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Part I:

general information.

welcome.

For many, earning a graduate degree is a way to advance in a career, for others it's the next step toward a doctorate degree and for others it's the right thing to do. At the University of Nebraska at Omaha (UNO) you'll experience a university dedicated to being a leading resource for graduate study, one that offers the right learning environment focused on your success.

As a graduate student at UNO, you will have the opportunity to develop independent scholarship and gain greater competence in research and other applied activities. Rigor, combined with real-world experience and innovation help create a dynamic graduate atmosphere. With a faculty committed to teaching and encouraging you along the way, you will find your education at UNO attainable.

Contact us at:
University of Nebraska at Omaha
Office of Graduate Studies
6001 Dodge St, EAB 203
Omaha, NE 68182-0209
402-554-2341 (phone)
402-554-3143 (fax)
graduate@unomaha.edu

admission to graduate school.

application process.

An on-line Application for Graduate Admission must be filed with the UNO Office of Graduate Studies for students who:

- Desire a graduate degree or graduate certificate
- Desire graduate credit for renewal of a teaching certificate, or professional development
- Desire to transfer graduate credit to another university

Special Note: All students, except current junior and senior level students must complete a graduate application, or intercampus registration form for those students admitted to graduate programs at the other University of Nebraska campuses to receive graduate credit for any graduate level courses taken at UNO. Special permission is required for junior- or senior- level students to register for graduate courses.

How to Apply

- The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action . The online application will specify all of the required documentation for the specific program. Please review and complete the on-line application carefully. For more information about specific program admission requirements and processes, please see the specific program information at http://www.unomaha.edu/graduate/programs.php or contact the appropriate graduate program chair.

- 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, and students who have been previously admitted as graduate students at the University of Nebraska-Lincoln, the University of Nebraska at Kearney or the University of Nebraska Medical Center.

- Request official transcripts from EACH college or university (except UNO) attended be sent to the UNO Office of Graduate Studies. Hand carried, faxed or student submitted credentials are not acceptable.

- To be considered for admission in any given semester, all transcripts and supporting documentation must be submitted on or before the department deadlines.

- Please consult with the individual departments for exact deadline dates. 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 logging onto mavlink at https://mavlink.nebraska.edu/psp/mavlink/NBO/ENTP/h/NBO/ENTP/h/?tab=NBO_NVT_GUESTS and checking their "To Do List".
- 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.

Special Note: The application fee will be waived **once** for:

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

International Students must complete an International Graduate Application and submit all supporting documents to the Office of International Studies and Programs.

Students Applying to Graduate Certificate Programs will follow the same procedure as above with the following exceptions related to the application and fee requirement:

- Students pursuing a certificate program who later apply to a graduate degree program must complete a new application and submit all other required credentials. If the degree is within the same department(s)/school(s) as the certificate program no application fee will be charged. If the student applies for a graduate degree program after the certificate is completed, he/she must 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 however, the student must 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 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 documents.
- Students are only eligible for financial aid if they are in a degree seeking program as well. Readmission policy for certificate students-Same as current policy, except, you cannot be re-admitted to a certificate program once you have completed the certificate.

Students applying for a Second Master's Degree, Graduate Certificate or pursuing an Endorsement in an area other than the first completed program must complete a new graduate application and submit an application fee and other required documents.

Students applying for a Master's Degree with a Double Major can pursue their professional/scholastic goals by acquiring more knowledge of a second field than provided by the option of earning a minor, yet not requiring the student to complete a dual degree program (i.e., two master degrees in separate majors, typically 60+ hours). Students are allowed to pursue 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 only to the master of arts degree. One could not attain a double major in history and biology because these majors only lead to the master of arts and master of science degrees, respectively. To apply:

- Students will need to submit two separate applications and only one application fee. An email must then be sent to graduate@unomaha.edu, clearly specifying they are seeking a double major, which department/school is to consider the application first, and if

support from both of the departments/schools is being sought.

- 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 decision to recommend admission by one of the graduate committees does not affect the decision of the other. The criteria for admission 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 master 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 application fee to apply to another major.

Students who wish to pursue two graduate programs may only do so with special permission. 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 and every campus Dean for Graduate Studies through which the programs are administratively assigned. When there is an approved simultaneous matriculation, the same course credit will not be accepted for more than one degree without prior approval of every graduate committee and every campus Dean for Graduate Studies.

Students who wish to change programs, except non-degree students, must complete a new graduate application and submit with it a non-refundable graduate application fee. The decision as to whether students will be accepted shall be left to the graduate 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 below in any course work (undergraduate or graduate) for that semester.

All credentials received in connection with an application for admission to graduate studies at UNO become the property of UNO. Under no circumstances will these documents be duplicated, returned to the applicant or forwarded to any agency or other institution. 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.

program deadlines.

Doctoral and Masters Degree Programs

Listed below are all advanced degree programs offered at the University of Nebraska at Omaha and their deadline dates. These dates may change as determined by the departments/schools. To be considered for admission two official transcripts are required from each academic institution previously attended. Please note many programs have additional application requirements. Please contact the individual department for those requirements.

UNO offers dual degree programs in the following areas:

- Business Administration/Management Information System (MBA/MIS)
- Public Administration/Social Work (MPA/MSW)
- Management Information System/Public Administration (MIS/PA)
- Masters of Public Health/Masters of Social Work (MPH/MSW)

Program	Fall Deadline	Spring Deadline	Summer Deadline
Accounting	May 1	December 1	May 1
Athletic Training			February 1
Biology	February 15	October 15	February 15
Business Administration	July 1	November 1	April 1
Executive Master of Business Administration	Consult with department	N/A	N/A
Communication	March 1	October 1	N/A
Computer Science	July 1	November 15	March 1
Counseling	March 1	October 1	March 1
Criminology & Criminal Justice	MA/MS July 1 PhD February 1	December 15	May 1
Economics	July 1	December 15	April 15
Educational Administration	June 1 (Deadline dates apply to EdD and EdS applications. MS applications will be accepted monthly on a rolling basis.)	January 1	June 15
Elementary Education	July 1	December 1	May 1
English	August 1	December 15	April 15
Geography	July 1 (May if applying for assistantship)	December 1	May 1
Health, Physical Education & Recreation	July 1	December 1	May 1
History	July 20	November 15	April 15
Industrial/Organizational Psychology	January 5	N/A	N/A
Information Technology	February 15	September 15	N/A

Program	Fall Deadline	Spring Deadline	Summer Deadline
Language Teaching	April 15	November 15	April 15
Management Information Systems	July 1	December 1	April 1
Mathematics	July 1	December 1	May 1
Music	August 1	December 15	May 1
Political Science	March 15	November 1	N/A
Psychology-master, PhD	January 5	N/A	N/A
Public Administration	MPA June 1 PhD February 1 if applying for assistantship July 1 for others	October 1 (MPA only)	N/A
Reading	July 1	December 1	May 1
School Psychology	December 15	N/A	N/A
Secondary Education	July 1	December 1	May 1
Social Gerontology	July 1	December 1	May 1
Social Work	January 15	N/A	N/A
Sociology	May 1	December 1	N/A
Special Education	February 1	September 1	N/A
Speech-Language Pathology	February 1	September 1	N/A
Theatre	July 31	December 1	May 1
Urban Studies	July 1	N/A	N/A
Writing	February 15	July 15	N/A

Certificate Programs

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 coursework required for a second graduate certificate may consist of courses from a previous graduate certificate. All other policies regarding graduate programs will apply.

