

**OKLAHOMA CITY UNIVERSITY
and
MANAGEMENT DEVELOPMENT INSTITUTE
OF SINGAPORE**

GRADUATE STUDENT HANDBOOK

**Oklahoma City University
Petree College of Arts and Sciences
School of Adult and Continuing Education
2501 N. Blackwelder
Oklahoma City, OK, 73106, USA
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Mission Statement

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community that is dedicated to student welfare and success. Men and women pursue academic excellence through a rigorous curriculum that focuses on students' intellectual, moral and spiritual development to prepare them to become effective leaders in service to their communities.

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SECTION ONE: PROGRAM OVERVIEW

The Master of Arts in Mass Communications (MAMC) degree taught by Oklahoma City University (OCU) and administered through the Management Development Institute of Singapore (MDIS) is a 36-credit-hour program. This program has been offered continuously in Singapore since 1993. It was the first and remains the only American master's program in mass communications offered in Singapore. The degree comprises writing-intensive courses in advertising and public relations, two skills courses in graphic design and desktop publishing, a course in writing for visual presentations, and a capstone practicum in which students undertake supervised work in the real world environment of mass communications.

All modules are taught by full-time OCU faculty from the Department of Mass Communication. Instruction is "face-to-face," on-site in Singapore at one of MDIS's modern campuses. Modules are taught either in a nine-day, three-and one-half-hour format or in a workshop format consisting of Friday evening, all day Saturday, and Sunday afternoon for two consecutive weekends. The program encompasses twelve, three credit hour modules, and can be completed in 18-20 months. In lieu of a thesis, students complete comprehensive research-based assignments for each module.

Oklahoma City University is a private, liberal arts university. The Petree College of Arts and Sciences encompasses the School of Liberal Arts and Sciences, where the mass communications department is located, and the School of Adult and Continuing Education (SACE), where all adult degree completion programs are located, including our Singapore programs. The university is also home to the Meinders School of Business; the Margaret Petree College of Performing Arts, which contains the Wanda Bass School of Music, the Ann Lacy School of American Dance and Arts Management, and the School of Theatre; the Wimberly School of Religion and Graduate Theological Center; the Kramer School of Nursing; and the School of Law.

Oklahoma City University has a student body of approximately 3,800 students, 55 percent graduate students and 45 percent undergraduate students. The University is located on a 78 acre campus in the near north side of Oklahoma City, the capital of the State of Oklahoma. It was cofounded in 1904 (three years before Oklahoma became a state) by the Oklahoma Conference of the United Methodist Church and the Oklahoma City Chamber of Commerce and recently celebrated its centennial (2004). Over the past decade, OCU has been consistently ranked in the top tier of master's level colleges and universities in the west region by the College Guide of *U.S. News and World Report*. OCU has been a leader in international education for over eighteen years. In cooperation with the Management Development Institute of Singapore (MDIS), OCU brought the first American bachelor's and master's degrees in Mass Communications to Singapore in 1992. The university also operates a M.B.A. program in Tianjin, China and bachelor's degree programs in Hong Kong.

The regulations, policies, and procedures that govern this program are stated in the pages that follow. Students are held responsible for knowing and following all regulations and policies and adhering to all procedures set out in this *Student Handbook*. Students should receive a hard copy of the *Handbook* when they register for the program. New editions of the *Handbook* are published yearly. However, the online version of the *Handbook* is updated continuously; **therefore, the online version of the *Handbook* is considered definitive, and students will be held responsible for the regulations, policy and**

procedures announced there. Students should check the OCU web-page frequently not only to keep informed about changes in regulations, policies, and procedures, but also to learn more about Oklahoma City University, the home campus, and its resident student body.

Welcome to the OCU MAMC degree program. The administration and faculty of Oklahoma City University and the leadership of MDIS wish you every success.

SECTION TWO: ACADEMIC REGULATIONS, POLICIES, AND PROCEDURES

APPLICATION FOR ADMISSION

Students must formally apply for admission to the Master of Arts in Mass Communications (MAMC) degree program by completing an official Application for Admission supplied by MDIS. The completed application, along with an original copy of the student's undergraduate transcript showing grades in all modules taken and clearly stating the student received her or his bachelor's degree, the date the degree was awarded, and the discipline in which the degree was awarded must be presented to MDIS marketing personnel. MDIS will make a certified copy of the bachelor's degree transcript for inclusion in the student's file. In cases where the student attended a foreign university, proof of English language proficiency (see "Criteria for Admission" below) must be submitted along with the transcript and application. Students must pay the nonrefundable application fee to MDIS at the time they apply. Students will be notified of their admission status via e-mail through MDIS within 24 hours of receipt by OCU of the documents noted above and will receive written confirmation within 21 days. The admissions notification will state any conditions that may apply and will contain the student's OCU identification number and e-mail account. A separate communiqué will follow containing the student's initial password to access her or his official records and e-mail. Upon entry, the computer will prompt the student to change his or her password.

CRITERIA FOR ADMISSION

To be admitted to the MAMC degree program, students must satisfy the following criteria:

1. Hold a locally accredited bachelor's degree in mass communications or closely related field with a grade point average (GPA) of 3.0 "B" or the equivalent.
2. Students whose GPA falls between 2.75 and 2.99 may be admitted on probation (see PROBATIONAL ADMISSION below).
3. Non-Singaporean students must demonstrate English language proficiency by means of a minimum TOEFL score of 550 (paper based) or 80 (internet-based), IELTS composite score of 6.0 with no band score less than 5.5, or by completing level 112 of the intensive program at an ELS Language Center. An interview also may be required.

