University, 2000; Assistant Professor

KENNETH A. DEFFENBACHER Psychology, Ph.D., University of Washington, 1968; Professor

WILLIAM DEGRAW Biology, Ph.D., Washington State University, 1972; Professor

MIRIAM DELONE Criminal Justice, Ph.D., Florida State University, 1992; Associate Professor

DONALD C. DENDINGER Social Work, Ph.D., University of Denver, 1977; Professor

GERT-JAN DE VREEDE Information Systems & Quantitative Analysis, Ph.D., Delft University of Technology, 1995; Professor

ARTHUR DIAMOND Economics, Ph.D., University of Chicago, 1978; Professor

JAMES DICK Teacher Education, Ed.D., Indiana University, 1974; Professor

KENNETH DICK Computer Science/Telecommunications, Ph.D., University of Nebraska-Lincoln, 1983; Senior Research Fellow

J. SCOTT DOWNING Mathematics, Ph.D., Michigan State University, 1969; Professor

HENRY D'SOUZA Social Work, Ph.D., University of Michigan, 1989; Professor

DONNA DUFNER Information Systems & Quantitative Analysis, Ph.D., Rutgers University, 1995; Associate Professor

RICHARD DUGGIN Writer's Workshop, M.F.A., University of Iowa, 1968; Professor

KAREN KANGAS DWYER Communication, Ph.D., University of Nebraska-Lincoln, 1995; Associate Professor

CAROL EBDON Public Administration, Ph.D., State University of New York at Albany

(SUNY), 1997; Associate Professor

NANCY EDICK Teacher Education, Ph.D., University of Nebraska at Omaha, 2001; Assistant Professor

SARAH EDWARDS Teacher Education, Ph.D., University of Arizona, 2000; Assistant Professor

ROBERT SHAW EGAN Biology, Ph.D., University of Colorado-Boulder, 1971; Professor

G. GRIFFITH ELDER Mathematics, Ph.D., Ohio State University, 1993; Associate Professor

GEORGE F. ENGELMANN Geography-Geology, Ph.D., Columbia University, 1978; Professor

CHRIS W. ESKRIDGE Criminal Justice, Ph.D., Ohio State University, 1978; Professor

KAREN FALCONER AL-HINDI Geography-Geology, Ph.D., University of Kentucky, 1993; Associate Professor

HASSAN FARHAT Computer Science, Ph.D., University of Nebraska-Lincoln, 1988; Professor

JAMES D. FAWCETT Biology, Ph.D., University of Colorado, 1975; Associate Professor

RICHARD G. FILE Accounting, Ph.D., University of Texas, 1981; Professor

JARENE FLUCKIGER Teacher Education, Ph.D., University of Wyoming, 1996; Associate Professor

CHRISTOPHER FLYNN English, Ph.D., UCLA, 2002; Assistant Professor

ROGER E. FOLTZ Music, Ph.D., University of Texas at Austin, 1977; Professor

E. TERRENCE FOSTER Construction Systems Technology, Ph.D., University of California-Berkeley, 1967; Professor

JEFFREY A. FRENCH Psychology, Ph.D., University of Wisconsin-Madison, 1982; Professor

MARY M. FRIEHE Special Education & Communication Disorders, Ph.D., University of Nebraska-Lincoln, 1985; Associate Professor

STEVEN FROM Mathematics, Ph.D., University of Nebraska-Lincoln, 1985; Professor

RICHARD FURMAN Social Work, Ph.D., Yeshiva University, 2001; Assistant Professor

DENNIS A. FUS Communication, Ph.D., Indiana University, 1972; Assistant Professor

H. PERRIN GARSOMBKE Accounting, Ph.D., University of California at Los Angeles, 1976; Professor

BRUCE M. GARVER History, Ph.D., Yale University, 1971; Professor

CAROLYN GASCOIGNE Foreign Languages, Ph.D., Florida State University, 1997; Associate Professor

KENNETH GELUSO Biology, Ph.D., University of New Mexico, 1972; Professor

MOSHE GERSHOVICH History, Ph.D., Harvard University, 1995; Associate Professor

LORRAINE M. GESICK History, Ph.D., Cornell University, 1976; Associate Professor

CHARLES R. GILDERSLEEVE Geography-Geology, Ph.D., University of Nebraska-Lincoln, 1978; Professor

HOLLIS GLASER Communication, Ph.D., University of Illinois, 1994; Associate Professor

D. SCOTT GLASSER Theatre, MFA, Cornell University, 1973; Assistant Professor

LOURDES GOUVEIA Sociology and Anthropology, Ph.D., University of Kansas, 1989; Associate Professor

NEAL GRANDGENETT Teacher Education, Ph.D., Iowa State University, 1989; Professor

DONALD L. GREER Health, Physical Education and Recreation, Ph.D., University of Illinois, 1986; Associate Professor

RAYMOND A. GUENTHER Physics, Ph.D., Illinois Institute of Technology, 1969; Professor

WEIYU GUO Finance, Banking & Law, Ph.D., University of Missouri-Columbia, 1999;

Assistant Professor

JOHN C. HAER Marketing/Management, Ph.D., University of Nebraska-Lincoln, 1979; Associate Professor

JAMES P. HAGEN Chemistry, Ph.D., University of Wisconsin-Madison, 1979; Professor

NORMAN H. HAMM Psychology, Ph.D., Kent State University, 1968; Professor

JEANETTE HARDER Social Work, Ph.D., University of Texas at Arlington, 2004; Assistant Professor

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JEANNE HARRINGTON Teacher Education, Ph.D., University of Nebraska-Lincoln, 1995; Assistant Professor

JUDY HARRINGTON Counseling, Ph.D., University of Nebraska-Lincoln, 1990; Professor

SCOTT HARRINGTON Counseling, Ph.D., University of Colorado-Boulder, 1971; Associate Professor

WAYNE A. HARRISON Psychology, Ph.D., University of North Carolina, 1978; Associate Professor

GARY HARTZELL Educational Administration and Supervision, Ed. D., University of California-Los Angeles, 1990; Professor

DWIGHT HAWORTH Information Systems and Quantitative Analysis, Ph.D., Texas Tech, 1990; Associate Professor

KAREN HAYES Educational Administration & Supervision, Ed.D., University of Nebraska-Lincoln, 1996; Assistant Professor

JACK HEIDEL Mathematics, Ph.D., University of Iowa, 1967; Professor

DAVID HELM Art & Art History, M.F.A., University of Illinois at Chicago, 1983; Associate Professor

SHELTON HENDRICKS Psychology, Ph.D., Tulane University, 1967; Professor

KATHLEEN HENEBRY Finance, Banking & Law, Ph.D., University of Illinois-Urbana-Champaign, 1994; Associate Professor

BETTY HICKMAN Mathematics, Ph.D., Southern Methodist University, 1991; Associate Professor

JOHN W. HILL Special Education and Communication Disorders, Ph.D., The American University, 1974; Professor

MICHAEL HILT Communication, Ph.D., University of Nebraska-Lincoln, 1994; Professor

DAVID HINTON Public Administration, Ph.D., University of Arkansas, 1972; Professor

ROGER F. HOBURG Chemistry, Ph.D., University of Nebraska-Lincoln, 1967; Professor

DENNIS E. HOFFMAN Criminal Justice, Ph.D., Portland State University, 1979; Professor

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ALEKSEY V. HOLLOWAY Physics, Ph.D., Moscow State University, 1979; Associate Professor

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ARTHUR HOMER Writer's Workshop, MFA, University of Montana, 1979; Professor

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BOYD LITRELL Sociology and Anthropology, Ph.D., New York University, 1974; Professor

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PETER MADSEN Music, DMA, University of Music, 2000; Assistant Professor

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JOHN P. MALONEY Mathematics, Ph.D., Georgetown University, 1965; Professor

ERIC R. MANLEY Chemistry, Ph.D., University of New Mexico, 1976; Associate Professor

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INEKE HAEN MARSHALL Criminal Justice, Ph.D., Bowling Green State University, 1977; Professor

THOMAS MARTIN Marketing/Management, Ph.D., University of Iowa, 1977; Professor

VALENTIN MATACHE Mathematics, Ph.D., University of Kansas, 1998; Associate Professor

JOHN MCCARTY Biology, Ph.D., Cornell University, 1995; Associate Professor

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HARRISON J. MEANS Teacher Education, Ph.D., University of Iowa, 1974; Associate Professor

WAI-NING MEI Physics, Ph.D., State University of New York at Buffalo, 1979; Professor

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KENNETH G. MERKEL Industrial Systems Technology, Ph.D., Fielding Institute, 1984; Professor