Program	Fall Deadline	Spring Deadline	Summer Deadline
Advanced Writing	August 1	December 1	April 15
Artificial Intelligence	July 1	December 1	April 1
Business for Bioscientist	July 1	November 1	N/A
Communication Networks	July 1	December 1	April 1
Early Childhood Auditory-Oral			
Program	Fall Deadline	Spring Deadline	Summer Deadline
Geographic Information Science	July 1	December 1	May 1
Gerontology	July 1	December 1	May 1
Global Information Operations			
Human Resources Training	July 1	December 1	N/A
Information Assurance	July 1	December 1	April 1
Instruction in Urban Schools	July 1	December 1	May 1
Instructional Technology	July 1	December 1	May 1
Project Management	July 1	December 1	April 1
Public Management	June 1	October 1	N/A
Software Engineering	July 1	December 1	April 1
Systems Analysis & Design	July 1	December 1	April 1
Systems and Architecture	July 1	December 1	April 1
Teaching English to Speakers of Other Languages	August 1	December 1	April 15
Technical Communication	August 1	December 1	April 15

The following programs available at the University of Nebraska at Omaha are administered by the University of Nebraska-Lincoln and require each student to apply directly to UNL for admission:

- Civil Engineering
- Engineering Mechanics

special admission 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) the International English Language Testing System (IELTS) or Pearson Test of English (PTE).

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 for the written TOEFL, 173 on the computer-based TOEFL, 61 on the internet-based TOEFL, 7 on the IELTS or a 44 on the PTE, with no exceptions to this policy. These requirements are in addition to any requirements established by the individual Graduate Program Committees.

required aptitude or 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 examinations, 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 from the GRE, GMAT or MAT. Admission requirements for each degree program are determined by the cognizant Graduate Program Committee. The following graduate programs require an official score on the

indicated standardized exam(s) prior to being considered for admission:

- Accounting – GMAT
- Biology – GRE General Aptitude required, Advanced subject GRE encouraged
- Business Administration – GMAT
- Computer Science – GRE
- Counseling – GRE General Aptitude or MAT, and other specialized test designated by the department
- Criminology/Criminal Justice, PhD – GRE General Aptitude
- Educational Administration – EdD program - GRE General Aptitude
- Executive MBA – GMAT, for exceptions see Executive MBA Admission standards http://cba.unomaha.edu/xmba/
- Geography - GRE General Aptitude(required if applying for an assistantship only)
- Health, Physical Education and Recreation - GRE General Aptitude for specific concentrations
- Management Information Systems – GMAT or GRE General Aptitude, for exceptions see MIS Admission Standards http://www.isqa.unomaha.edu/gpgm.htm
- Psychology - GRE General Aptitude and Advanced Psychology exam
- Public Administration - GRE General Aptitude
- Special Education and Speech-Language Pathology - GRE General Aptitude or MAT
- Theatre - GRE General Aptitude or MAT prior to second enrollment

Institutional Codes

- GRE - 6420
- GMAT - VWNW357
- MAT - 002554
- TOEFL – 6420

criteria for admission.

Those applicants who have earned or will have earned a bachelor's or master'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.

Special Note: Non-immigrant applicants must contact the Office of International Studies concerning the filing of required financial documents and obtaining the appropriate application. 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.

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.

- *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.
- *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.

- *Official scores on required aptitude or advanced knowledge examination(s)*.
- *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.
- *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.

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/schools 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 exceeds 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 to the availability of faculty and resources.

Special Note: 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.

immunization requirements.

To prevent the possibility of a measles epidemic throughout the UNO campus, all new students born on or after January 1, 1957 are required to:

1. Provide family documents or private physician records as proof of two (2) doses of the vaccine (MMR)
2. Submit the *University of Nebraska at Omaha Pre-Enrollment Health Requirement Document*

For forms and information, visit the Immunization Requirements website at http://studenthealth.unomaha.edu/preenrollment.php.

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/schools 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 exceeds 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.

readmission to graduate studies.

A student who has not been enrolled as a graduate student at UNO for 4 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 apply to the same certificate program once you been awarded the certificate.

categories of admission.

Unconditional Admission

Unconditional Admission status 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 a regionally accredited institution. Other qualifications might include, but are not limited to, academic foundation requirements, an interview, area of subject tests, advanced tests, a portfolio or performance, grade point average or letters of recommendation.

Provisional Admission

Provisional Admission status may be granted to students who have not met all of the conditions for unconditional admission but 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.

Unclassified admission

Unclassified admission is available in some departments/schools 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/school reviews these applications and the student may, in fact, be turned down for this category as with other categories of admission. International students on F1 visas, except graduate visiting students, are not eligible to enroll as unclassified students. Also,

students admitted as unclassified are not eligible for financial aid.

Special 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 enroll under the unclassified designation and subsequently decide they wish to pursue a graduate degree, must consult with their advisor 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.

Non-degree admission status

Non-degree admission status may be available for an individual with an undergraduate or graduate degree from a regionally accredited institution who is not seeking a graduate degree from UNO. 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. Because of limited class size and resources, certain academic units may limit the enrollment of 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.

Special Note: UNO does not allow intercampus registration for Non-Degree students. Students in this category are not eligible for financial aid. Advisors 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 status. A non-degree student desiring an exception to exceed the 12 hour limit must submit a written request and explanation to the graduate dean.

Admission to a degree program or to unclassified admission from non-degree status is not guaranteed. 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 graduate dean. 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.

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 may only do so if they request and receive permission in accordance with departmental/school graduate program policy to enroll as a non-degree student.

special permission to register for graduate credit.

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.

Intercampus Enrollment
Graduate Students within the University of Nebraska system who have been admitted to a graduate studies at another UN campus may register for graduate courses at UNO by using an Intercampus Registration Form, which can be found on-line at:
https://intercampus.nebraska.edu/pre_inter_campus.aspx.

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 it with a non-refundable application fee of $45. 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 reevaluate its admission decision, if the student receives a grade of C- or lower in any coursework (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 exception 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 an 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 to program to which they applied.

tuition and fees.

Tuition and fees are subject to change every academic year. Please visit the Cashiering and Student Accounts website at http://cashiering.unomaha.edu/tuition.php or contact them by phone at 402-554-2324.

Effective Fall 2008, students qualifying for the Metropolitan Advantage Program will be assessed 150% of the resident tuition rate. For more information on this program, please visit www.unomaha.edu/iowa.

Non-resident Distance Education Tuition is in addition to the resident rate and varies by college.

residence classification for tuition purposes.

For information on residency, visit http://www.unomaha.edu/graduate/prospective/resappl.php.

Who should apply for residence?

All applicants for admission to the University of Nebraska should be aware that recent arrivals to the state may be classified as residents for most intents and purposes and still be non-residents for tuition purposes under University of Nebraska Board of Regents residency policy (revised 1994). Therefore, when first applying for admission, all students who did not graduate from a Nebraska high school or who have not lived in Nebraska for a period of time long enough to determine resident status may be considered non-residents until evidence is shown of having completed all requirements for resident tuition.

A change in resident status for tuition purposes is not granted automatically. Students who have been classified as non-residents must submit Applications for Residence Classification and all applicable support documentation before resident status can be determined. A student applying for residence for any semester or term beginning with the Fall Semester 1995-1996 will be required to have established a home in Nebraska at least 12 months immediately preceding the term or semester for which residence status is sought. **Any individual who has moved to Nebraska primarily to enroll in a post-secondary institution in Nebraska will be considered a non-resident for tuition purposes for the duration of his/her attendance. Enrolling more than half-time (7 semester hours or more during one semester) for any term at a university, college or community college in Nebraska during the 12 months immediately preceding the term or semester for which residence status is sought, will be considered as strong evidence that an individual moved to Nebraska primarily to enroll in a post-secondary institution in Nebraska. The student would therefore be considered a non-resident for tuition purposes for the duration of his or her attendance at the University of Nebraska.**

A student applying for residency status **must be a U.S. citizen or have been granted permanent resident, asylee or refugee status by the Immigration and Naturalization Service, unless filing for residency based on spouse or dependent status. If the student is trying to qualify for residency by spouse or dependent status, the spouse or parent/guardian must be a U.S. citizen or have been granted permanent resident, asylee or refugee status by the Immigration and Naturalization Service.**

The University reserves the right to question and/or request a residency application and supporting documentation from any individual who wishes to be considered for resident tuition status.