Provisional admission may be granted **on a case by case basis** to students whose TOEFL scores are between 61-79 (internet-based) or 500-549 (international paper-based).

Students whose undergraduate degree was not in mass communications or a closely related field may be admitted to the M.A. in mass communications degree program upon satisfactory completion of the OCU/MDIS Graduate Certificate in Mass Communications (see GRADUATE CERTIFICATE below).

Oklahoma City University controls all admissions to the MAMC program and the decisions of the Admissions Committee are final.

GRADUATE CERTIFICATE IN MASS COMMUNICATIONS

Students whose undergraduate degree was not in mass communications or a closely related discipline may qualify for admission to the MAMC degree program by completing the OCU/MDIS graduate certificate in mass communications with a GPA of 3.0 and no grade lower than "C." For particulars of the graduate certificate program as well as admission requirements, consult the program brochure available at either of the MDIS campuses.

STUDENT PASS

Normally, all international students not legally employed in Singapore must hold a valid student pass and be enrolled in a full-time course of study. However, international students pursuing part-time graduate education, may enter Singapore legally for business purposes, stay and study for the duration of each module, and immediately return to their home countries.

TRANSFER CREDIT

All 36 hours of the MAMC degree curriculum must be completed in the OCU Singapore program. No transfer credits from any other degree program are accepted.

FALSIFICATION OF RECORDS

Any student discovered to have submitted fraudulent or altered documentation in support of his/her Application for Admission will be immediately dismissed from the OCU program. Any tuition paid prior to the discovery of the falsification of academic records will be forfeited.

ASSIGNMENT OF STUDENT IDENTIFICATION NUMBER

Upon admission to the OCU MAMC program, each student will be issued a unique student identification number. This number allows a student access to his/her academic record (for viewing purposes only), and is required for course registration and the recording of grades. A student will not be assigned an identification number until a completed Application for Admission, certified copies of all academic transcripts, and verification of English language competency have been received and the SACE Office has determined that the student meets all admissions criteria.

MEMBERSHIP IN MDIS

All students are required to be members of the MDIS Institute during the full duration of their studies. The membership entrance fee is a one-time payment that is non-refundable. Membership subscription fees for each academic year are also collected, in their entirety, at the beginning of the student's

academic program/course of study. Should a student withdraw from the program, the membership subscription fees are refundable. See REFUND POLICY (pp. 18-19 below). The membership fee structure is based on categories of membership determined by each student's individual academic qualifications and work experience.

CHANGES IN STUDENT CONTACT INFORMATION

Information provided on the Application for Admission constitutes the sole means of contact between OCU and the student. Upon admission, students receive a student e-mail account which can be used to access the university's website. Students can also use the university e-mail system to contact the OCU-SACE Office to change their contact information. It is imperative that students advise the OCU-SACE Office via e-mail or ordinary post of any changes in address, e-mail account, and/or local telephone number. Failure to do so may result in the student missing important information pertaining to his/her degree program. Neither OCU nor MDIS is responsible for any failure to disseminate material to students due to inaccurate contact information submitted by the student on their original Application for Admission or failure of the student to update that information in a timely manner.

E-MAIL

As noted in the paragraph above, upon admission, students receive personal e-mail accounts from OCU. The university's e-mail system will be utilized as the official method of communication. Official OCU correspondence as well as information regarding campus activities and academic announcements will be sent via e-mail to the OCU e-mail system.

Each student is provided 50 MBs of disk space for their e-mail account. This provides enough disk space for a large amount of basic e-mail. However, large attachments could easily use up a student's disk space quota and should be removed from the account in a reasonable time frame.

OCU has security monitoring and anti-spam software and hardware installed to secure its systems and reduce the amount of spam that enters the e-mail system. Students are required to secure their passwords and maintain their e-mail accounts.

OCU requires students to use the university e-mail system for academic electronic communications. All students are responsible for the management and content of their account. Information for accessing e-mail is provided at: <http://stuweb.okcu.edu/>. Once a student has an e-mail account, he/she can access the e-mail system at: <http://email.okcu.edu/>.

Important Notice about E-Mail: Important information and notices will be sent to the student's OCU e-mail account. This information may include important dates, times, and deadlines as well as information about classes, such as course syllabi, module and examination schedules and corrections to schedules. Paper notices will no longer be used. MDIS students will receive all correspondence from the SACE Office via their OCU e-mail accounts. All students are required to activate their e-mail accounts and check them on a regular basis. **Failure to check and maintain his/her account will not be accepted as an excuse for missing information, dates, deadlines, or any other official announcement from OCU.**

STUDENT DISCIPLINE

Every student is expected to observe the highest standards of conduct, both on and off the MDIS campuses. Neither OCU nor MDIS will accept responsibility for the education of any student who is not in sympathy with the purposes and regulations of OCU and MDIS.

Oklahoma City University reserves the right to exclude any student whose conduct or academic standing it regards as undesirable, without assigning any further reason. In such cases the fees due or which may have been paid in advance to the university or MDIS will not be refunded in whole or in part. Neither the university, MDIS, nor any of their officers will be under any liability whatsoever for such exclusion. Any student under disciplinary suspension will not be permitted on any MDIS or OCU campus, except for official business.

DEGREE REQUIREMENTS

To receive the Master of Arts degree in Mass Communications, students must complete all twelve modules with a GPA of 3.0 or higher and no more than two grades of below "B-." No grades below "C-" will be accepted.