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JODY NEATHERY-CASTRO Political Science, Ph.D., Rice University, 1998; Associate Professor

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BURTON J. REED Public Administration, Ph.D., University of Missouri at Columbia, 1977; Professor

CHRISTINE M. REED Public Administration, Ph.D., Brown University, 1983; Professor

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WEI WANG ROWE Finance, Banking, & Law, D.B.A., Southern Illinois University, 1999; Assistant Professor

DONALD ROWEN Biology, Ph.D., University of Minnesota, 1992; Assistant Professor

BRIGETTE RYALLS Psychology, Ph.D. Indiana University, 1994; Associate Professor

CAREY RYAN Psychology, Ph.D., University of Colorado at Boulder, 1989; Associate Professor

VYACHESLAV V. RYKOV Mathematics, Ph.D., Moscow State University, 1977; Associate Professor

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JOSEPH H. SHERRARD Civil Engineering, Ph.D., University of California-Davis, 1971; Professor

JOHN F. SHRODER JR. Geography-Geology, Ph.D., University of Utah, 1967; Professor

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JEROLD L. SIMMONS History, Ph.D., University of Minnesota-Minneapolis, 1971; Professor

ROGER P. SINDT Economics, Ph.D., Texas A&M, College Station, 1972; Professor

MICHAEL SKAU English, Ph.D., University of Illinois (Urbana-Champaign), 1973; Professor

ANDRIS SKREIJA Sociology and Anthropology, Ph.D., University of Minnesota-Minneapolis, 1973; Associate Professor

KENNETH E. SMITH Teacher Education, Ed.D., Loyola University, 1979; Associate Professor

PAMELA J. SMITH English, Ph.D., University of Washington, 1986; Professor

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ROBERT W. SMITH Chemistry, Ph.D., Oregon State University, 1989; Professor

RUSSELL L. SMITH Public Administration, Ph.D., University of Tennessee, 1977; Professor

SCOTT SNYDER Biology, Ph.D., University of Nebraska-Lincoln, 1996; Assistant Professor

SHARON SOBEL Theatre, M.F.A., Carnegie-Mellon University, 1984; Associate Professor

SUZANNE SOLLARS Psychology, Ph.D., University of Washington, 1994; Assistant Professor

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TOMMY R. THOMPSON History, Ph.D., University of Maryland, 1972; Professor

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JAMES K. WOOD Chemistry, Ph.D., Ohio State University, 1969; Professor

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MANSOUR ZAND Computer Science, Ph.D., Oklahoma State University, 1990; Professor

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JIHONG ZHAO Criminal Justice, Ph.D., Washington State University, 1994; Associate Professor

QUIMING ZHU Computer Science, Ph.D., Rensselaer Polytechnic Institute, 1986; Professor

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GRADUATE FACULTY

(Joint Appointment with University of Nebraska Medical Center)

CAROL R. ANGLE Psychology, M.D., Cornell University Medical College, 1951; Professor

JOSEPH EVANS Psychology, Ph. D., University of Kansas, 1974; Associate Professor

J. MICHAEL LEIBOWITZ Psychology, Ph.D., University of Maryland, 1974; Associate Professor

EKATERINI MARKOPOULOU Biology, M.D., UN-Athens, 1981; Ph.D., Yale University, 1987; Assistant Professor

JORGE F. RODRIGUEZ-SIERRA Psychology, Ph.D., Rutgers University, 1976; Professor

MARK SHRIVER Psychology, Ph.D., University of Nebraska-Lincoln, 1994; Assistant Professor

STEVEN M. TRACY Biology, Ph.D., University of California, 1972; Professor

GRADUATE FACULTY

(Boys Town)

PAUL S. ING Biology, Ph.D., Indiana University, 1975; Assistant Professor

WALT JESTEADT Psychology, Ph.D., University of Pittsburgh, 1971; Associate Professor

WILLIAM KIMBERLING Biology, Ph.D., Indiana University School of Medicine, 1967; Assistant Professor

SUSAN NITTROUER Special Education and Communication Disorders, Ph.D., City University of New York, 1985; Professor

GRADUATE FACULTY

(Other locations)

JOHN R. HARDY Physics, Ph.D., University of Bristol, England, 1959; Professor

FACULTY SCHOLARSHIP

Teaching, research or creative activity and professional services are the common currency of scholars engaged in the tasks of higher education, and as a central role of any university is the production and dissemination of basic and applied knowledge, and as the roles of teaching, research or creativity and professional service are inextricably linked, and as excellence in one area alone does not constitute a sufficient contribution to the University community; the UNO Graduate Council expects that productivity in research or creative activity be an essential part of faculty personnel recommendations.

GRADUATE FACULTY

Responsibilities

Graduate Faculty may vote on any matter presented to the Graduate Faculty, including the election of the Graduate Council for their specific campus. They also may hold any elected office in the Graduate College. Graduate Faculty may teach graduate courses, serve on final examining committees, and serve on supervisory committees. Graduate Programs may have additional written criteria, approved by the Dean for Graduate Studies, for participation on Ph.D. supervisory committees. Graduate Faculty have the additional responsibility of voting on certain nominations of Graduate Faculty in their department/school or interdepartmental area program.

Criteria

The following requirements for the nomination of Graduate Faculty were adopted by the

Graduate Faculty to establish consistent standards for faculty members eligible for appointment to carry out these assignments:

- The nominee must hold the rank of Senior Lecturer, Assistant Professor or above.
- The nominee must hold the terminal degree normally accepted for academic employment in the discipline or its clear equivalent as determined by the Graduate Program Committee of the nominee's department/school or interdepartmental area.
- The nominee will as part of his or her regular duties be actively involved in scholarly activity and/or graduate teaching.
- The nominee must have demonstrated clear evidence of continuing scholarly activity at the national level and potential in the discipline, beyond teaching.

GRADUATE PROGRAM COMMITTEES

Each graduate department/school authorized to offer major work leading to the master's or doctoral degree shall have established for it a Graduate Program Committee containing not less than three Graduate Faculty, one of whom is designated as chairperson. All Graduate Program Committees must have at least a two-thirds majority of Graduate Faculty on the Committee and its chairperson must be a member of the Graduate Faculty. Membership of the Graduate Program Committee is recommended by the departmental chairperson/school director or other appropriate administrator for appointment by the Dean of the Graduate College, who has delegated that responsibility to the UNO Dean for Graduate Studies.

In its graduate department/school, the Graduate Program Committee shall have the responsibility for the planning of the graduate program, the general supervision of candidates for graduate degrees and the evaluation of students by means of qualifying or final comprehensive examinations. The word "program" denotes all kinds of academic requirements which must be satisfied by the students admitted to the departmental/school graduate studies, including both major and minor requirements, together with quality of work standards, transfer credits and those electives which are not major or minor courses.

GRADUATE STUDENT ADVISERS

Upon admission to graduate studies in a graduate department/school, each student is assigned an adviser by the Graduate Program Committee. The adviser is responsible to the student and to the Graduate Program Committee for insuring that the student's work, including the plan of study, satisfies all requirements of the program and of the Graduate College. To assure accountability and maintenance of the standards, policies and procedures of the Graduate College, all graduate advisement must be provided by members of the Graduate Faculty (with exceptions possible only for persons with a primary advisement role under the direct supervision of a member of the Graduate Faculty). A change of adviser requires official action.

Other Important Information Regarding the Graduate College

GRADUATE STUDIES AT UNO: HISTORY AND PURPOSE

For the more than 90 years since its founding in 1908, UNO has provided Omaha, the state of Nebraska and the nation with men and women of sound intellectual training and preparation for life. Its goal for its students, "To earn a living and live a cultured life not as two processes, but as one" has been its guide over the years.

The University of Omaha was founded in 1908 as a private, nonsectarian college. The University awarded its first master's degrees in 1919 by special vote of the Board of Trustees. In 1931 the University of Omaha became the Municipal University of Omaha; in that same year the Master of Arts and the Master of Science degrees were authorized. In 1960 the Board of Regents of the University authorized the Specialist in Education degree, in 1965 they authorized the Master of Business Administration degree.

In 1968 the Municipal University of Omaha was merged with the University of Nebraska System and became the University of Nebraska at Omaha. In 1971 the Graduate College of the University of Nebraska was formed to govern graduate studies throughout the University of Nebraska. Since 1968 the University of Nebraska at Omaha has been authorized to offer additional professional master's degrees. In 1974 the cooperative program with UNL leading to the Ph.D. in three areas of psychology was approved. In 1992 the Board of Regents and the Coordinating Commission for Higher Education approved a joint Ed.D. in educational administration degree program (UNL and UNO). In 1993 the Ph.D. in criminal justice was approved, and in 1994 the Ph.D. in public administration was approved. In 1995 the MS in Management Information Systems was approved. In 1998 the Master of International Business degree program was approved.