How and when do you apply for residence?

Students who have been classified as non-residents but believe they qualify for resident status should review the various categories outlined in this document. After determining the appropriate category, each applicant should: (1) complete and submit an Application for Residence Classification, (2) provide photocopies of appropriate support documentation, and (3) apply within the published time period. (Note: Merely changing residence information on any other University form will not change your resident status.)

Applications for residence for a specific semester or summer session can be submitted to the Office of Admissions prior to the first day of classes for that period of enrollment. **The last day to qualify for residency for a specific term is the last day of the registration "add period." The last day to apply for residency (including the submitting of all supporting documentation) is the end of the third week of classes of the semester for which the tuition was charged.** For summer sessions, the application deadline is the end of the first week of classes.

All students must register and enroll in classes for the term in which residency is sought. Failure to register for the term for which residency is sought will result in the cancellation of the residency application.

Applications determined to be incomplete after the last day to apply will be voided. To apply for a subsequent semester or term, one must submit a new application and provide appropriate updated support documentation.

What regulations determine residence?

Students' rights to become residents for tuition purposes at the University of Nebraska are determined according to provisions of the Nebraska Revised Statutes (re issued 1987). In accordance with theses statutes, the University has been authorized to develop regulations and to make decisions regarding Nebraska residence for tuition purposes. These regulations proved the basis upon which the Director of Admission or the Director's designee determines whether students qualify as Nebraska residents for tuition purposes.

Individuals seeking to establish resident status for tuition purposes who are subject to the one (1) minimum requirement must be able to demonstrate that they have established homes in Nebraska at least one (1) year prior to the time they apply for resident status. Acceptable documentation for verifying the one (1) year residence period includes: (1) proof of home ownership, (2) apartment lease, and (3) canceled rent receipts/checks. Any other types of documentation must be approved by one of the University's residence officers. In addition to the one (1) year requirement, applicants will also be expected to obtain various other support documents (e.g.: a Nebraska driver's license, and checking or saving account with a Nebraska financial institution) and have held these documents for a reasonable period of time (usually at least one month). All twelve months of the residence period must be documented.

Individuals seeking residence for tuition purposes will be required to have their applications signed before a notary public attesting to the information of their statements. If it is subsequently determined that information on an application has been falsified, the applicant may be subject to disciplinary action by the University before the individual will be permitted to continue to enroll 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 reimbursement to the University for the difference between the tuition paid and the non-resident tuition rate.

According to policy, once an individual has been enrolled at the University or one of Nebraska's state colleges as a resident student, he or she will be afforded that privilege during the balance of that enrollment, **provided the individual has a current domicile in Nebraska.** Any subsequent enrollment as a resident would have to take place within two years of the last date of enrollment **(provided the individual has a current domicile in Nebraska at time of application).**

Is there an appeal process?

Individuals who believe they have incorrectly been denied residence for tuition purposes may appeal that decision through the Associate Vice Chancellor of Student Affairs.

Definition of terms

For the purpose of these regulations, the following definitions shall apply:

Resident Fees: The resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.

Non-resident Fees: The non-resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.

Legal Age: The age of majority (19 and older) set by Nebraska statute.

Emancipated Minor: An individual who, by virtue of marriage or financial status, has become independent of his or her parent(s) or guardian as defined by Nebraska statutes (for clarification contact the Office of Admissions).

Established Home: The place of abode in Nebraska that an individual continuously maintains a primary place of residence and where he/she is habitually present.

Legal Residence: The place of domicile or permanent abode as distinguished from temporary residence.

Dependent: A person who is claimed as a dependent or an exemption for federal income tax purposes by a parent, guardian or spouse.

Questions

The Application for Residence for Tuition Purposes can be found on-line at http://www.unomaha.edu/graduate/prospective/resappl.php

Please read all instructions and complete all information carefully. If you have questions about this application or for more information about the residence regulations, contact the appropriate office on your home campus. Your application for residence classification and all supporting documents should be sent to:

Office of Graduate Studies
6001 Dodge Street, EAB 203
Omaha, NE 68182-0209
(402) 554-2341 or
(800) 858-8648

assistantships and financial assistance.

Graduate Studies Awards, Scholarships and Waivers

Helen Hanson Outstanding Student Award
Graduate Thesis Scholarship
Dissertation Scholarship
Summer Graduate Scholarship
Phi Delta Gamma
Presidential Graduate Fellowship-masters & doctoral
Competitive Graduate Fellowship
Regents Tuition Waiver
Elton S. Carter
UNO Advantage Scholarship Program
Midwest Student Exchange Program (MSEP)

*Please visit the Office of Graduate Studies website at :
http://www.unomaha.edu/graduate/current.php?p=scholarships
for detailed information on submission deadlines, term of award, and awarded amount.*

We also fund the Rhoden Biological Fellowship in which BIOL/PSYC alternate among the departments in awarding. The annual fellowship is $12,000.00 and the summer fellowship is $4,000.00 of which we also cover tuition remission which is allocated through the graduate assistant budget.

Service to Students with Disabilities
Students with disabilities 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.

Funding for Graduate Student Travel

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 & Creative Activity and funding agencies exterior to the University can be obtained from the Office of Research & Creative Activity, 203 Eppley Administration Building. For travel support contact Nicole Kersten via email at nkersten@unomaha.edu

Writing Consult

The Writing Center promotes excellence in written communication by helping, in a variety of situations and sites, UNO writers become better readers, writers and critical thinkers. The Writing Center helps writers generate ideas on topic, focus ideas, create a clear thesis, organize content, enhance writing style, handle technical details, understand cultural differences and write for various disciplines. The Writing Center consists of English Department faculty, English Graduate Assistants, and one community volunteer. You can schedule half-hour or hour appointments up to two (2) appointments per week.

graduate assistantships.

Graduate Assistant Policy

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 or certificate program.

RECRUITMENT, SELECTION AND RENEWAL OF GRADUATE ASSISTANTS:

- Each graduate department/school or other departmental unit, as appropriate,
- shall establish its own procedure for graduate assistantships 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.

WORKLOAD:

- The workload 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/school or unit 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 workload (see course load below) 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 in each

of the fall and spring semesters, however graduate assistants working in the summer semester are not required to be concurrently enrolled.
- Graduate assistants may not register for more than 12 semester hours without the approval of both their supervisor and the Graduate Dean. The graduate assistantship will not pay for more than 12 semester hours in a semester.
- The six-hour minimum may be waived 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. For doctoral candidates, the six-hour minimum enrollment also may be waived with the approval of their supervisor and Graduate Dean, if all required course hours except dissertation have been completed. In either case, students still must register for one course.

DUTIES:

Duties assigned to graduate assistants should be directly related to and in support of graduate studies in their chosen field of study. Typical examples would be one or more of the following:

1. Teaching courses or discussion sections at the undergraduate level.
2. Instructing and supervising undergraduate level laboratories or tutorial sections.
3. Grading or otherwise evaluating performance of undergraduate students.
4. Collecting and/or processing research data for faculty members.
5. Preparing materials for laboratories or classroom presentations.

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 the 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/school director or unit director, 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.

LENGTHS OF APPOINTMENTS:

Assistantships may be awarded on an academic-calendar-or semester-by-semester basis.

FAQ regarding Graduate Assistantship

Q. WHAT IS A GRADUATE ASSISTANTSHIP?

A graduate assistantship is similar to part-time employment. The graduate assistant is hired, paid a salary (stipend), given a work schedule of no more than 20 hours, assigned responsibilities and receives graduate tuition remission.

Graduate assistants are assigned responsibilities which provide supervised educational experiences at the graduate level. Frequently, this means assistants either teach or participate in research projects.