Students making any grade below "C" must re-take that module and achieve a grade of "C" or higher, unless they already have two grades of "C+" or lower on their transcripts--in which case, the grade for the re-moduled course must be sufficiently higher than "C+" to achieve the required 3.0 GPA.

Additionally, students must pass the final capstone, practicum course with a grade of "B" or higher.

TIME LIMITS

It is recognized that the majority of MAMC students are working full-time and attending school on a part-time basis. Nevertheless, students are expected to complete requirements for the MAMC within six (6) years after beginning their first module in the program. Students who have not fulfilled all degree requirements within the specified six year timeframe will be dropped from the program and must re-apply for admission. Any coursework from their previous degree program that is less than six years old, at the discretion of director of overseas mass communications programs, may be applied to the new degree program.

GRADING SYSTEM

OCU employs the following grading system and grade point equivalency:

A = 4.0	A- = 3.75	B+ = 3.25	B = 3.0	B- = 2.75	C+ = 2.25
C = 2.0	C- = 1.75	D+ = 1.25	D = 1.0	D- = 0.75	F = 0.00

Grade point averages are determined by multiplying the grade point equivalency by the number of credits assigned to the module, adding the total grade points, and dividing by the total number of credits for all courses (modules) completed. The minimum grade point average for graduation is 3.0.

ACADEMIC PROBATION AND DISMISSAL

Students are required to maintain a 3.0 grade point average in order to graduate. As students progress through the MAMC degree program, their grade point averages are monitored by OCU and, if a student's GPA falls below 3.0 after the grades for a specific module have been recorded, that student will be placed on academic probation automatically. When a student is placed on academic probation, the SACE office will notify that student directly via his or her OCU e-mail account. OCU will also send a written notification to the MDIS Central Registry and MDIS student services coordinator, and the student services coordinator will deliver the letter to the student. Students may continuously monitor their own academic progress through access to the OCU website using their student identification number. In addition to verifying their grades, students can also check their current standing with regard to academic probation by accessing their transcripts.

Any student placed on academic probation must restore his/her grade point average to 3.0 or higher by the completion of the third module subsequent to being placed on probation. The student may not receive a grade below "B-" in any of the three modules constituting his/her probationary period. Receiving a grade below "B-" during the probationary period will lead to immediate academic dismissal. If, at the end of the three module probationary period, the student has not raised his or her GPA to at least 3.0, she or he will be dismissed from the program.

In exceptional situations, a student may be extended on probation based on the judgment of the Student Petitions and Appeals Committee (SPAC). If a student believes his or her poor academic performance was significantly influenced by external circumstances beyond her or his control, the student should petition the SPAC according to procedures set out in the APPEAL PROCEDURE FOR ACADEMIC DISMISSAL below. Further responsibilities of the SPAC and the composition of the committee are described in STUDENT APPEALS AND PETITIONS below.

Readmission Policy for Students Dismissed for Poor Academic Performance

Any student who has been dismissed from the OCU MAMC program must wait at least one full year before applying for readmission to that the program. The latest date for filing an application for readmission will be indicated in the letter of dismissal. All requests for readmission are referred to the SPAC. The committee decisions are final.

Appeal Procedure for Academic Dismissal

Within fifteen business days of the receipt of the written notice of dismissal, the student may initiate an appeal. Business days are defined as Monday through Friday, when classes on the Oklahoma City campus are in session, excluding breaks, final exam periods, and official university holidays. **Appeals shall be filed and dealt with in the following manner:**

- 1.** The student must submit a written appeal to the university registrar and should include as much detail as possible, stating all aspects of the issue the student thinks pertinent. It is the responsibility of the student to initiate the appeal and follow appropriate steps in the specified time frame. Failure to follow the protocol will automatically terminate the appeal.
- 2.** Following determination that the student's appeal was filed in a timely manner, the registrar shall, within ten business days after the receipt of the appeal, inform the SACE director who, in turn, shall

convene the SPAC to consider the merits of the appeal. The SPAC will review all documentation and reach a decision on the appeal. The committee may request additional documentation and may postpone the hearing until that documentation is available. The student has the right to appear before the committee (at the student's expense); however, to the fullest extent possible, decisions will be based on the written documentation provided.

3. The SPAC may affirm the decision to dismiss the student, overturn the decision to dismiss, or qualify the decision to dismiss.

4. If the SPAC affirms the decision to dismiss the student, the provost may review the documentation to determine that correct procedures were followed. The provost's review will only address procedural matters.

5. The associate provost will notify the student within three school days of the decision of the SPAC.

6. MAMC students have only one opportunity to appeal a dismissal for substandard academic performance. If the outcome of that appeal is reinstatement, **any subsequent dismissal for substandard academic performance is final and may not be further appealed.**

REPEATING COURSES (RE-MODULING)

OCU regulations permit a student to repeat (re-module) a total of two (2) graduate courses (6 credit hours) in which the student received a grade of "B -" or lower, provided the content of the course(s) is the same. The course(s) must be repeated through the OCU MAMC Singapore program. Additionally, no course can be repeated more than once unless special permission is received from the director of SACE and the dean of the Petree College of Arts and Sciences. The last grade received for the module will be calculated into the student's GPA. The first grade will be recorded on the transcript as an R (repeat) and excluded from the student's GPA. If after repeating a course, a student fails to attain at least a grade of "C," the student will be automatically dismissed from the university.