Graduate studies are intended to provide more advanced education than the undergraduate work upon which all graduate programs are based. At UNO graduate students are provided with the following opportunities:

- to work toward the various graduate certificates and degrees offered by the University;
- to earn graduate credit for the issuance or renewal of certificates for teachers, administrators and educational psychologists;
- to obtain personal or professional enhancement.

To enable the student to attain these objectives, the Graduate Faculty provided graduate courses, workshops, institutes, seminars, practica, research and special problems courses, and the supervision of theses or special projects. Thus they promote the spirit of free investigation in the various disciplines and, at the same time, serve to unite the various branches of the University in advancing human knowledge and providing intelligent, capable leadership for society.

University of Nebraska at Omaha: Role and Mission Statement

Mission

UNO, as part of the University of Nebraska, is a comprehensive university located in Nebraska's largest metropolitan area. Its distinguished faculty is drawn from the nation's leading graduate institutions. UNO exists for the purpose of providing appropriate educational opportunities,

discovering and disseminating knowledge through research and teaching, and offering public service to the citizens of the State, particularly the residents of the Omaha metropolitan area. Through these traditional, interdependent, and mutually-reinforcing functions, the faculty of UNO enrich the lives of students; advance the frontiers of knowledge; and contribute to the social, cultural, international, and economic development of the community, State, and region.

University of Nebraska at Omaha's mission is accomplished through the faculties of the Colleges of Arts and Sciences, Business Administration, Education, Fine Arts, Information Sciences and Technology, Public Affairs and Community Service, Continuing Studies, and the University-wide Graduate College.

UNO is committed to the following broad priorities in fulfilling its mission:

1. Undergraduate instructional programs based on a strong liberal arts foundation;
2. Graduate programs, research, and creative activity;
3. Public service.

Educational Programs

UNO offers a broad range of bachelor's programs, several graduate certificates, a diverse array of master's degree programs, two specialist's programs, and several doctoral programs. UNO exercises a statewide responsibility in the areas of criminal justice, social work, public administration, and gerontology. The campus also plays a key role in public affairs research and small business development in Nebraska. In expanding doctoral study UNO will emphasize areas in which the campus has a statewide responsibility, as well as cooperative programs with UNL and/or UNMC in additional academic areas to address otherwise unmet needs in the Omaha metropolitan area. UNO is committed to broadening education participation for those underrepresented groups who do not yet fully enjoy the promise of higher education and the wellsprings of opportunity that it brings.

Research and Scholarship

The faculty of UNO share the obligation of all university faculties to participate in the creation, reorganization, and application of knowledge. Indeed, scholarly research is a *sine qua non* of graduate-level programs. Research and creative activity have been accorded a greater priority at UNO in recent years, and this emphasis will increase as UNO develops further doctoral programs.

Public Service

As the only comprehensive public university located in the State's largest metropolitan area, UNO has a special responsibility to use its resources and expertise to provide leadership in solving problems of the community and supporting its social, cultural, and economic advancement. UNO's capacity to engage in public service derives from its instructional and research programs and resources; these, in turn, are enhanced by involvement with the community on issues of mutual concern.

Summary

Since its inception in 1908, the University of Nebraska has forged a continuing partnership with the community. That partnership has focused on providing affordable, accessible instructional programs of high quality that are designed to meet the diverse needs of both traditional and nontraditional students. Through that partnership, UNO has enhanced the social and cultural life of the metropolitan area and State, and it has worked with various organizations and individuals to address community problems and stimulate economic development. Throughout its history, UNO has been firmly anchored to its community, building strong ties with businesses, education, government, arts, and civic organizations. Those linkages will continue to grow and new ones will be formed as the campus anticipates and energetically addresses the changing needs of the metropolitan area, State, and region and its growing global participations.

UNO will continue to develop as a pacesetter, comprehensive metropolitan university, committed to a standard of excellence in its teaching, research, and public service activities. Working cooperatively with other campuses of the University of Nebraska, UNO will strive to anticipate and respond creatively to the emerging needs of 2004 and beyond. It will work to promote the economic vitality of the community and the State; it will enhance its international programs and presence; and it will continue to instill in its students a lifelong commitment to learning to learning while preparing them for leadership roles in a constantly changing society.

ORGANIZATION OF GRADUATE STUDIES

University of Nebraska

In 1971, at the direction of the Board of Regents, the Graduate College of the University of Nebraska (UNL and UNMC) and the Graduate College of the University of Nebraska at Omaha were merged to form one University-wide Graduate College with one Graduate Faculty. The ultimate academic authority for all graduate programs within the University is vested in the approximately 1700 Members of the Graduate Faculty.

The Bylaws of the Board of Regents state that the Executive Vice President and Provost of the University of Nebraska shall serve as Dean of the University-wide Graduate College and as presiding officer of the Graduate Faculty and councils thereof. The legislative and academic authority of the Graduate Faculty is vested in the Executive Graduate Council, comprising 8 members elected by the graduate faculty at the local campus. Specific responsibilities of the Dean and of the Executive Graduate Council can be found in the "University of Nebraska Graduate College Governance Document."

University of Nebraska at Omaha

On each campus of the University on which graduate programs are offered, there is a campus Dean for Graduate Studies, a campus Graduate Faculty and a campus Graduate Council. The UNO Dean for Graduate Studies administers graduate programs and policies on that campus; serves as presiding officer of the UNO Graduate Faculty and the UNO Graduate Council; and forwards to the Dean of the Graduate College matters which are of University-wide concern. The

UNO Graduate Faculty consists of those members of the University-wide Graduate Faculty administratively assigned to UNO. The UNO Graduate Council acts as an advisory body to the UNO Dean for Graduate Studies, coordinates the graduate studies on the UNO campus and recommends to the Executive Graduate Council actions affecting students and programs on more than one campus. This Council consists of 22 elected or appointed faculty members and three graduate student members. Specific responsibilities of the Dean of Graduate Studies and of the UNO Graduate Council may be found in the "Organization of Graduate Studies: University of Nebraska at Omaha."

Accreditation

The accreditations listed below indicate the concern of the faculty and administration of the UNO to meet rigorous standards of academic quality. These standards include such factors as professional attainments of faculty, quality of research, library holdings, physical facilities and general support for the respective programs by the funding authorities. Students, therefore, can be assured their educational experiences at UNO will meet high standards of quality.

UNO is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The commission can be contacted at 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504; telephone 1-800-621-7440. UNO also has programs which are accredited or approved by the National Council for Accreditation of Teacher Education, the Council on Social Work Education, the Engineers Council for Professional Development, Technology Accreditation Commission/Accreditation Board for Engineering and Technology, National Association for Industrial Technology, the American Home Economics Association (for undergraduate programs), the American Dietetic Association, the American Assembly of Collegiate Schools of Business, the National Association of Schools of Music (undergraduate programs), the National Association of Schools of Public Affairs and Administration, the Educational Standards Board of the Boards of Examiners in Speech-Language Pathology and Audiology, the National Recreation and Park Association/American Association for Leisure and Recreation, and the American Chemical Society. Its courses are accepted for purposes of teacher certification by the Nebraska State Department of Education. The Elementary School, Secondary School and Community Counseling programs are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the national accrediting agency for Counselor Education programs.

Course credits from UNO are accepted by other member colleges and universities of the North Central Association and by member institutions of other regional accrediting agencies.

Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the University of Nebraska at Omaha to comply with the requirements of FERPA.
5. The right to obtain a copy of the University of Nebraska at Omaha's Student Records Policy. A copy of the policy is available at the Registrar's Office, Eppley Administration Building, Room 105. For information regarding the Student Records Policy, please contact the Registrar's Office at (402) 554-2988 or on the Registrar's Office WWW home page at: <http://www.unomaha.edu/registrar>.

Ombudsman

The Ombudsman's job is to assist you when you have a grievance or a problem with offices or individuals at the University. Advice on how to solve a problem, referrals to persons or offices that have the expertise you may need and actions on your behalf by the Ombudsman are just some of the duties of this office.

To contact an Ombudsman, call the University operator at 554-2800. The service is confidential and free.

STANDARDS OF GRADUATE STUDY

Graduate study deals with more complex ideas and demands more sophisticated techniques, searching analysis, creative thinking and time than undergraduate study. The research is extensive in both primary and secondary sources and a high quality of writing is expected.