Q. HOW DO I APPLY FOR AN ASSISTANTSHIP?

Contact the department/school/office you are interested in for any available positions and their application procedures.

You should check the Student Employment Services website for a listing of all university job openings. If you have any problems with the website, please contact Student Employment in Eppley Administration Building, Room 205.

Note that you must be admitted to a graduate degree or certificate program to be a graduate assistant; non-degree and unclassified students are ineligible.

Q. FOR WHAT DO I RECEIVE MONETARY COMPENSATION & WHEN DO I GET PAID?

Graduate Assistants are hired to work 20 hours per week (.33 FTE). On the last working day of the month, your paycheck will be electronically deposited directly into your bank.

Q. HOW MANY GRADUATE HOURS DO I NEED TO TAKE EACH SEMESTER?

Graduate assistants are required to carry a minimum of six graduate hours in each of the fall and spring semesters (please note that undergraduate deficiencies do not count toward this minimum requirement).

You must be aware that nine graduate hours is a full-time course load for graduate students and, in order to defer some student loans, you must register for nine graduate hours. Please check with the Office of Financial Aid regarding the details of your particular loan.

The minimum of six graduate credit hours may be waived if you are in your last semester and need less than six graduate credit hours to complete the requirements for graduation; however, you still must enroll in one graduate course. You will need to complete the "Student Social Security Tax Exemption Statement--Last Semester", which is available by contacting Nicole Kersten via email at nkersten@mail.unomaha.edu Once this form is completed, you may not be a graduate assistant again until you complete the degree and are admitted to a different graduate program.

The minimum of six graduate credit hours also may be waived for doctoral candidates, with the approval of their adviser and the Graduate Dean, if all required course hours except dissertation have been completed and the student will not be employed for more than 20 hours per week; however, you still must enroll in one graduate course. You will need to complete the "Student Social Security Tax Exemption Statement-Certification of Full-Time Graduate Status," which is available in the Office of Graduate Studies, Eppley Administration Bldg, Room 203.

Q. WHAT IS THE MAXIMUM NUMBER OF GRADUATE HOURS I CAN TAKE EACH SEMESTER?

Your assistantship will pay for a maximum of twelve (12) graduate hours a semester.

Q. CAN I REGISTER FOR AN UNDERGRADUATE COURSE AND HAVE THE TUITION PAID?

Yes, if the undergraduate course is required to fulfill a deficiency which is listed on your original admission letter/degree audit (automated plan of study).

If the undergraduate course is not listed as a deficiency in your original admission letter/degree audit (automated plan of study), your assistantship will not pay for the tuition.

Q. HOW MANY HOURS DOES A GRADUATE ASSISTANT HAVE TO TAKE IN THE SUMMER?

None.

* *You are allowed to take a maximum of twelve graduate hours.*

**If you are working as a graduate assistant during the summer & are not registered at least 1/2 time (5 hours), you will be required to pay Social Security taxes.*

Q. WILL MY ASSISTANTSHIP PAY THE TUITION FOR GRADUATE COURSES IN THE SUMMER?

Yes, if you were a graduate assistant for the preceding fall and spring semesters or are working as a graduate assistant during the summer.

If you were a graduate assistant for the spring semester only and will be one in the upcoming fall, you will be eligible for reimbursement for your summer graduate courses. You will not be reimbursed, however, until the last drop date for fall classes has passed. Please consult with the Office of Graduate Studies.

Q. HOW DO I PAY FOR CLASSES?

Once the necessary paperwork has been submitted to the Office of Graduate Studies by your department/school/office, Cashiering/Student Accounts will be notified of your assistantship. Your account will then be credited for the classes which are covered by your assistantship. Please be sure you pay the fees and any other charges not covered by your assistantship.

Q. WILL MY ASSISTANTSHIP PAY FOR GRADUATE COURSES TAKEN AT THE OTHER THREE UNIVERSITY OF NEBRASKA CAMPUSES (UNL, UNK, & UNMC)?

Yes, however, you will need to stop by the Office of Graduate Studies to obtain a tuition voucher before you go to another campus to register.

Q. WHAT HAPPENS IF I DROP A CLASS DURING THE SEMESTER OR RESIGN MY ASSISTANTSHIP?

The Office of Graduate Studies will send you a prorated bill from the date you dropped the class or resigned your assistantship. You will be placed on stop enrollment until the bill is paid.

Q. WHAT HAPPENS IF I DON'T START MY ASSISTANTSHIP AT THE BEGINNING OF THE SEMESTER?

Assistantships may be awarded on an academic-calendar-or semester-by-semester basis. Normally these appointments start at the beginning of a semester.

Q. MAY I HOLD ANOTHER JOB IN ADDITION TO MY ASSISTANTSHIP?

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 and therefore, discourages the practice of holding additional jobs which may interfere with satisfactory performance of assigned duties. With approval of your graduate program committee and the Dean for Graduate Studies, an additional assignment may be accepted if professionally relevant and if total FTE does not exceed .49.

(Federal law permits international students to work a maximum of 20 hours per week when they are in classes; therefore, international students working as graduate assistants are not allowed to hold any second appointments. Any exceptions to this rule would need prior approval by International Studies.)

Q. WHAT IF I BECOME SICK AND MISS WORK OR TAKE A VACATION?

Graduate assistants do not earn sick or vacation hours, please consult with your department/school/office concerning their policies.

Q. DO GRADUATE ASSISTANTS WORK WHEN OFFICES ARE OPEN BUT THE UNIVERSITY IS CLOSED FOR CLASSES?

Yes, generally, as the assistant is paid for 20 hours of work per week. You should check with your department/school/office regarding their policy.

Q. HOW LONG MAY I HOLD A GRADUATE ASSISTANTSHIP?

An assistantship may be awarded on an academic/calendar or semester by semester basis. Students working towards a master's degree may not hold an assistantship for more than four semesters. Educational Specialist students are limited to four semesters beyond the master's degree. Doctoral students are limited to six semesters beyond the master's degree. These appointments exclude summer sessions and assistantships may be extended on an individual basis upon written request of the Graduate Program Committee of the department and the approval of the Dean for Graduate Studies.

Q. WHERE DO I PARK MY CAR?

You will need to purchase a faculty/staff parking pass from Parking. Once you have a pass, you are able to park in any area designated faculty/staff.

Q. IS MONEY AVAILABLE FOR RESEARCH?

Students interested in research grant monies should contact the Office of Research and Creative Activity, at 402-554-2286 or via email at unosponpro@unomaha.edu.

Applying for Graduate Assistantships

Contact the department/school/office you are interested in for any available positions and their application procedures. You should check the Student Employment Services website for a listing of all university job openings. If you have any problems with the website, please contact Student Employment in Eppley Administration Building, Room 205. You must be admitted to a graduate degree or certificate program to be a graduate assistant; non-degree and unclassified students are ineligible.

registration and credits.

academic calendar.

For current information on the Academic Calendar, please visit http://www.ses.unomaha.edu/registrar/calendar1.php.

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/registrar/

designation of 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.

explanation of graduate credit course numbers.

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.

identification card – MavCard.

Upon your first registration at UNO, you must have your picture taken in MavCard Services for your MavCard (Student ID Card). This card is expected to last your entire time at UNO and should be carried at all times. Your MavCard serves as identification for services in the Library, Bookstore, HPER building and other places on campus. You may be required to show your MavCard before being served in any of these facilities. MavCards 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 MavCard Services in the Milo Bail Student Center. A $10.00 charge will be made for replacement cards.

Information about the UNO student identification card is available at http://mavcard.unomaha.edu/

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.

incomplete grades.

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 requisite 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.

repeating a graduate course.

A student, upon consent of his advisor, 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.

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.

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:

- 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;
- 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:
  o failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
  o failure to make timely progress toward the degree or certificate; and
  o failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.

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:

- 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;
- 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;
- 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;
- 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.