ATTENDANCE REQUIREMENTS

Regular attendance in all courses/modules is assumed. OCU faculty members may factor attendance into the course/module grade. Consult the syllabus for each course/module to see the individual instructor's policy on class attendance and grades. However, the policy of MDIS and OCU regarding attendance is as follows:

1. Students missing more than two regularly scheduled class sessions of any course/module for any reason will not be permitted to sit for the final examination or submit any post assignments for that course/module. A class session normally consists of 3 1/2 hours of lecture/discussion time with a mid-class break. Students must attend both halves of the class to receive credit for the session, and roll is taken before and after the mid-class break.

2. **No instructor can exempt a student from this policy and students cannot petition for an exemption from this policy.**

3. No one is allowed to sign the module roster on behalf of another student. Those caught doing so will be suspended.

In most cases, the final examination and/or the post assignment(s) count for more than 50 percent of the grade for the module. Hence, missing more than two class sessions will normally cause a student to fail the course/module.

Students who miss a third class session are strongly advised to withdraw from that course/module to avoid receiving a failing grade. **If absences were due to illness, an accident, or other events beyond the student's control, students should note this on their Withdraw from Module form.** However, tuition for that particular course/module will not be refunded for any reason.

Withdrawal from Module forms may be obtained from the MDIS student services coordinator.

ACADEMIC HONESTY

Academic honesty is required in all aspects of a student's relationship with the university. Academic dishonesty may not be course-specific and includes falsification or misrepresentation of a student's academic progress, status, or ability, including, but not limited to, false or altered transcripts, letter(s) of recommendation, registration forms, or other documents related to the student's academic career at Oklahoma City University or other educational institutions. Students are personally responsible for the correctness and accuracy of information supplied to OCU and/or to MDIS. Any student who knowingly gives incorrect information is subject to disciplinary action that may lead to suspension or dismissal from the program.

Students are further advised that cheating and plagiarism regarding course work are not tolerated. The university expects all students to maintain a high standard of ethics in their academic activities. In this context, forms of academic dishonesty include, but are not limited to, cheating on tests, examinations, or other class/laboratory work; involvement in plagiarism (the appropriation of another's work and/or the unacknowledged incorporation of that work in one's own); collusion (the unauthorized collaboration with another person); misrepresentation of actions; and falsifying information or data cited in papers and/or examinations.

Grievance procedures found in the STUDENT PETITIONS AND APPEALS section below do not apply to cases involving issues of academic honesty. There are special appeal procedures for academic honesty issues included in this section below.

Sanctions

Sanctions for violations of the academic honesty policy are course/module based and determined by the individual course/module instructor. Each instructor will include in his/her syllabus either the Oklahoma City University academic honesty policy (stated above) or a reference to this policy through referencing the appropriate page in the *Graduate Student Handbook* or the OCU website. Each instructor will then include a description of the course-based consequences if a student fails to adhere to the academic honesty policy.

If, in the judgment of the course instructor, a student fails to conform to the academic honesty policy, the faculty member shall inform, in writing, the director of the SACE, the dean of the Petree College of Arts and Sciences, the provost/VPAA of OCU, the MDIS vice president for academic affairs, and the student. Sanctions for a student's breach of the academic honesty policy vary according to the nature

and the seriousness of the offense. Sanctions are at the discretion of the course instructor and should be constrained to the course in which the offense occurred. Sanctions can range in severity from failure on the assignment that was plagiarized or which was the product of cheating to failure of the entire course/module.

Appeals

Student appeals of the charge of academic dishonesty and/or the course instructor's imposed sanction must be made in writing and delivered to the dean of the Petree College of Arts and Sciences within fifteen university days for students residing outside the United States. If the fifteenth day falls on a weekend or university holiday, the appeal is due on the next university business day.

Throughout the appeal process, there is a presumption that the instructor's decision is correct and, in the absence of extraordinary circumstances and definitive evidence to the contrary, his/her decision shall not be changed. It is, therefore, incumbent on the student to present a strong argument with documented evidence in support of his/her appeal.

The SPAC's decision will be conveyed in writing to the student, the course instructor, and the dean of the Petree College of Arts and Sciences within fifteen university business days after receiving the appeal. The committee may lessen the sanctions but may not increase the course-based sanctions originally imposed by the instructor. The SPAC's decision is final, and there is no further appeal of the course instructor's decision. If the committee reverses the instructor's decision and the student is exonerated, no further action will occur.

Although the SPAC cannot add to the sanctions imposed by the course instructor, the dean of the Petree College of Arts and Sciences may. The dean may add sanctions if the student's appeal is denied or if the student does not appeal the instructor's actions. The dean cannot change the student's grade, but he or she can impose other sanctions (e.g. loss of scholarships as well as dismissal from the SACE and, consequently, from the MAMC program). The dean must notify any student residing overseas within fifteen business days of any decision to impose additional sanctions.

A student may submit a written appeal of any additional sanctions imposed by the dean to the associate provost within fifteen business days of notification by the dean. The associate provost will respond to the student's appeal in writing within fifteen business days. The associate provost's decision is final and there are no further appeals.

Any student who has violated the academic honesty policy shall lose the privilege of withdrawing from the course in which the violation occurred in order to avoid the collateral consequences of sanctions which may be imposed by the course instructor.

The SACE office and the office of the provost shall keep files of all violations of the academic honesty policy by students in overseas programs. Noting grievous or repeated violations of the academic honesty policy, the associate provost may, at her or his discretion, convene the University Student Probations and Petitions Committee (USPPC) to consider dismissal of that student. The associate provost must inform a student residing overseas at least fifteen business days prior to the time the USPPC meets. The student has a right to appear before the committee. In the case of a student residing overseas, he or she has a right to speak via conference telephone call (at university expense) to the

committee during the meeting in which his or her case is being considered. The decision of the USPPC is final and cannot be appealed.