A student seeking a graduate degree enjoys certain privileges not available to other students and is obligated to follow some procedures not required of those pursuing other objectives. Careful and prompt attention to required procedures should be followed in pursuing a graduate degree program to prevent unnecessary confusion and delay. Although advising is available to assist students, students alone are responsible for following the procedures and completing the steps required in a program. Failure of an adviser to remind a student of a requirement or deadline date is not acceptable as a basis for waiver of the requirement.

University Regulations

UNIVERSITY REGULATIONS

The student is advised to be familiar with the academic regulations of the University and of

the Graduate College; the student is expected to assume full responsibility for knowing the relevant academic requirements. The student is also responsible for complying with all regulations of the University, the Graduate College and the departments of instruction as well as for meeting all degree requirements and deadlines.

Financial Information

Annual financial reports and the annual general operating budget are available to interested persons in the University Library.

NOTICE

Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue to offer the program in which a study is enrolled. The University expressly reserves the right to change, phase out or discontinue any program.

The listing of courses contained in any University bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The University expressly reserves the right to:

- add or delete courses from its offerings,
- change times or locations of courses or programs,
- change academic calendars without notice,
- cancel any courses for insufficient registrations, or
- revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the University.

Attendance and Behavior

Attendance

Classes are conducted on the premise that regular attendance is desirable and expected. The individual instructor has the responsibility for managing student attendance and for communicating at the beginning of each semester those class attendance policies which prevail in that classroom.

If a student is absent or anticipates an absence, the student's primary responsibility is directly to the instructors, and the student should consult with them accordingly. A student who misses a class is nonetheless responsible for information and assignments communicated during that class session. If students discover that they are to be absent for an extended period, they should promptly notify the instructors and be prepared to document the reason for extended absences.

Instructors or other University officials who may require students, individually or collectively, to be absent from their classes due to a field trip or similar officially recognized activity are

responsible for providing adequate information to the students involved so that the students may provide notice to other instructors.

Behavior

Section 5.0 of the Bylaws of the Board of Regents of the University of Nebraska states:

"Students, like all members of the academic community, have the responsibility to create and support an educational environment. Each member of the community should be treated with respect and dignity. Each has the right to learn. This right imposes a duty not to infringe upon the rights of others. The academic community should assure its members those opportunities, protections and privileges that provide the best climate for learning."

Use of Human Subjects or Animals in Research

All campus research that involves the use of human subjects or animals must be reviewed and approved by the Institutional Review Board or the Animal Research Committee, respectively. This policy applies to both funded and non-funded faculty and student research. Any individual research project that involves human subjects or animals must be approved by the appropriate committee prior to initiation of the research. For additional information, visit or contact Sponsored Programs and Research, 202 Eppley Administration Building.

PLEASE NOTE: All personnel engaged in human subjects research must undergo training in the protection of human subjects. The Institutional Review Board will not approve an application until all key personnel are trained and certified. This includes both non-exempt and exempt human subjects. The Collaborative IRB Training Initiative (CITI) is a web-based training course available through the Sponsored Programs & Research web page:
<http://www.unomaha.edu/osp.html>.

Academic Integrity

All students at the UNO are expected to conduct their academic affairs in an honest and responsible manner. Any student found guilty of dishonesty in academic work shall be subject to disciplinary actions. Acts of academic dishonesty include, but are not limited to:

- plagiarism*, i.e., the intentional appropriation of the work, be it ideas or phrasing of words, of another without crediting the source;
- cheating, i.e., unauthorized collaboration or use of external information during examinations;
- assisting fellow students in committing an act of cheating;
- falsely obtaining, distributing, using or receiving test materials or academic research materials;
- submitting examinations, themes, reports, drawings, laboratory notes, research papers or other work as one's own when such work has been prepared by another person or copied

from another person (by placing his/her own name on a paper, the student is certifying that it is his/her own work); or

- improperly altering and/or inducing another to improperly alter any academic record.

Additionally, graduate students are more likely to assume roles as active scholars. With these roles come added responsibilities for academic honesty. For such individuals academic honesty requires an active pursuit of truth not just an avoidance of falsehood. This pursuit includes but is not limited to:

- providing a full and complete representation of any scholarly find, be it experimental data or information retrieved from archives;
- taking care that the resources of the University (e.g., library materials, computer, or laboratory equipment) are used for their intended academic purposes and they are used in a manner that minimizes the likelihood of damage or unnecessary wear;
- assuring that one's co-workers are given due credit for their contributions to any scholarly endeavor;
- respecting a diversity of opinion and defending one's colleagues as well as one's own academic freedom;
- respecting the rights of other students who may come under the tutelage of the graduate student and being fair and impartial in grading and other forms of evaluation; and
- seeking permission from an instructor when submitting to that instructor work which the student has submitted for a course taken in the past or intends to submit for another course currently being taken.

In cases of alleged academic dishonesty, the instructor shall attempt to discuss the matter with the student and explain the sanction(s) which he/she plans to impose. In the event that the student challenges the allegation of academic dishonesty, or is not satisfied with the sanctions(s) imposed by the instructor, the student may file an appeal according to the approved appeal policies of the University of Nebraska Graduate College.

** "By plagiarizing, a student is, in effect, claiming credit for another individual's thinking and expression. Whether the student has read or heard of the information used, the student must document the source of information. When utilizing written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which are restatements of the source information produced in the student's own words). Both direct quotations and paraphrases must be documented. Even though a student rephrases, condenses or selects from another person's work the ideas are still the other person's and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another person's idea. Purchasing a paper or copying another person's work and handing it in as the student's personal work is plagiarism and misrepresentation."*

--From the Oakland University Graduate Catalog, 1987-89

Plagiarism

The prevention of plagiarism and the imposition of sanctions upon those who resort to plagiarism is necessary in any university that espouses the ideals embodied in the concept of academic freedom. Plagiarism is the appropriation of the work (be it ideas or words) of another without crediting the source. Such a practice is particularly reprehensible in a community dedicated to the pursuit and advancement of knowledge.

Plagiarism by Faculty

The investigation of allegations of plagiarism by a faculty member at any major administrative unit of the University of Nebraska shall be the responsibility of the Academic Freedom and Tenure Committee of that campus.

Plagiarism by Students

The investigation of allegations of plagiarism by a student or appeals therefrom, at any major administrative unit of the University of Nebraska, shall be carried out under the appropriate faculty-student appeals committee at that campus. Please refer to the General Appeals Procedures.

Ethical Conduct

It should be understood that academic performance is not the only criterion for graduation. Students are expected to maintain the highest standards of ethical conduct pertaining to academic course work, professional practice and research activity. Any breach in ethical conduct shall be subject to disciplinary action, regardless of the student's prior or current academic performance.

REGULATIONS FOR DETERMINATION OF RESIDENCY FOR TUITION PURPOSES

Residency requirements are subject to change by the Board of Regents and/or Nebraska State Legislature.

Preamble

Pursuant to Article VII, Section 10 of the Constitution of the State of Nebraska, and Neb. Rev. Stat., 85-501 and 85-502 (1980 Supp.), the University has been authorized to develop regulations and make determinations regarding Nebraska residency for tuition purposes. These regulations provide the bases upon which University staff shall determine, on a uniform intercampus basis, whether an individual qualifies as a Nebraska resident for tuition purposes.

It should be emphasized that the statutes provide a set of minimum standards which will govern a determination of resident status for tuition purposes only. In some instances, it will be possible

that an individual may qualify as a "resident" of Nebraska for one purpose (such as securing a Nebraska driver's license) and still not meet the standards established by the Board of Regents for resident tuition status. Individuals seeking a Nebraska residency determination for tuition purposes should, therefore, carefully study all aspects of the law and these regulations before seeking resident tuition status.

These regulations require that a determination of resident status be made "at the time of each registration." In addition, state law guarantees that once an individual has been enrolled at the University or one of the Nebraska state colleges as a resident student, he or she shall be afforded that privilege during the balance of that and any subsequent enrollments at the University, provided the student is readmitted within a two year time period.

It should be noted that an individual who moves to Nebraska primarily to enroll in an institution of higher education of the state is presumed to be a non-resident for tuition purposes for the duration of his or her attendance at the University.

Individuals seeking to establish resident status for tuition purposes who are subject to the 12 months minimum requirement must have established a home in Nebraska at least 12 months prior to the time at which they request such a determination. In addition, they must also initiate the various other domiciliary contacts which will support their application within a reasonable period of time after they have established their domicile in Nebraska. That is, it will not be sufficient to show only that they have established a home in Nebraska for 12 months. They will also be expected to demonstrate that the supporting contact points, such as a Nebraska driver's license and Nebraska checking or savings accounts, have been held for a reasonable period of time.