Unclassified and Non-degree Students

- For students with unclassified or non-degree admission, the above quality of work standards apply to course work

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taken, just as if all such courses were included in a graduate plan of study.

- A student will be automatically dismissed from all graduate standing or placed on probation should any of the above conditions occur.

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 Office of Graduate Studies and a copy distributed to every graduate student enrolled in the program.

Monitoring

- 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.
    - 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.
    - The Office of Graduate Studies 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 Office of Graduate Studies 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.

Student Responsibilities

- 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.
- It is the student's responsibility to know when his or her previous course work has failed to meet those standards.
- 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.

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.

prep week.

The last week of regularly scheduled classes during fall and spring semesters is designated as Prep 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 Prep Week may be due during this period.

requirements applicable to master's, ed.s., and certificate programs.

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 advisor, graduate program committee chair, and Dean for Graduate Studies by completing the **Change in Plan of Study form**. Upon approval, the student and department/school will be notified.

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.

Plan of Study Report

The plan of study/degree audit report outlines the requirements to complete the degree program at UNO. The summary of credit towards graduation includes any credit completed at UNO as well as any approved transfer credit which applies to requirements for the degree. Listed below are important things to keep in mind as you progress with your degree program:

- Graduate Students should meet regularly with their advisors or with other departmentally/school approved advisors.
  - Review the standard degree/certificate plan. Submit to Graduate Studies (EAB 203) any deviations on the Change in Plan of Study form with appropriate signatures.
  - Concentrations and Minors: If including a concentration or minor in your degree/certificate program, a Change in Plan of Study form must be submitted indicating this. If your degree/certificate program includes a thesis, non-thesis, or project option, you will need to select which option you are pursuing using this same form.
  - Please note, provisions of admission are included in the plan of study report.
  - Transfer Credits: Up to one-third of the course work required for the degree/certificate may be accepted from a regionally

accredited institution, other than the University of Nebraska. All transfer credit must have a grade of "B" (3.0) or better and be approved by the Dean for Graduate Studies on the Change in Plan of Study form.

o Graduate course requirement: At least one-half of the graduate course work required for the degree/certificate program must be restricted to graduate students only (8--0 or 9--0). This is checked through the automated system.

- If completing a thesis, or thesis-equivalent project, EdS field project, or dissertation: Refer to the Guidelines for Preparing Theses, Thesis-Equivalent Projects, EdS Field Projects, or Dissertations for information pertaining to approval of a supervisory committee, proposal approval, formatting, and deadlines.

- Grade point average: Students must maintain an overall GPA of "B" (3.0) in all graduate course work taken as a part of their degree/certificate. Grades of "C-" or below result in dismissal from Graduate Studies and may not be used on a graduate plan of study. If you re-register for a course to improve your grade, you must work with the Registrar's Office to note this on your transcript.

- Time Limit: The degree/certificate program must be completed within ten consecutive years. This is checked through the automated system.

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 masters and Ed.S. degrees must be completed within ten consecutive calendar years. Course work which would be over 10 years old (30 consecutive terms) 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 advisor. If such an examination is given, it should be given at a date arranged at the convenience of both the student and the minor advisor, 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
- Medieval/Renaissance Studies

- Music
- Native American Studies
- Philosophy
- Physics
- Political Science
- Religious Studies
- 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.

transfer of graduate credit.

Approval of transfer of graduate credit for course work taken at another regionally 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.

double major, dual degree program and second master's degree.

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.

Masters Degree with a Double Major

The professional/scholastic goals of some master's 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.

- Students will need to submit two separate applications and only one application fee. An email must then be sent to graduate@unomaha.edu, clearly specifying they are seeking a double major, which department/school is to consider the application first, and if support from both of the departments/schools is being sought.
- 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:

- 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
- two thesis may be written or
- 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 masters degree program, and upon acceptance, complete all requirements of a full independent 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).

requirements applicable to doctoral programs.

supervisory committee.

In order to assure that students are under careful advisement and mentoring throughout their careers, a **Supervisory Committee is established before a doctoral student begins the last 45 credit hours of their program of study**. The supervisory 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 demonstrated ability in the fundamental subject matter of his/her major field and professional promise.

The supervisory committee consists at least four Graduate Faculty members, 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 requirement of four Graduate Faculty members, other eligible persons may be recommended by the Graduate Program Committee for appointment by the Dean to the supervisory committee, provided at least two-thirds of the membership of each committee is Graduate Faculty.

Changes to the Supervisory Committee
Any changes to the supervisory committee after the initial approval must be submitted using a new Supervisory Committee form and submitting to the Office of Graduate Studies for approval by the Dean for Graduate Studies.

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 as follows:

- 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 Dean for Graduate Studies. A second co-chair must be appointed who is a resident Graduate Faculty member.
- If the student has not yet achieved Candidacy, a new chair of the supervisory committee who is a resident Graduate Faculty member must be appointed immediately, with the concurrence of the departmental/school Graduate Program Committee and the 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 member. 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 Program Committee and the Dean for Graduate Studies.

program of study.

Within the same semester 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 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 by the Dean for Graduate Studies. Any subsequent change in the program is approved by the supervisory committee and the Dean for Graduate Studies.

The minimum amount of graduate credit for the PhD is 90 semester hours, including a dissertation. The PhD dissertation will normally account for 20 semester hours; however, the Information Technology dissertation requires a minimum of 24 semester hours. The minimum number of graduate credit for the EdD is 96

semester hours including the dissertation which normally accounts for 12 semester hours.

residency.

A residency requirement has been established for the purpose of ensuring the doctoral program be reasonably compact, continuous, and coherent; and that a substantial portion be in fact done at and under the close supervision of the university. The residency requirement is part of the student's approved program.
In exceptional circumstances, where it is clear the purpose of residency being 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 requirement.

Requirements for PhD in Criminal Justice and 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 PhD 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 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 PhD 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 he/she take at least 12 of these after receiving the master's degree or its equivalent.

- Not more than one-third of the work for residency or nine credit hours may be taken during the summer sessions.

Requirements for the Phd in Public Administration and EdD degree

- The residency requirement for doctoral students in Educational Administration and Public Administration is 24 hours in 24 consecutive months. The supervisory committee may determine how many of the required residency hours may be taken during the summer sessions.

time limit for completion of degree.

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 PhD or EdD degree is ten years from the time of filing the student's program of study in the Office of Graduate Studies, individual programs may have other deadlines for completion. 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.

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 a reason for leaving and the expected date of return to the University. If approval is granted, the time limits on the granting of the 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 the leave of absence.

comprehensive examination.

PhD

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 by submitting the Application for Candidacy. Should the student fail the comprehensive examination or a part thereof, during the following academic term upon specific recommendation by the supervisory committee.

EdD

When the applicant's program of courses is substantially completed, comprehensive examinations cover 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.

admission to candidacy.

When the doctoral 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. This report must be filed at least *seven months* prior to the final oral 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 PhD or EdD degree. Students not in residence may register for a minimum of one semester credit in dissertation. Failure to register during each academic year semester will result in termination of Candidacy.

final examination.

The final examination is oral. It is given by the supervisory committee after the Candidate's studies have been completed and the dissertation has been 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 and readers of the dissertation must have seen and approved the completed dissertation 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 by using the Report on Completion of Degree form.
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 only if one examiner dissents. However, in each case, the dissenting member of the committee will be expected to file a letter of explanation to the Office of Graduate Studies.

dissertation.

Information regarding the dissertation can be found at http://www.unomaha.edu/graduate/thesis.php.

commencement &/or graduation procedures and timelines.

As you prepare to graduate from UNO, there are several things you should know. Please check with the Office of Graduate Studies for specific deadlines, and review the following information and checklist. Please be aware of all relevant deadlines.