Students dismissed from the university for academic honesty violations are not eligible for readmission.

INTAKE SCHEDULE OF MODULES

The schedule of modules for each Intake is published at least thirty days prior to the commencement of the first course/module. Intake schedules are available from the MDIS student services coordinator and are also posted in various public venues throughout MDIS teaching facilities.

Due to fluctuations in on-campus teaching assignments, intake schedules are tentative and subject to change with regard to the order of courses/modules, the exact class dates for modules, and the instructor assigned to a particular course/module. OCU will make every effort to inform MDIS and the Singapore students of any changes to the intake schedule at least 30 days in advance. Students shall follow the schedule and cannot request a refund due to unsuitability of schedule.

TEXTBOOKS

Textbooks for each module are listed in the syllabus which is available at least 30 days prior to the first class meeting. The cost of textbook is included in the tuition fees paid for the course. Textbooks are delivered to students on the first class session of each module.

FINAL EXAMINATIONS

Normally there is a final examination scheduled for each module. Occasionally, professors assign a post assignment in lieu of the final examination, and sometimes professors will give post assignments as well as a final examination. Typically, the final examination will count 30 to 50 percent of the final grade for the module (consult individual module syllabi for exact breakdown of grade components); therefore, examinations should not be approached lightly. All final exams are written and graded by OCU professors and administered by MDIS personnel and MDIS establishes and enforces examination rules. **Published copies of the examination eligibility and conduct rules can be obtained from the MDIS administration.**

FACULTY GRADE REPORTS

Evaluation of students' work is the direct responsibility of the OCU faculty member who served as the course instructor. Oklahoma City University does not employ graduate students or anyone other than the course instructor in the capacity of grading student assignments. The faculty member who taught the course is responsible for submitting final course grades. Grade reports are to be submitted no later than three weeks after the faculty member receives the final examinations and/or post assignments. Students may view their transcripts by using their student ID number and password to access the OCU website and following instructions to the appropriate webpage. If the grade for a particular module is not posted one month after taking the final exam, students should contact the SACE assistant director for overseas programs whose address can be found in SECTION FOUR of this document.

WITHDRAWAL FROM INDIVIDUAL MODULES AND FROM DEGREE PROGRAM

Students may withdraw without receiving a grade from any course/module prior to the completion of the second regularly scheduled class session by filling the appropriate Withdraw from Module form with the MDIS student services coordinator, who will forward the form to the SACE office for processing.

Students who withdraw from courses/modules receive a grade of “W,” if the withdraw occurs prior to the completion of the second class session, or a “WP” (withdraw passing) or “WF” (withdraw failing) at the discretion of the instructor, if the withdraw occurs after the second class session. Students may not withdraw from an individual module after the completion of the sixth class session.

Students wishing to withdraw from the entire MAMC degree program must complete and file the official Withdraw from Program form with the MDIS student services coordinator along with supporting documentation explaining the reason(s) for the withdraw, who will forward the completed form to the SACE director. The director will convene the SPAC, which will make a decision on the merits of the request and inform the student within ten business days of the submission of the written request. If the request was granted, the assistant director will officially deactivate the student's identification number. OCU will officially notify the student that he or she has been withdrawn from the university. A copy of the Withdraw from Program form noting OCU's decision will be sent to the MDIS vice president for academic affairs and business office.

Provided that a student withdrew from the program in academic “good standing” (i.e. his or her grade point average was 2.0 or higher at the time of withdrawal) and tuition payments were current, he or she may be readmitted to the program at any future point by filling out and submitting an Application for Readmission form to any MDIS marketing personnel. The application will be forwarded to the OCU director of Singapore admissions and, upon a favorable judgment regarding the student's prior "good standing" in the program and clearance from MDIS stating no outstanding fees are owed, a letter of reinstatement will be issued by the SACE director to the student and he or she will be given a schedule for the completion of remaining modules. In most cases, these modules will have to be taken with variety of different intakes.

For tuition refund policy for withdrawing from a particular module or from the entire program, see Financial Regulations, TUITION REFUNDS (p. 19, below).

REQUESTS FOR DEFERMENT OF MODULE(S) AND/OR FINAL EXAM(S)

The advertised program duration of 18-20 months assumes that students will progress through the MAMC with the students in the intake in which they entered the program. It is possible to defer courses/modules for extraordinary reasons (e.g. illness, death in the immediate family, unforeseen job-related reasons, etc.) by filing a petition with the MDIS student services coordinator. The completed petition stating the reason for requesting a deferment and accompanying documentation (e.g. doctor's report, letter from employer, etc.) will be forwarded to the SACE office and referred to the SPAC for action. The committee will respond within five business days, and its decision is final and cannot be appealed. Given the duration of the appeals process, students must submit their petitions at least ten business days prior to the scheduled commencement of the course/module they wish to defer.

MDIS and OCU cannot guarantee that students who are granted module and/or examination deferments, students who must re-module because of failing modules or the need to raise their

cumulative GPA, or students who must withdraw from modules due to violations of attendance policy will be able to graduate within 18 months of commencement of their degree program.