Individuals seeking a resident student determination for tuition purposes will be required to sign a notarized affidavit attesting to the truth of their statements. If it is subsequently determined that an individual has falsified such a statement, he or she may be subjected to disciplinary action by the University before the individual will be permitted to continue with his or her studies at the University. Such disciplinary action will be determined on an individual basis, and may include measures such as disciplinary probation or suspension, expulsion from the University, or a requirement that the individual reimburse the University of the difference between the tuition paid and the non-resident tuition rate.

Definitions

For the purpose of these regulations, the following definitions shall apply:

Resident Fees

"Resident fees" shall mean the resident tuition rate set by the Board of Regents applicable to the academic program in which an individual intends to enroll.

Non-resident Fees

"Non-resident fees" shall mean the non-resident tuition rate set by the Board of Regents applicable to the academic program in which an individual intends to enroll.

Legal Age

"Legal age" shall be the age of majority set by Nebraska statute, currently, 19 years of age.

Emancipated Minor

"Emancipated minor" shall mean an individual who by virtue of marriage, financial status or for other reasons, has become independent of his or her parents or guardians.

Established a Home

The phrase "established a home" shall mean that an individual continuously maintains a place of residence in Nebraska where the individual is habitually present.

Legal Residence

"Legal residence" shall mean the place of domicile or permanent abode as distinguished from temporary residence.

Dependent

"Dependent" refers to a person who is claimed as a dependent or exemption for federal income tax purposes by a parent, guardian or spouse.

Resident Tuition Categories

An individual will qualify as a resident of the State of Nebraska for tuition purposes at the University of Nebraska if, prior to the commencement of the term for which residency is sought, he or she meets the standards set forth in any one of the following eleven categories:

Section A. Legal Age or Emancipated Minor

A person of legal age or an emancipated minor who for a period of 12 months shall have established a home in Nebraska where he or she is habitually present, and shall verify by documentation proof that he or she intends to make Nebraska his or her permanent residence.

1. In addition to documentation of occupancy of a home or residence in Nebraska for the previous period of 12 months, intent to make Nebraska a permanent residence may be demonstrated by factors including, but not limited to, the following:
 - a. a current Nebraska driver's license;
 - b. documentation that the individual is registered to vote in Nebraska;
 - c. a current Nebraska automobile registration in the individual's name;
 - d. documentation of individual checking or savings accounts maintained with a Nebraska financial institution;

- e. documentation of current employment in Nebraska, and withholding of Nebraska income tax;
 - f. copies of the provisions of an individual's most recent state income tax return indicating a Nebraska taxpayer status.
- 2. An individual who moves to Nebraska primarily to enroll in an institution of higher education of the state is presumed to be a non-resident for tuition purposes for the duration of his or her attendance at the University.
- 3. An individual claiming Nebraska resident status under this section will not be granted such a determination if he or she has claimed resident status in any other state within the past 12 months.

Section B. Dependent Minor

A minor whose parent, parents or guardian have established a home in Nebraska where such parent, parents or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.

- 1. For the purpose of this section, an individual shall be required to present documentary proof that his or her parent, parents or guardians have established a home in Nebraska. Such proof shall consist of the following:
 - a. documentation that the parent or guardian has established a home in Nebraska;
 - b. documentation that the individual seeking a resident tuition determination is a dependent for federal income tax purposes of the parent or guardian who has established a home in Nebraska; and
 - c. other supporting documents of the parent or guardian's Nebraska residency including, but not limited to, the following factors:
 - a current Nebraska's driver's license;
 - documentation that the individual is registered to vote in Nebraska;
 - a current Nebraska automobile registration in the individual's name;
 - documentation of individual checking or savings account maintained with a Nebraska financial institution; or
 - documentation of current employment in Nebraska.
- 2. For the purposes of this section, an individual, once enrolled as a resident student, whose parent, parents or guardian have previously established a home in Nebraska, as documented through evidence such as that outlined in Section B.1, above, shall continue to be classified as a resident for tuition purposes if the parent, parents or guardian upon whom he or she remains dependent move from the state.
- 3. There shall be no minimum period of residence for the parent or guardian under this section.

Section C. Legal Age Dependent

A person of legal age who has established a home in Nebraska and is a dependent for federal income tax purposes of a parent or former legal guardian who has established a home in Nebraska.

- 1. For the purposes of this section, an individual shall be required to present the following:

- a. documentation that both he or she and the parent or former guardian have established a home in Nebraska. Such documentation shall be the same as that required under Section B.1; and
 - b. documentation that he or she is, for federal income tax purposes, the dependent of parent or former guardian for the most recent tax year.
2. There shall be no minimum period of residence under this section.

Section D. Married to a Nebraska Resident

An individual who has married a resident of Nebraska.

1. For the purposes of this section, an individual shall be required to verify that he or she is married to an individual who prior to the marriage had already established a home in Nebraska. Such verification shall consist of:
 - a. a valid marriage license; and
 - b. documentation of his or her spouse's Nebraska resident status, as required in Section A.1

Section E. Asylee, Refugee or Permanent Resident Alien

An individual who has become a permanent resident alien of the United States or has been granted asylee or refugee status.

1. For the purposes of this section, an individual will be required to present documentation that he or she:
 - a. has been a resident of the State of Nebraska for a period of at least 12 months, verified as required in Section A.1; and
 - b. is a holder of a permanent resident alien, asylee or refugee status.

Section F. University or State College Staff Member or Dependent/Spouse

An individual who is a staff member or a dependent or a spouse of a staff member of the University of Nebraska, one of the Nebraska state colleges, or one of the technical community college areas. For the purpose of this section, an individual will be required to verify that he or she is either: a permanent staff member holding at least a .5 FTE appointment at the University, one of the Nebraska state colleges, or one of the Nebraska community technical college areas; or the spouse or a dependent of such a staff member for federal income tax purposes.

Section G. Active Duty Military and Dependents

An individual on active duty with the armed services of the United States, and who has been assigned a permanent duty station in Nebraska, or a spouse or dependent of an individual who has been assigned a permanent duty station in Nebraska, or where Nebraska is that individual's home of record.

1. An individual on active duty with the United States armed services will be granted resident tuition status if he or she verifies:
 - a. that they are on active duty with the armed forces; and
 - b. that their permanent duty station is in Nebraska; or
 - c. where Nebraska is that individual's home of record.

2. An individual who is a spouse or a dependent of a person on active duty with the United States armed services will be granted resident tuition status if he or she verifies that he or she is a spouse or a dependent, for federal income tax purposes, of an individual meeting the qualifications outlined in Section G.1, above.
3. There shall be no minimum period of residence under this section.

Section H. Nebraska High School Graduate

An individual who has established a home in Nebraska and is a graduate of an accredited Nebraska senior high school and was a legal resident of the state at the time of graduation.

1. For the purposes of this section, documentary proof of a Nebraska residence shall consist of:
 - a. documentation that the individual has established a home or residence in Nebraska; and
 - b. evidence such as that outlined in Section A.1; and
 - c. an official transcript from an accredited Nebraska senior high school indicating that the individual graduated from that school.
2. There shall be no minimum period of residence for the individual under this section.

Section I. Former University/State College Resident Student

An individual who has been enrolled in the University or one of the Nebraska state colleges as a resident student, shall be afforded that privilege during the balance of that and any subsequent enrollments at the University, provided the student reenrolls within two years of the last date of enrollment.

1. For the purposes of this section, documentary proof of a Nebraska residence shall consist of:
 - a. documentation that the individual has established a home or residence in Nebraska; and
 - b. evidence such as that outlined in Section A.1; and
 - c. a statement from the University or state college indicating resident classification.
2. There shall be no minimum period of residence for the individual under this section.

Section J. Native American

Members of Native American tribes that are indigenous to or have historically migrated to or from the State of Nebraska shall be granted the resident tuition rate if they provide documented proof of affiliation with a qualifying tribe. Occupying a home in Nebraska is not required in this section.

Section K. Recruited or Transferred Employees

Individuals who, because of their special talents and skills, were recruited to Nebraska for full-time employment in the state, or were transferred to Nebraska by a business entity, and the spouses or dependents of such individuals.

1. For the purposes of this section, proof of Nebraska residence shall consist of:

- a. documentation that the individual has established a home or residence in Nebraska; and
 - b. evidence such as that outlined in Section A.,1; and;
 - c. documentation of employment status and date of initial employment in Nebraska.
2. There shall be no minimum period of residence for the individual under the section.