UNO students have the opportunity to graduate in May, August, or December and the choice of participating in one of two commencement ceremonies held annually in May and December. Students graduating in May are eligible to participate in the May commencement ceremony, while students graduating in August and December are eligible to participate in the December commencement ceremony. You do not have to participate in a commencement ceremony in order to graduate from your degree program

Application for degree deadlines are in the academic calendar.

- You must complete an **Application for Degree** during the semester in which you plan to graduate. Log onto mavlink and fill out the application on or before the deadline.
- There is a $35.00 **Application for Degree Fee** payable at the time the application is submitted.
- After applying for your degree, you should visit the **UNO Bookstore** as soon as possible to order your cap and gown (if you plant to participate in commencement) and graduation announcements. Deadlines to order various items will differ depending on the ceremony in which you plan to participate. Please contact the Bookstore at (402) 554-2336 with any questions.
- Students have **15 working days** *after the commencement ceremony, (or 15 working days after the final day of the summer semester, in the case of August graduation) to complete all degree requirements that they are currently enrolled in for that semester*. Diplomas will be mailed as soon

as possible after the 15 working days have passed. Please be sure all holds are cleared and that the address listed on the degree application is correct as this is where your diploma will be mailed.
- Please contact the Registrar's Office, (402) 554-2314, with additional questions.

checklist for graduation.

- Apply for the degree through mavlink on or before the deadline. Information can be found at http://www.ses.unomaha.edu/registrar/graduate.php

	Fall 2011	**Spring 2012**	**Summer 2012**
Last day for filing an application for degree to be conferred	October 14	March 2	July 6
Last day to submit comprehensive examination results, all incomplete grades from previous terms, and final copies of thesis, thesis-equivalent projects, Eds field projects and dissertations	December 1	April 19	August 10

- If you apply for graduation and will not complete all of the requirements for the degree, please notify the Office of Graduate Studies. You must REAPPLY to graduate in a future term; no additional fee is charged.
- Order a cap, gown, and hood from the UNO Bookstore. Contact the Bookstore at (402) 554-2336 for deadlines.

- The following requirements must be in the Office of Graduate Studies 12 working days prior to commencement:
    - Comprehensive Examination Results. (Contact individual Departments/Schools for procedures to take the exams).
    - All incomplete grades from previous terms must be completed and the grades submitted to the Office of Graduate Studies.
    - Submit thesis, thesis-equivalent project or EdS field project.
    - Your graduation file must be in complete order with the exception of grades for current enrollments. Final responsibility rests with you, the graduate student, to check with your advisor and the Office of Graduate Studies to be sure all requirements are met.

        NOTE: If the above items are not completed by this date, students will NOT be allowed to participate in the commencement ceremony

- Pay all fees and fines and satisfy all obligations to the University.
- If you are currently enrolled in courses which are a part of your plan of study, you must maintain enrollment 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 15th day following the date of commencement.

Part II:
master's & ed.s. programs

master's & ed.s. programs

accounting

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 150-hour undergraduate-graduate option that requires UNO undergraduate accounting majors to apply to the MAcc program before they achieve senior status. 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. An important benefit of the 150 hour program is it allows the student to earn their undergraduate degree (BSAD) and their MAcc degree in a combined total of 150 credit hours (six hours less than the standard requirements for non-articulated programs). By applying early the student will be able to take six hours of upper-division accounting courses as graduate courses and receive credit for both their BSAD and MAcc degrees. Given that most public accounting firms require 150 credit hours (so their new hires are CPA exam eligible) our dual program offers the most efficient way for students to prepare for licensure and have the courses they need to be competitive in today's market.

The second track is for graduates of accredited undergraduate institutions who wish to earn a Master's degree in accounting. The first stage of this track (the foundation courses) of the MAcc program contains sufficient undergraduate accounting preparation to pursue graduate education. These courses will 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 advisor, electives are selected to meet a student's specific career goals.

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action .

Regardless of which track is chosen, there are two paths to admission to the Masters of Accounting program. Students who have completed a minimum of nine credit hours of upper-division accounting from an AACSB-accredited College of Business with a GPA in the completed hours of 3.33, and who have either earned an undergraduate degree or are currently enrolled in an undergraduate program with an overall GPA of 3.33, may be admitted provisionally. Provisionally

admitted students must earn a minimum grade of "B" (3.0 on a 4.0 scale) on all courses taken to satisfy their provisional requirements, and must maintain a 3.0 overall GPA. Students admitted on this path are exempt from the GMAT requirement.

The second path to admission requires the student to take the GMAT and earn a minimum score of 550. The student must score in at least the 26th percentile on the verbal section and the 35th percentile on the quantitative section of the GMAT. For students seeking admission on the basis of their GMAT score we also require a minimum GPA of 3.0 in their undergraduate program. If the applicant's undergraduate degree is in Accounting then we further require a 3.0 minimum overall upper-division Accounting GPA. Students with a GPA less than 3.0 may petition for admission after they have submitted a satisfactory GMAT score. Generally, we apply a formula (200 * undergraduate GPA) + GMAT (minimum score of 550) must be greater than or equal to 1,170.

- The Application for Graduate Admission must be completed online at https://admit.nebraska.edu/applyUNO/login.action
- Official copies of all transcripts must be submitted prior to admission to the program

International students must provide statements of financial independence, and evidence of ability to speak and write the English language; i.e., a minimum of 600 on the paper-based TOEFL (250 in computer-based; 100 if Internet-based). The baccalaureate degree must have been received from a properly-accredited institution.

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.

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 select one of:
    o BSAD 3100 Management Information Systems [I]
    o CIST 3100 Organizations, Application & Technology [I]
- ACCT 4080 Principles of Auditing
- BSAD 3160 Managerial Statistics for Business
- BSAD 8180 Analytical Foundations of Economics OR BOTH:
    o ECON 2220 Principles of Macro Economics
    o 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 properly accredited four-year institution are considered as sufficient preparation. Otherwise, the student must complete the foundation requirements earning a "B" or better prior to enrolling in a graduate course.

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, 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 petition. 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; 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 requirement for retaken courses may in fact be higher than "B" [3.0]). Students not achieving the probationary or reinstatement conditions will be automatically dismissed.

Internships

Students in the 152-hour MACC program are encouraged to apply for full- or part-time internships. Internships for International students may be available, see the Director of the MACC program for details. 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.

Master of Accounting Degree Requirements
Required Core Courses - 15 hours
Select any five of the following:

- ACCT 8210 Financial Accounting Theory
- ACCT 8220 Federal Estate and Gift Taxation
- ACCT 8230 Strategic and Operational Planning and Control
- ACCT 8250 Seminar in Accounting [2]
- ACCT 8260 Federal Tax Research and Planning
- ACCT 8900 Independent Research [3]
- ACCT 8910 Special Topics in Accounting

Note: If ACCT 8900 is not taken as a part of the program, a comprehensive final examination will be required. See the MACC advisor for details.

Contemporary Business Environment - 9 hours
Required Courses [4]

- BSAD 8010 Legal, Ethical and Social Environment
- BSAD 8400 Marketing Policies
- BSAD 8500 Financial Management

Electives - 12 hours [5]
In consultation with the MACC advisor, twelve (12) hours of additional graduate work must be selected. These graduate courses can be taken in any area the student desires. Students may select a minor in an area of interest. A minor usually requires nine (9) graduate hours (no 8--6 courses) and the permission of the minor department/school.

Other Requirements

- A maximum of nine (9) hours of "8--6" (cross-listed) courses may be included in a graduate program of study.
- Students also are subject to all policies and procedures of the Graduate College.
- A student may elect to write a thesis for 6 credit hours in lieu of 3 elective hours and ACCT 8900.

Footnotes:

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

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

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

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

v. 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 the MACC program, assuming that a student has not already taken 9 hours of 8--6 courses.

athletic training

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action .

Athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. Students who want to become Certified Athletic Trainers (ATC) must earn a degree from an accredited athletic training curriculum.