Students may petition the SPAC to defer the final examination scheduled for a particular course/module because of extraordinary circumstances (e.g. illness, death in the immediate family, court appearance, unforeseen job-related reasons, etc.). The petition should be filed with the MDIS student services coordinator stating the reason for requesting the deferment and accompanying documentation (e.g. doctor's report, letter from employer, etc.) will be forwarded to the SACE office and referred to the SPAC for action. The committee will respond within two working days, and its decision is final and cannot be appealed. If the committee grants the student's petition, it will authorize the director of SACE to set a date, after consulting with the student, for an alternate examination. The alternate examination date will be conveyed in writing to the student at the same time as the committee's decision to grant the petition. Typically, examinations can be deferred no longer than two weeks beyond the original date. Again, because of the duration of the appeals process, petitions to defer an examination should be submitted at least one week prior to scheduled date of the examination.

In extraordinary circumstances, petitions to defer courses/modules and/or final examinations will be considered even when filed after the commencement of the course/module or less than five business days prior to the date set for the examination for which the student is seeking a deferment.

INCOMPLETE MODULES

When the work for a module is not completed by the end of the specified time (normally the date for the final examination), the instructor may assign an incomplete or "I" grade at his/her discretion. The student must be performing at a passing level and have a legitimate and documented reason (e.g. personal illness, death of a close relative, work related commitments that the student's employer refuses to release him/her from, etc.) to receive an "I" for the module. Students cannot be assigned an "I" because they have excessive unexcused absences or because they are failing the course. Faculty members may establish their own policies regarding what can be considered a legitimate reason for assigning an "I" grade.

At the time the incomplete is issued, the instructor must fill out an "Incomplete Report" form that specifies what work must be completed to remove the "I," the time frame within which the work is to be completed (not to exceed one year), and the grade to be assigned if the work is not completed. This form must be submitted to the University Registrar at the time the grade report for that course/module is submitted and a copy of the form must be filed in the SACE office. The student is responsible for submitting the work by the deadline specified by the instructor in the Incomplete Report form. If the "I" is not completed by the specified deadline, the grade will convert to the grade assigned on the "Incomplete Report" form—this grade will be based solely on the work completed for the module, and could be a grade other than "F". The student should check with his or her instructor to determine what the final grade will be in the event she/he fails to complete the remaining work for the module.

In the event that the module instructor is no longer available to evaluate the work submitted to complete the course and remove the "I," the dean of the Petree College of Arts and Sciences shall assign an appropriate substitute faculty member to assess the student's work and submit the grade.

STUDENT MODULE EVALUATIONS

The MDIS student services coordinator will oversee faculty evaluations by the students for each module. These evaluations will be conducted, if possible, during the last class session of the module. The student services coordinator will schedule the evaluation with the module instructor prior to the day of the evaluation. During the evaluation, the instructor will not be present. The student services coordinator will distribute the evaluation forms, give the students approximately 15 minutes to fill them out, then the coordinator will collect the forms, place them in an envelope which will be sealed and retained by MDIS until the grades for the module have been posted on the students' transcripts. Following submission of final grades, the evaluations will be sent to the SACE assistant director for overseas programs at OCU, who will have the results tabulated before sending the results to the instructor and to the senior manager of the Student Services Unit. Student course evaluations are an important component in on-going assessment of teaching quality by MDIS and OCU; therefore, the honest and candid evaluation of the course and the faculty instructor by students is taken very seriously.

APPLICATION FOR GRADUATION

All students must fill out and submit an OCU Application for Graduation prior to the completion of the final module in their master's degree programs. It is the student's obligation to be sure that he or she has completed and filed this application. A student's transcript will not be validated nor will his or her diploma be ordered until the Application for Graduation is on file with the university registrar. If you are unsure whether you completed an "Application for Graduation," please feel free to consult the SACE office at the address contained in the HOW TO CONTACT THE OCU PROGRAM STAFF section below.

When filling out the Application for Graduation, please be careful to list your name exactly as you wish it to appear on your diploma. Also, this is an occasion for students to make sure that their contact information, home address, e-mail, etc., is up to date.

DIPLOMA AND OFFICIAL TRANSCRIPT

Upon the completion by the student of the 12 courses/modules constituting the MAMC (and the posting of grades by the faculty) with a GPA of 3.0 or higher and submitting the completed Application for Graduation form, the SACE office will certify to the University Registrar that all degree requirements have been fulfilled. The registrar will post the degree to the student's transcript and order his/her diploma. From the date of submission of final grades by the faculty, this process takes approximately six to eight weeks, if the student's file is otherwise complete. If certified copies of pre-degree credentials (e.g. certificates, diplomas, higher or advanced diplomas, associate or bachelor's degrees, etc.) or other documents are missing from the student's official file, this process can be delayed significantly.

It can take an additional six to eight weeks to receive diplomas from the printer. Once the University receives the diplomas from the printer, they are sent to MDIS, along with one copy of the official transcript, for distribution to the students. Students may request additional copies of their transcripts by contacting the OCU registrar directly.

GRADUATION

Graduation ceremonies on the OCU home campus occur in May and December of each year. MAMC graduates are welcome to participate in the appropriate graduation ceremony in Oklahoma City and additional information regarding this ceremony is available through the SACE office. Because it is impractical for most graduates and their families to attend the on-campus graduation in Oklahoma, a graduation ceremony is held in Singapore, usually in October, where all the MDIS/OCU graduates for the academic year are honored. Academic regalia are required for graduation. The master's cap, gown, and hood can be ordered through the OCU Bookstore. The SACE office can assist students in ordering their academic regalia, and orders should be placed at least sixty days in advance of the October graduation date.

Attendance at graduation is not a requirement.