Affidavit

Individuals requesting resident tuition status shall be required to complete a notarized affidavit outlining the reasons under which they believe that they qualify and attesting to the accuracy of their statements. Completion of a falsified affidavit shall subject the individual to possible University disciplinary action.

Appeals

An individual who believes that he or she has been incorrectly denied a resident tuition determination may appeal that decision through channels established by the Chancellor of the campus where the adverse decision was made. The decision by the Chancellor or his or her designee shall be final in any such appeals.

Severability

If any section of these regulations or any part of any section shall be declared invalid or unconstitutional, such declaration shall not affect the validity or constitutionality of the remaining portions thereof.

Implementation

This revised policy on residency determination for tuition purposes became effective in the 1995-96 academic year.

Non-Residents Who Pay Nebraska Income Tax

Individuals who reside outside of Nebraska but pay Nebraska income tax, and the spouses or dependents of such individuals, are entitled to tuition credit upon documented evidence of such payment to the State. The tuition credit granted shall equal the amount of Nebraska income tax paid for the immediately preceding calendar year except that the remaining obligation cannot be less than the amount of the resident tuition.

Midwest Student Exchange Program (MSEP)

UNO is a participant in the Midwest Student Exchange Program (MSEP), an interstate educational opportunity for students in Nebraska Kansas, Missouri, Michigan, Minnesota, and North Dakota. This program enables residents from these six states to enroll in participating institutions at reduced tuition rates. Tuition for MSEP students who attend participating public institutions is equal to no more than 150 percent of the regular in-state tuition rate. In all cases, the cost to MSEP students is lower than regular non-resident tuition.

To be eligible for MSEP status at UNO, students must meet the following guidelines:

- the student must be admitted to UNO;

- the student's application must indicate that MSEP status is desired; and
- the student must meet all academic performance levels required for the NRTS (Non-Resident Tuition Scholarship) program.

Students who meet these guidelines and have residency in one of the participating states will be eligible to receive the MSEP reduced tuition, unless they have been granted a NRTS. A 3.0 (on a 4.0 scale) minimum cumulative GPA must be maintained for the MSEP status to be continued. For more information about MSEP, contact the Office of Graduate Studies.

INTERSTATE RECIPROCITY AGREEMENT FOR GRADUATE EDUCATION

Under an agreement between the Board of Regents of the University of Nebraska and the Board of Curators of the University of Missouri, graduate students meeting the regular in-state requirements of the University of Missouri shall be regarded as in-state students at the University of Nebraska, with respect to admission requirements, tuition and fees, scholarships, fellowships and assistantships and other benefits normally available to Nebraska residents.

TUITION REFUND/AID REPAYMENT

Students who receive federal grant or loan assistance and who dropped classes before the second week of the semester, or who completely withdraw during the semester will have their tuition refunds calculated using one of the refund schedules below:

Pro Rata Refund Schedule: (applicable only to students who are attending UNO during their first semester)

14 week semester		16 week semester		17 week semester	
Week	Ref %	Week	Ref %	Week	Ref %
1	100	1	100	1	100
2	80	2	80	2	80
3	70	3	80	3	80
4	70	4	70	4	70
5	60	5	60	5	70
6	50	6	60	6	60
7	50	7	50	7	50
8	40	8	50	8	50
9-14	0	9	40	9	40
		10	30	10	40

		11-16	0	11-17	0
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Federal Refund Schedule: (applicable to students who do not qualify for the Pro Rata Refund)

14 week semester		16 week semester		17 week semester	
Week	Ref %	Week	Ref %	Week	Ref %
1	90	1	90	1	90
2	90	2	90	2	90
3	50	3	50	3	50
4	50	4	50	4	50
5	25	5	25	5	50
6	25	6	25	6	25
7	25	7	25	7	25
8-14	0	8	25	8	25
		9-16	0	9	25
				10-17	0

In most cases, Federal regulations require tuition refunds to be returned to the aid accounts from which the assistance was originally authorized, rather than be returned to the student. An aid recipient **should** contact the Office of Scholarships and Financial Aid prior to withdrawal from the University. Upon request, the Office of Scholarships and Financial Aid will provide written examples of various refund/repayment calculations.

Aid Repayment

A student who withdraws from the University may also have to repay a portion of the financial aid received which exceeds the sum of the student's tuition/fee liability plus the allowance for reasonable non-institutional expenses incurred during the period prior to withdrawal. The Office of Financial Aid **should** be consulted prior to withdrawal with questions regarding possible aid repayment liability.

Standards for Purposes of Financial Aid

Federal regulations require that a student attending an educational institution maintain satisfactory progress in the degree program he/she is pursuing in order to receive financial

assistance. The purpose of this policy is to ensure that limited federal financial assistance is disbursed only to those students sincere about pursuing and obtaining their educational objectives.

In order to comply with these regulations, UNO has established the following standards of satisfactory academic progress. All continuing graduate students who apply for financial aid must meet these standards before federal assistance can be authorized.

The standards for a continuing student will be checked following the completion of the spring semester.

- A full-time or part-time continuing graduate student must successfully complete ("C" grade or higher) at least two thirds of the total credit hours attempted during their program at UNO. Grades earned of Failing (F); No Credit, Failing (NC); Unsatisfactory, Failing (U); Incomplete (I); Withdrew (W and WX); and Audit (AU) are considered unsuccessful completion of credit hours.
- A graduate student must also be in good academic standing at UNO. This is defined as having earned a cumulative grade point average of at least 3.0.
- A student pursuing a graduate degree program may not receive further financial aid if more than 55 graduate credit hours have been attempted (90 hours if accepted to the M.S.W. or Ed.S. program).

Reinstatement of Eligibility

Failure to meet any of the standards will cause a student's financial aid record to be "flagged" for review, and the student must submit a written appeal to request that he/she be permitted to continue receiving assistance.

- The appeal must be typed or written clearly, and submitted to the Associate Director of Financial Aid (103 Eppley Administration Building)
- The appeal must provide a full explanation why all standards were not originally met, and how the student will ensure that the standards will be met in the future, should his/her eligibility for continued federal assistance be restored.
- The appeal should explain any special or extenuating circumstances beyond the student's control that may have prevented all standards from originally being met. Supporting documentation from a physician, counselor, academic adviser or faculty member may be included with the written appeal, but is not required.

The student will be notified by mail whether or not the appeal has been approved. An appeal denied by the Associate Director of Financial Aid may, at the student's request, be forwarded to the Director for review. The Director's decision will be final.

Transfer Students

A graduate student wishing to receive financial aid to attend UNO must arrange to have a Financial Aid Transcript sent to the UNO Office of Financial Aid from each college or university

previously attended. This requirement must be met even though no financial aid may have been received at the previous school(s). Financial Aid Transcript forms are available from the UNO Office of Financial Aid; however, it is the student's responsibility to ensure that all required Financial Aid Transcripts are provided to UNO. Disbursement of aid cannot take place if this requirement is not fulfilled.

Appeal of General Academic Matters Related to Student Programs

- A. Graduate students holding admission with Unclassified status in the Graduate College, admission with a master's objective or admission with a doctoral objective (but prior to the appointment of a doctoral supervisory committee) should appeal as follows:
 - 1. Initially, the appeal may be submitted to the student's adviser.
 - 2. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
 - 3. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see the last part of this section).
- B. Graduate students holding admission with a doctoral objective in the Graduate College and for whom a doctoral supervisory committee has been appointed should appeal as follows:
 - 1. Initially, the appeal should be submitted to the student's adviser.
 - 2. If denied, the appeal may be submitted to the student's supervisory committee.
 - 3. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
 - 4. If denied, an appeal may be made to the Graduate Council for the campus administratively responsible for the student's graduate program. Normally, this will be the final appeals body (for exceptions, see the last part of this section).
- C. When a student's graduate program consists of registrations essentially or entirely on one campus, the Graduate Council of the campus administratively responsible for the program will constitute the appeal board. When a student's graduate program includes substantial registrations on a campus other than the one administratively responsible for the program, three members of the Graduate Council for the other campus will be designated by the Dean for Graduate Studies on that campus to augment the Graduate Council on the campus administratively responsible for the program. In this case, the augmented Council will constitute the appeal board. The decision concerning augmentation of a campus Graduate Council for a specific appeal involving registrations on a campus other than the one administratively responsible for the student's program will be made by the Deans for Graduate Studies on the campuses involved.
- D. In all cases, appeals should be made in writing to the appropriate adviser, committee or council.