Prerequisite coursework (completed prior to admission, or completed for undergraduate credit at UNO by petition)

- PE 1800 Fitness for Living
- PE 2880 Physiology and Anatomy
- PE 4010 Lab Methods in Exercise Science
- PE 4630 Biomechanics
- PE 4940 Physiology of Exercise
- HPER 3090 Applied 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, 213(CBT) or a 53(PTE) or higher.

Requirements (36 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 8966 Topics in Sports Medicine
- PE 8910 Internship in Exercise Science

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://coe.unomaha.edu/hper or call (402) 554-2670.

biology

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action .

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 and quantitative) of 1000 and a minimum analytical writing score of 3.5 is required on the General Test. Applicants for whom English is not the language of nurture should have a minimum TOEFL of 550 (213 if computer-based; 95 if internet-based) or IELTS of 7.0 or Pearson Test of English of 65, and if applying for financial support as a Graduate Assistant should take the internet-based TOEFL or the IELTS or the Pearson Test of English (see Financial Support section below). 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 or standardized test scores may provide written evidence of experience or potential to perform outstanding graduate work and petition the department for provisional admission as long as their Biology GPA is above the 2.7 minimum set

by the Graduate College. 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. Questions about requirements for admission should be directed to the Department of Biology.

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. 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 Graduate Faculty of the Department of Biology.
The deadline for the receipt of all application materials is: February 15 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 and present a biology seminar at an open meeting of the faculty and students.

Financial Support

The Department of Biology annually awards 17 graduate teaching assistantships. New applicants should submit an application by February 15 for the fall semester and October 15 for the spring semester. Applications may be downloaded from Biology Graduate Program website (http://www.unomaha.edu/biology/grad.php#financialaid). For information regarding stipend go to Graduate Assistant Policies. The teaching assistantships require 20 hours per week of teaching and/or other assignments. The internet-based TOEFL or the IELTS or the Pearson Test of English is required for all Graduate Assistant applicants for whom English is not the language of nuture.

business administration (MBA)

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:

UNO MBA Themes:

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

Admission Requirements

(Deadline dates: FALL - July 1, SPRING - November 1, SUMMER - April 1)

- ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action***
- current resume detailing work experience
- official copies of all transcripts and
- results of the Graduate Management Admission Test (GMAT) prior to admission to the program

Unconditional Admission

May be granted to a student whose record includes at least the following:

1. 2.85 Junior/Senior GPA, and
2. 500 GMAT (minimum 20th percentile for both the verbal and quantitative portions required)
3. Resume (Employment & Educational history)

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.) scale) or above.

Provisional Admission

Students who do not meet the conditions for Unconditional Admission and who present either a minimum Junior/Senior GPA of 2.75 or a minimum GMAT of 470 may be considered for Provisional Admission status. The Graduate Program Council (GPC) will evaluate the files of all applicants being considered for Provisional Admission. Candidates being considered for admission on this basis will receive notification of the outcome by August 1and December 1 for the Fall and Spring semesters, respectively.

There is no guarantee admission will be granted simply because the minimum score(s) required for Provisional Admission have been achieved. Typically, only one in four (25%) of the candidates considered for Provisional Admission are admitted to the MBA program.

To be considered for Provisional Admission by GPC, the following additional documentation is required:

1. A written statement/letter that: (a) highlights unique personal qualities/life experiences that distinguish them from other candidates; and (b) addresses why the student's GPA or GMAT fail to meet the standard for Unconditional Admission.
2. Three (3) letters of recommendation on official letterhead from individuals who can evaluate their professional and/or academic achievements.

If granted Provisional admission, the student must earn minimum "B" (3.0 on a 4.0 scale) grades in each of the first four MBA courses completed. Students not meeting this standard are subject to dismissal.

Ineligible for Admission

Admission will not be considered for any student whose record does not include at least a 2.75 Junior/Senior GPA or 470 GMAT.

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 Advisor, 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 MBA advisor 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.

Graduate Minor in Business Administration

Graduate students may complete a graduate minor in Business Administration. The minor requires the approval of the MBA Advisor, 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., 8--0), 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 : http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php.

Master of Business Administration 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 a four-year institution

College Algebra

MATH 1320 or two semesters of college algebra at the undergraduate level

English

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 with a minimum B (3.0 on a 4.0 scale) grade. 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 hours**
- **Electives 9 hours**

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. A maximum of nine (9) hours of dual-level (graduate/undergraduate) electives may be included in the plan of study for an MBA degree.

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 6 hour thesis 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, and the business case 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 Courses

- BSAD 8060 Essential Management Skills (3) (This is the first graduate-level course MBA students have 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)

Full list of MBA Elective Courses

Each student is required to complete 9 hours of electives. Not all elective courses are offered each semester. Elective courses provide students with the opportunity to broaden their program of study or to emphasize a particular area of business, if desired.

MBA policy limits the number of dual-level (8--6) electives to a maximum of 6 credits which may be applied to the MBA program as electives.

MBA policy limits the number of Special Topics/Special Studies (BSAD 8910/8916) electives to a maximum of 6 credits which may be applied to the MBA program as electives.

Electives may be chosen from MBA, master's level Accounting and Economics, as well as courses in other departments as listed below.

Accounting Electives

- ACCT 8016 Advanced Financial Accounting
- ACCT 8036 Tax Issues for Decision Making
- ACCT 8046 Advanced Federal Income Taxation
- ACCT 8066 Advanced Managerial Accounting
- ACCT 8076 Governmental/Nonprofit Accounting & Auditing
- ACCT 8096 Advanced Auditing
- ACCT 8210 Financial Accounting Theory

- ACCT 8220 Federal Estate and Gift Taxation
- ACCT 8230 Strategic & Operational Planning & Control
- ACCT 8240 Professional Problems
- ACCT 8250 Seminar in Accounting
- ACCT 8260 Federal Tax Research & Planning
- ACCT 8270 E-Business & the Accounting Profession
- ACCT 8900 Independent Research
- ACCT 8910 Special Topics in Accounting

Business Administration Electives

- BSAD 8000 Quantitative Analysis
- BSAD 8020 Environmental Economics & Management
- BSAD 8026 Research Methods in Economics & Business
- BSAD 8040 Applied Quantitative Analysis
- BSAD 8050 Business Conditions Analysis
- BSAD 8070 Applied Multivariate Statistics
- BSAD 8080 Business Forecasting
- BSAD 8096 Principles of Collaboration
- BSAD 8300 Organization Theory and Design
- BSAD 8320 Seminar in Human Resource Management
- BSAD 8326 Sales Management
- BSAD 8340 International Business Study Abroad
- BSAD 8350 Seminar in Management
- BSAD 8366 E-Marketing
- BSAD 8426 Business Demographics
- BSAD 8430 Strategic Brand Management
- BSAD 8450 Seminar in Marketing
- BSAD 8510 Security Analysis
- BSAD 8520 Seminar in Investment Management
- BSAD 8530 Banking & Financial Markets
- BSAD 8540 Multinational Financial Management
- BSAD 8550 Seminar in Finance
- BSAD 8566 State and Local Finance
- BSAD 8596 Risk Management for Business Managers
- BSAD 8600 Real Estate and Land Use Theory
- BSAD 8606 Financial Risk Management

- BSAD 8610 Current Problems in Real Estate
- BSAD 8620 Valuation of Intellectual Property
- BSAD 8706 Economics of E-Business
- BSAD 8736 Economics of Entrepreneurship
- 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 8916 Special Studies in Business