GRADUATION HONORS

The university recognizes the academic achievements of its candidates for degrees by the following awards: **High Honors**, a cumulative GPA of 3.900 or higher and **Honors**, a cumulative GPA of 3.750-3.899. These honors will be designated on the student's transcript and diploma, and the student will be awarded an honors certificate.

UNIVERSITY HONORS

Phi Kappa Phi is an all-discipline national honor society open to undergraduates, graduate students, faculty, professional staff, and alumni. The organization is more than 100 years old, and election is by invitation only. Typically students must be in the top 10 percent of their class academically to be eligible for election.

STUDENT APPEALS AND PETITIONS

The SACE Student Petition and Appeals Committee (SPAC), composed of elected faculty members and SACE students appointed by the dean of the Petree College of Arts and Sciences, hears and decides all petitions filed by MAMC students in conjunction with requests to defer modules and final exams, appeals of faculty decisions about grades, petitions for independent study/web-based courses, appeals of academic honesty violations, appeals of academic dismissal, and any and all other petitions, appeals, and/or grievances filed by students regarding an academic matter. If the appeal involves a faculty member who happens to be serving on the SPAC, that faculty member shall be replaced with a substitute who will serve for the duration of the appeal in question.

The process for hearing appeals of academic dismissal decisions is set out in the ACADEMIC PROBATION AND DISMISSAL section above. The process for hearing appeals of academic honesty violations is set out in the ACADEMIC HONESTY section above.

In the case of all other petitions and appeals, the student files his/her petition with the MDIS student services coordinator, who forwards the petition to the director of SACE. Student petitions and appeals are submitted to the SPAC by the director of the SACE. The SACE director also conveys the committee decisions to the MDIS vice president for academic affairs and the MDIS student services coordinator who reports the decision to the student. The committee decisions are final.

There is no fee charged to file a petition or submit an appeal. However, petitions/appeals without rationale or supporting evidence will be deemed frivolous and returned to the student.

SECTION THREE: FINANCIAL REGULATIONS

TUITION AND FEES

MDIS collects and processes all tuition for Oklahoma City University's degree programs in Singapore. Basic tuition payments covers the costs of bringing OCU professors to teach in Singapore as well as the logistical support (classrooms, bookstore, classroom technology, library and computer labs, student services, and administrative support) provided by MDIS.

The following additional fees are payable to MDIS:

Application processing fee	S\$ 30.00
Membership entrance fee.	S\$ 75.00 (Associate) or S\$100 (Ordinary)
Annual subscription.	S\$ 40.00 (Associate) or S\$ 60 (Ordinary)

Where applicable, students may also be required to pay premiums for group medical insurance and Student Protection Insurance. **Students should consult with an MDIS representative to determine whether they are subject to additional payments for insurance coverage.**

TUITION PAYMENT SCHEDULE and METHOD OF PAYMENT

In order to assist self-sponsored students, MDIS permits these students to pay their tuition in four installments, with the first payment due at the time of course confirmation. GST and other costs reflecting government directives are added to each payment. The exact amount of each payment is available in the current MDIS/OCU program brochure.

All fees are payable by cash, cheque, Nets (S\$2,000 maximum per day), or credit cards (MasterCard and Visa). Cheques must be crossed and made payable to "Management Development Institute of Singapore" or "MDIS."

For cash payments, an official receipt will be issued immediately upon payment. The receipt will be mailed to those who submitted their payments by post. Please contact the Student Services Office if the receipt is not received within fourteen days. Please keep all the receipts. An administrative charge of S\$10.00 (exclusive GST) will be charged for every request to retrieve a copy of a receipt.

Cash payments must be made in person at the MDIS Secretariat Office during regular office hours:

<u>MDIS UniCampus</u>		<u>MDIS Dhoby Ghaut</u>	
Monday – Friday	8:30 a.m. - 7:30 p.m.	Monday – Friday	8:30 a.m. - 8:00 p.m.
Saturdays	8:30 a.m. - 2:30 p.m.	Saturdays	8:30 a.m. - 3:00 p.m.

If tuition payments are not received by the due date, an administrative late fee of S\$100 (exclusive of GST) will be applicable.

REFUND POLICY

Paid tuition fees are refundable according to the following schedule.

Prior to the commencement of the course, students may receive:

100 percent refund, if the student's written notice of withdrawal is received more than 60 prior to the beginning of the first module.

75 percent refund, if the student's written notice of withdrawal is received between 30 and 60 days prior to the beginning of the first module.

25 percent refund, if the student's written notice of withdrawal is received less than 30 days prior to the beginning of the first module.

After the course has begun, students may receive:

10 percent refund of the first installment fees if the student's written notice of withdrawal is received not more than 7 days after the beginning of the first module.

5 percent refund of the first installment fees if the student's written notice of withdrawal is received more than 7 days but not more than 14 days after the beginning of the first module.

No refund on the first installment, if the student's written notice of withdrawal is received 15 days after the beginning of the first module.

Application/registration, membership entrance, and annual subscription fees are, in general, nonrefundable.

For all students who withdraw from the program, the application/registration fees, the membership/annual subscription fees (for the year in which the student withdraws), and, where applicable, any Student Protection Insurance premiums are nonrefundable. Membership/annual subscription fees for subsequent years, if paid in advance, will be refunded.