In those cases where the appeal concerns graduate-level qualifying exams, comprehensive exams or final oral exams, the following deadlines must be observed. It is the responsibility of the student to make reasonable efforts to ascertain the results of the examination within 30 days after its completion.

The initiation of the appeal, in writing, by the student must be filed within 30 days following the student's receipt of notification of the evaluation.

In those cases involving an appeal of termination of program, initiation of the appeal, in writing, by the student must be filed within 30 days following the student's receipt of the official written notification by the Office of Graduate Studies.

E.

1. There is no absolute right of appeal to the Executive Graduate Council. The Executive Graduate Council will accept appeals only in those cases where in the exercise of its sole discretion it shall first find that one or more of the following grounds for accepting the appeal exist:
 - a. That the campus Graduate Council has violated some element of fair procedure (example: has failed to allow the parties concerned to present their cases fully to their campus Graduate Council);
 - b. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;
 - c. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or
 - d. That some gross miscarriage of justice would be perpetrated if the decision of the campus Graduate Council is allowed to stand.

A decision by the Executive Graduate Council not to accept jurisdiction of an appeal shall be final and is not subject to further appeal.

2. Appeals to the Executive Graduate Council must be made in writing and must specifically outline the grounds for appeal. Such appeal must be made within 20 working days of the day the decision of the campus council is received (working days shall not include those days the University is not in session).
3. The Executive Graduate Council must make a decision to hear the appeal or not to hear the appeal within 30 working days after receipt of the appeal. Acceptance or denial of jurisdiction over the appeal will be made in writing.
4. The decision of the Executive Graduate Council on the merits of the case will be made and transmitted to the concerned parties within 40 working days after the decision to hear the appeal.
5. No person who was a member of the department or campus graduate council involved in the case will be eligible to participate in the decisions of the Executive Graduate Council either to decide whether the case should be heard or to decide the merits of the case. However, the Dean for Graduate Studies may replace members of the Executive Graduate Council not eligible for participation in the decision to hear the appeal or in the appeal itself.

Appeal of Grades in Graduate-Level Courses

Appeal of grades in graduate-level courses shall be made through the graduate student grade appeal procedures for the campus through which the grade was awarded. Students who believe

their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered.

The initiation of the appeal in writing by the student must be filed within six weeks following receipt of the grade from the Office of the Registrar.

In cases where a grade lower than a "C" (2.0 on a 4.0 scale) will result in dismissal from the graduate student's program, the Dean for Graduate Studies will notify the Graduate Program Committee Chair and student that the student will be automatically dismissed from his/her graduate program. The student will have a two-week grace period from the date of the dismissal notification to the date of the request to the Registrar for disenrollment in all graduate coursework. This two-week period allows the student an opportunity to present his/her case informally to the course instructor and, if necessary, to the chair of the graduate program committee before being terminated from the program and disenrolled from courses. A student who has been dismissed from a graduate program and disenrolled from course work may still file a formal appeal to the campus Dean for Graduate Studies, but is no longer a student in good standing and is prohibited from taking graduate courses until the formal appeal has been resolved.

If the matter is not resolved, the student may file an appeal in writing to the campus Dean for Graduate Studies, who shall inform the student of the grade appeal procedures approved by the Graduate Faculty or by their duly elected representative Graduate Council for that campus, and shall forward the appeal to the student-faculty committee or council which is designated to hear graduate-level course grade appeals on that campus. Since awarding grades in courses occurs at the individual campus level, the decision of the campus committee or council designated to hear the case on behalf of the campus Graduate Faculty shall be final and is not subject to further appeal.

Students dismissed from a graduate program who then re-apply as non-degree students

Students will be placed on stop enrollment for the department/school from which they were dismissed unless they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student in that program.

Denial of Admission

There is no right to a due process hearing with respect to denial of admission of a graduate student. Therefore, there is no need for an appeal procedure for applicants for graduate programs.

DISCRIMINATION

UNO Discrimination and Sexual Harassment Policy

At its meeting on October 15, 1993, the Board of Regents adopted the following policies regarding Prohibited Discrimination and Sexual Harassment. Revised issue resolution and complaint procedures were approved by the Board on October 1, 1999.

Students on each campus of the University of Nebraska shall be admitted and enjoy the programs and privileges of the University without regard to individual characteristics other than qualifications for admission, academic performance and conduct in accord with University policies and rules and laws applicable to student conduct (University of Nebraska Policy Manual, RP 5.1.1, BRUN Minutes, 54, p.145, May 12, 1989).

Employees on each campus of the University of Nebraska shall be employed and equitably treated in regard to the terms and conditions of their employment without regard to individual characteristics other than qualifications for employment, quality of performance of duties and conduct in regard to their employment in accord with University policies and rules and applicable law (University of Nebraska Policy Manual, RP 3.1.1, BRUN Minutes, 54, p.145, May 12, 1989).

The University of Nebraska at Omaha is committed to maintaining an environment for all students, faculty, staff, and visitors that is fair and responsible - an environment which is based on one's ability and performance. To that end, it is the policy of the University of Nebraska at Omaha that any form of discrimination because of race, color, age, disability, religion, sex (including sexual harassment), national origin, marital status, Vietnam-era veteran status, sexual orientation or any unlawful reason shall not be tolerated. In keeping with this commitment, the University also will not tolerate discrimination prohibited under this policy against students, faculty, staff, and visitors by anyone acting on behalf of the University of Nebraska at Omaha.

Statement on Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic standing, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working/academic environment. This statement is in keeping with federal employment and educational opportunity guidelines.

Statement on Consensual Relationships

Although the University of Nebraska at Omaha does not prohibit romantic or sexual relationships between employees, it does discourage such consensual relationships between faculty and student or supervisor and employee.

All faculty, supervisors and other employees should understand that there are substantial risks in even an apparently consensual relationship where a power differential exists. That is, one of the parties is likely to have influence over the other's assignments, grades or terms of employment. The inherent power differential between the parties may compromise freedom of choice.

The University of Nebraska at Omaha reaffirms the generally accepted ethical principle that situations in which one makes official evaluations of "intimates," should be avoided. If a close relationship with emotional ties develops, the faculty member or supervisor bears a special

burden of accountability. That individual is advised to make suitable arrangements for the objective evaluation, for example, of the student, employee or the prospective student or employee.

ISSUE RESOLUTION AND COMPLAINT PROCEDURES FOR PROHIBITED DISCRIMINATION

UNIVERSITY OF NEBRASKA AT OMAHA

The University of Nebraska at Omaha declares and affirms a policy of equal education and employment opportunities, affirmative action in employment, and nondiscrimination in providing services to the public. Therefore, the University of Nebraska at Omaha shall not discriminate against anyone based upon race*, color, sex**, sexual orientation, age, religion, disability, national or ethnic origin, marital status, or Vietnam-era veteran status.

**Racial harassment is considered a form of racial discrimination.*

***Sexual Harassment is considered a form of sex discrimination.*

Purpose

The purpose of these procedures is to secure, at the lowest possible level, equitable solutions to the problems which may affect students, faculty, staff, administrators, visitors or other invitees, licensees, or university volunteers who believe they have been discriminated against within the university's prohibited discrimination policy. This prohibition extends to those activities that create a racially hostile environment, including peer-to-peer harassing conduct. If an official receives report of prohibited discrimination, the university will take action in accordance with internal policy and procedures. Resolution of any concern or complaint is encouraged, but not required, at each step of the procedures. Any form of retaliation for filing or assisting with an investigation or charge is not permitted. The university reserves the right to take appropriate action in cases of alleged prohibited discrimination affecting the academic or work environment in the absence of a complaint from an individual. In the event of a finding of racial harassment, the university will take appropriate disciplinary action ranging from verbal reprimand to termination. The resolution process for faculty members is covered by the relevant collective bargaining agreement in place at the time of the infraction, and is incorporated herein as reference for this statement of purpose.

Oversight and Information

The Assistant to the Chancellor for Diversity and Equal Opportunity (hereafter referred to as the Assistant to the Chancellor) is the established representative of the university on prohibited discrimination issues.

The university's nondiscrimination policy and complaint procedures will be widely disseminated through a variety of media and clearly posted in strategic locations throughout the university campus. Anyone seeking information about the nondiscrimination policy or complaint procedures should contact the Assistant to the Chancellor or designee.

Informal Resolution

If appropriate, persons are encouraged first to speak about their concerns with the party in question; relevant manager/supervisor, administrator or academic department chair/school director, or university ombudsperson to attempt to resolve the issue(s). A satisfactory resolution may be readily found.