For international students who withdraw from the program, in addition to the regulation above applying to all students, the following also applies. 1) In the event the student's application is rejected by the university offering the program to which he or she applied or his or her student's pass is rejected by the Singapore Immigration & Checkpoint Authority (ICA) before arriving at MDIS, 50 percent of the registration fee (excluding prevailing GST) shall be refunded. 2) In the event the student withdraws before the commencement of the Professional Certificate in English (PCIE) at Advanced Level course, 50 percent of the skills enhancement fee and the PCIE examination fee (excluding prevailing GST) shall be refunded.

RE-MODULES

There will be an additional fee assessed for re-moduling a course. This fee is equal to tuition for one, 3-credit-hour course/module at prevailing OCU tuition rates plus an administration fee charged by MDIS. As soon as the student attends the first class session, the re-moduling fee becomes nonrefundable.

The current fee structure is available through the MDIS student services coordinator.

TRANSFER POLICY

Transfer Out of MDIS to Another School or Institute

Any student who transfers out of MDIS to another school/institute shall be deemed as having withdrawn from MDIS and the existing terms and conditions of the REFUND POLICY (p. 16, above) shall apply. Students will be charged tuition fees for all modules in which the student attended one or more class sessions regardless of whether the work for that module was completed or the student received a grade and any and all discounts and or rebates to which the student was entitled shall be forfeited.

Any international student who requests a transfer out of MDIS to another school/institute will be required to pay a transfer application fee of S\$500 (subject to prevailing GST).

Transfer within MDIS to a Different Course/Program or Downgrading of Package

All requests for transfer or downgrading of program package must be submitted in writing to MDIS administration and accompanied by a transfer application fee of S\$500 (subject to prevailing GST). Students will be charged tuition fees for all modules in which the student attended one or more class sessions regardless of whether the work for that module was completed or the student received a grade. All transfer requests must be received at least one month prior to the beginning of the first class (module) of the new program. Requests received after one month prior to the beginning of the new program will not be considered and any students who insist upon a transfer under these conditions will be processed as a program withdrawal. In cases where a student granted a transfer of program downgrade and that student has paid fees in excess of those consumed by the program, the excess will be refunded to the student.

International Students Seeking Transfers

An international student seeking a transfer must complete and submit the following forms: 1) Course Withdrawal Form, 2) Cancellation of Student's Pass Form, and 3) MDIS Clearance Form. To complete his or her transfer, an international student must then complete a new Student Pass Application form and Section A of FORM V36A. The student must also attach to these forms a document signed by the appropriate administrator at the new school/institution attesting to the fact that the student has been admitted to the new school/institution. Upon receipt of the above, MDIS shall put its endorsement on Section B of FORM V36A.

SECTION FOUR: STUDENT SUPPORT SERVICES

LIBRARY AND EDUCATIONAL TECHNOLOGY RESOURCES

The MDIS Resource Hub is the key information resource center for students and members. It is well-stocked with a large collection of reference, research and scholarly journals, books and other publications. It is equipped with Web links to e-libraries and databases, newsgroups and literary resources. The operating hours of the library are:

Mondays to Fridays 8:30 a.m. -- 8:00 p.m.

Saturdays 8:30 a.m. -- 3:00 p.m.

The Resource Hub provides photocopy services for color/B&W, printing services and usage of PC facilities are available through the Resource Hub. Students can contact the library at telephone number 6796 7828 and at the e-mail address: mdis.library@mdis.edu.sg

STUDENT SERVICES REPRESENTATIVE

MDIS has assigned a student services representative to OCU students exclusively. This person's primary responsibilities include distributing course syllabi to students, providing logistical support to OCU professors during their stays in Singapore, conducting the course evaluations, and serving as a liaison between students and MDIS and OCU. Contact information for our current student services representative can be obtained from the MDIS front desk at the UniCampus or Dhoby Ghaut facilities.

HOW TO CONTACT YOUR OCU PROFESSORS

Oklahoma City University's e-mail system is very easy to understand. You need not try to remember the individual e-mail addresses of all your instructors. All you need to remember is your professor's name—his/her e-mail address is the first letter of the professor's given name and his/her family name to which is added @okcu.edu. For example, the director of the School of Adult and Continuing Education is Dr. Leo G. Werneke and his OCU e-mail address is lwerneke@okcu.edu.

This rule also applies to your own OCU e-mail address except it includes @my.okcu.edu. For this reason, it is very important for you to note clearly on your Application for Admission which is your family name and which is your first and second given name.

HOW TO CONTACT THE OCU PROGRAM STAFF

The OCU SACE program staff may be contacted directly via e-mail at the following addresses:

Dr. Leo Werneke, Director, School of Adult and Continuing Education -- lwerneke@okcu.edu

Ms. Virginia Oden, Assistant Director for Overseas Programs – voden@okcu.edu

Mrs. Julie Shatswell, Assistant to the Program Director – jshatswell@okcu.edu

Complete the Following, Detach and Turn-in to the Orientation Leader

I have read the OCU/MDIS Student Handbook and agree to abide by the regulations, policies, and procedures contained therein. I also understand that this Handbook is subject to periodic revisions which may be posed electronically on the Oklahoma City University, School of Adult and Continuing Education website prior to being available in printed form and that the web-based version of the Handbook is definitive. I further understand that failure to follow the regulations, policies and procedures specified in the OCU/MDIS Student Handbook may be grounds for dismissal from the OCU/MDIS Master of Arts in Mass Communications program.

Students who fail to sign and submit this form will have their enrollment canceled and will be barred from taking further modules until this form is signed and dated.

(PRINT YOUR FULL NAME IN BLOCK LETTERS)

Date (dd/mm/yy)

Signature

OCU ID Number