Notification and Initial Investigation

Complainants who believe they have been discriminated against have thirty (30) working days after the occurrence of the alleged prohibited discrimination to informally resolve the issue(s) to their satisfaction or to contact the Assistant to the Chancellor. This time deadline can be extended if there are extenuating circumstances that must be documented by the complainant and determined by the Assistant to the Chancellor to justify a delay.

Informal Investigation

From the time the Assistant to the Chancellor or designee is made aware of a complaint, the Assistant to the Chancellor or designee will immediately notify the respondent, in writing, that a complaint has been received and will explain the nature of the complaint. The Assistant to the Chancellor or designee will have ten (10) working days to conduct an informal confidential investigation and determine whether or not the complaint merits further action. If it is determined by the Assistant to the Chancellor that further action is warranted, the formal procedures listed below will be begun within seven (7) working days of the decision. Both parties will be notified in writing as to the nature of the decision.

If the Assistant to the Chancellor or designee deems that the complaint merits no further action, the Chancellor or Chancellor's designee will appoint one individual, judged most qualified by the Chancellor or Chancellor's designee, from among the three (3) university ombudspersons, the Academic & Students Affairs, and Administration Vice Chancellors or their designated representatives to review the decision. The reviewer will have ten (10) working days to examine the case and respond. If the reviewer agrees with the Assistant to the Chancellor's decision of no further action, no further action will be taken by the university. If the reviewer disagrees with the Assistant to the Chancellor's decision of no further action, the formal procedures listed below will be begun within seven (7) working days of the reviewer's decision.

Formal Procedures

Formal Complaint

Within seven (7) working days of the decision of the Assistant to the Chancellor or the reviewer determining further action is warranted, the complainant must meet with the Assistant to the Chancellor or designee to review/discuss the incident or situation, attempts at resolution (if any), as well as to learn about formal procedures. If the complainant wants to file a formal complaint, he or she must do so in writing directly to the Assistant to the Chancellor or designee within seven (7) working days following this consultation. If the complainant is unable to write the

complaint, it will be related orally or via the appropriate medium, transcribed into written form, and verified for accuracy by the complainant.

Notification of the Respondent and the Equal Opportunity Review Panel

Within three (3) working days of receiving the written complaint, the Assistant to the Chancellor or designee will notify the respondent that a formal written complaint has been filed, supply a copy of the written complaint to the respondent, and provide a description of the procedures to be followed. This notification will be made by certified or registered letter, postage prepaid, and return receipt requested, addressed to the most recent address listed in university records. Within five (5) working days of receiving the written complaint, the Assistant to the Chancellor or designee will select and notify the Equal Opportunity Review Panel that a formal inquiry will be required.

Equal Opportunity Review Panel

Composition

The Equal Opportunity Review Panel will consist of five members -- two full-time faculty, two staff (administrative, managerial/professional, and office/service), and one student selected by the Assistant to the Chancellor from a pool of six faculty selected by the Faculty Senate, six staff selected by the Staff Advisory Council, and six students selected by Student Government. Students must be currently enrolled in at least 6 credit hours (undergraduate and/or graduate) and in good academic standing.

The pool of names will be used until the beginning of the following academic year. If during the year, a nominated person becomes ineligible to be in the pool, the appropriate body (i.e., Faculty Senate, Staff Advisory Council, or Student Government) will nominate a replacement for that person in the pool. Selection of pool members and actual Panel members will be done in a manner that attempts to provide the widest possible diversity with respect to gender, ethnic background and other relevant socio/demographic traits. Should a selected member of the panel identify himself/herself as having a legitimate conflict of interest, the Assistant to the Chancellor shall select a different member from the pool of names so as to maintain the required representation.

Formal Inquiry

Upon selection and contact by the Assistant to the Chancellor, panel members will have ten (10) days to convene, select a chair (student members are not eligible to chair), and schedule the start of the formal inquiry. The inquiry will be conducted as expeditiously as possible. During the inquiry the Panel will review the complaint in its entirety and conduct an impartial inquiry on the complaint. Documents and other information relevant to the complaint may be requested by the Panel, and witnesses may be called by the Panel. The complainant (and his/her representative[s], and witnesses (if any) will only be present in the inquiry when their own testimony is being sought by the Panel. The inquiry will be audio taped.

The Panel has five (5) working days after the inquiry to reach a preliminary recommendation. In the event that it concludes that the complaint should proceed further, both parties will have access to all evidence presented before the Panel, including the audio tape. When the Panel concludes no additional action is warranted, neither of the parties will have access to the evidence. In cases where the Panel concludes that the complaint should go forward, both parties will have five (5) working days to rebut the evidence. The Panel then will have ten (10) working days to consider rebuttals and present its advice in writing to the appropriate Vice Chancellor. This written advice should report any dissenting views or include a written minority statement if the minority on the Panel chooses to do so. The Panel's advice will be forwarded to the Vice Chancellor of the Administrative unit in which the respondent is assigned (i.e., Vice Chancellor for Academic & Student Affairs for faculty and student respondents and the Vice Chancellor for Administration for staff respondents).

Upon receipt of the Panel's advice, the Vice Chancellor will have seven (7) working days in which to reach a conclusion whether or not this set of circumstances warrants additional investigation. The Vice Chancellor will communicate his/her decision in writing to the complainant and to the respondent and shall have the authority to implement such action as is deemed appropriate for non-faculty respondents. If the Vice Chancellor's conclusion is that no further action be taken, no further action will be taken by the university. If, on the other hand, for faculty respondents the conclusion is that additional investigation should be undertaken, it will be in accord with and/or follow procedures detailed in the Bylaws of the Board of Regents of the University of Nebraska and policies promulgated pursuant thereto, and, in the case of faculty respondents who are members of the bargaining unit, in accord with the Collective Bargaining Agreement between the Board of Regents of the University of Nebraska and the University of Nebraska at Omaha Chapter American Association of University Professors.

Guidelines/Clarification

- A. Accusations of prohibited discrimination are of utmost seriousness and should not be made casually or without cause. This policy shall not be used to bring frivolous or malicious charges against students, faculty, staff, administrators, visitors or other invitees, licensees, or university volunteers. The university reserves the right to take appropriate action against individuals who are determined to have brought frivolous or malicious charges. However, this provision shall not be construed in any manner that might unreasonably deter any person from bringing forth a concern. No person shall be retaliated against for exercising his/her rights under these procedures.
- B. In cases of alleged harassment, the protection of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of the university. In addition, First Amendment rights apply to the speech of students and faculty. (Federal Register/Vol. 62, No. 49, March 13, 1997).
- C. Working days are those days that the university offices are scheduled to be open.
- D. Time limits can be extended by the Assistant to the Chancellor if there are extenuating circumstances which must be documented and determined by the Assistant to the Chancellor to justify a delay.

- E. Failure by University representatives to communicate the decision on a complaint within the specified time limits at any step of these procedures will not prejudice the complaint.
- F. Failure by the complainant to pursue a complaint to the next step within the specified time limits at any step of the procedures, barring any extenuating circumstances which must be documented by the Assistant to the Chancellor to justify a delay, will be considered acceptance of the last decision rendered.
- G. All documents, communications, and records dealing with a complaint and processing of a complaint (except for those materials allowed in personnel files by existing policies or agreements) will be kept confidential and secured in the Office of the Assistant to the Chancellor. The records will be retained for such time as may be legally required and/or deemed appropriate by the university; thereafter, all records will be destroyed.
- H. All meetings and inquiries under this procedure will be conducted privately and will include only the parties specified in the procedure for that stage of the procedures.
- I. If, as determined by the Panel, additional highly relevant facts that might alter the outcome of the decision are presented during the Panel's proceedings, a recess of reasonable length as determined by the Panel may occur.
- J. These are regarded as administrative, not legal procedures. However, in the formal stage(s) the complainant and/or the respondent have the right to legal representation in the form of an advisor at his/her own expense.
- K. For hourly paid employees, time spent during scheduled working hours in meeting with the Assistant to the Chancellor or designee or in the formal steps of the procedure is treated as time worked for pay purposes.
- L. For faculty respondents, any decision on the part of the Vice Chancellor that additional investigation is warranted that could lead to disciplinary action must be forwarded to the Professional Conduct Committee. (Such sanctions could include sensitivity training, formal or informal reprimands, and an oral or written apology)
- M. Inquiry panels will not include faculty members currently serving on the Professional Conduct or Academic Freedom and Tenure Committee.
- N. Failure or lack of clarity of the audio tape will not compromise the proceedings. In order to avoid such circumstances, two separate recordings will be made.