Economics Electives

- ECON 8010 Seminar: Public Finance
- ECON 8160 Seminar in Labor Economics
- ECON 8200 Seminar in Micro Theory
- ECON 8216 Industrial Organization
- ECON 8220 Seminar in Macro Theory
- ECON 8266 History of Economic Thought
- ECON 8296 Research Methods in Economics & Business
- ECON 8300 Econometrics
- ECON 8306 Quantitative Applications in Economics & Business
- ECON 8326 Natural Resource Economics
- ECON 8346 Economics of Technology
- ECON 8450 Seminar in Money & Banking
- ECON 8456 Monetary Theory & Policy
- ECON 8600 Health Economics
- ECON 8616 International Trade
- ECON 8626 International Monetary Economics
- ECON 8650 Seminar in International Economics
- ECON 8666 International Economic Development
- ECON 8706 Economics of E-Business
- ECON 8736 Economics of Entrepreneurship
- ECON 8850 Seminar in Urban Economics
- ECON 8870 Seminar in Regional Economics
- ECON 8916 Special Topics in Economics

Health Education Electives

- HED 8600 Health Behavior

- HED 8750 Instruction and Evaluation
- HED 8950 Public Health Leadership & Advocacy

Information Systems and Quantitative Analysis Electives

- ISQA 8106 Information Systems Architecture and Organization
- ISQA 8110 Structured Software Design
- ISQA 8156 Advanced Statistical Methods for IS&T
- ISQA 8160 Applied Distribution Free Statistics
- ISQA 8186 Electronic Commerce
- ISQA 8196 Process Re-engineering with Information Technology
- ISQA 8206 Information and Data Quality
- ISQA 8210 Software Project Management
- ISQA 8220 Systems Analysis and Design
- ISQA 8230 Telecommunications Management
- ISQA 8250 Facilitation of Collaborative Problem Solving
- ISQA 8310 Data Communications
- ISQA 8340 Applied Regression Analysis
- ISQA 8380 Managing the Dist Computer Environment
- ISQA 8400 Clinical Systems Architecture & Function
- ISQA 8410 Database Management
- ISQA 8420 Managing the IS Function
- ISQA 8525 Graphical User Interface
- ISQA 8530 E-Commerce Security
- ISQA 8546 Computer Security Management
- ISQA 8560 Information Warfare & Security
- ISQA 8570 Information Security Policy & Ethics
- ISQA 8580 Security Risk Management & Assessment
- ISQA 8596 IT Audit and Control
- ISQA 8700 Data Warehousing: Theory & Practice
- ISQA 8736 Decision Support Systems
- ISQA 8810 Information Technology Project
- ISQA 8820 Project Risk Management
- ISQA 9120 Applied Experimental Design & Analysis

- ISQA 9130 Applied Multivariate Analysis

Engineering Electives

- AE 8050 Sustainable Building Design
- CIVE 898 Engineering Sustainability
- CONE 850 Sustainable Construction

Public Administration Electives

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- PA 8760 US Health Care Systems-Overview
- PA 8896 Environmental Policy & Management

Psychology Electives

- PSYC 8316 Psychological & Educational Testing
- PSYC 8636 Organizational Psychology
- PSYC 8646 Personnel Psychology
- PSYC 9030 Topical Seminar in Industrial/Organizational Psychology
- PSYC 9320 Seminar in Program Evaluation
- PSYC 9620 Industrial Training & Organizational Development
- PSYC 9630 Leadership Theories & Research
- PSYC 9660 Criterion Development & Performance Appraisal

Speech & Communication Electives

SPCH 8156 Communication Training & Dev Skills
- SPCH 8166 Communication for Instructional Settings
- SPCH 8176 Organizational Communication
- SPCH 8186 Comm Leadership & Power in Organizations
- SPCH 8516 Persuasion
- SPCH 8536 Intercultural Communication
- SPCH 8556 Nonverbal Communication
- SPCH 8566 Communication, Teamwork & Facilitation
- COMM 8180 Topics in Industrial/Organizational Psychology

Geography Electives

- GEOG 8016 Conservation of Natural Resources
- GEOG 8130 Seminar in Economic Geography

Gerontology Electives

- GERO 8516 Long Term Care Administration

Political Science Electives

- PSCI 8250 Seminar in Global Politics **OR**
- PSCI 8705 Middle East Politics

Biology Electives

- BIOL 8616 Environmental Monitoring & Assessment
- BIOL 8826 Intro to Environmental law & Regulations

Academic Performance

In addition to the Quality of Work Standards established by the Graduate College, 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) and Graduate Dean.

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, 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 E-BRUNO file, where the most recent grade replaces the grade received in the previous attempt.

Student Responsibilities

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

Each student also should consult with the MBA advisor 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.

Master of Business Administration Concentrations

A graduate student enrolled in the MBA program may submit a Change in Plan of Study form 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 Collaboration Science, Electronic

Business, Health Care Management, Human Resources Management, International Business, Investment Science, Risk Management or Sustainability.

Concentration in Collaboration Science

A concentration in Collaboration Science shall include 9 credit-hours. Collaboration Science is the study of individual, group, organizational and societal factors affecting groups of people working together towards a shared goal.

> *In order to complete the 9 credit-hour MBA concentration in Collaboration Science, students would be required to complete one required course:*

- BSAD 8096 - Principles of Collaboration

> *and would be required to complete TWO of the following courses:*

- ISQA 8250 - Facilitation of Collaborative Problem Solving
- SPCH 8566 - Communication, Teamwork, & Facilitation
- SPCH 8196 - Computer-Mediated Communication
- SPCH 8806 - Conflict Mediation

Concentration in Electronic Business

Graduate students enrolled in the MBA program may submit a Change in Plan of Study form 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 the list of approved MBA electives. This list includes:

- BSAD 8916 Special Topics: marketing in a High Tech Environment
- ECON 8346 Economics of Technology
- ISQA 8310 Data Communications
- ISQA 8186 Electronic Commerce
- ISQA 8525 Graphical User Interface
- ISQA 8530 E-Commerce Security

- ISQA 8570 Information Security Policy & Ethics

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 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 nine hours of dual-level courses numbered (8--6). Ordinarily a comprehensive exam will not be required for the CE-Business concentration.

Concentration in Health Care Management

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:

- ECON 8600 Health Economics
- GERO 8516 Long Term Care Administration
- HED 8956 Public Health Leadership & Advocacy
- HED 8600 Health Behavior
- ISQA 8400 Clinical Systems Architecture & Function
- ISQA 8570 Information Security Policy & Ethics
- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- PA 8760 US Health Care System: Overview
- PSM 825 Health Care Ethics (UNMC)

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

Concentration in Human Resource Management

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:

- 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

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 nine hours of dual-level courses numbered 8-

-6. Ordinarily a comprehensive exam will not be required for the HRM concentration.

Concentration in International Business

Graduate students enrolled in the MBA program may submit a Change in Plan of Study form 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 and may be selected from the list of approved MBA electives. This list includes:

- BSAD 8340 International Business Study Abroad
- BSAD 8540 Multinational Financial Management
- BSAD 8620 Valuation of Intellectual Property
- ECON 8616 International Trade
- ECON 8626 International Monetary Economics
- ECON 8666 International Economic Development
- GEOG 8130 Seminar in Economic Geography
- PSCI 8250 Seminar in Global Politics
- SPCH 8536 Intercultural Communication

  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

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

Concentration in Investment Science

A concentration in Investment Science shall include at least nine (9) credit hours. CIS courses must be selected from at least two different departments and may be selected from the list of approved MBA electives. The list includes:

Select two courses from the following list:

- BSAD 8510 - Security Analysis
- BSAD 8550 - Seminar: Fixed Income Management
- BSAD 8606 – Financial Risk Management

Select one course from the following list:

- ECON 8230 - Business Conditions Analysis
- ECON 8300 - Econometrics
- ECON 8310/BSAD 8080 - Business Forecasting
- ECON 8456 - Monetary Theory and Policy

Concentration in Risk Management

A concentration in Risk Management shall include at least nine (9) credit hours. CRM courses must be selected from at least two different departments and may be selected from the list of approved MBA electives. The list includes:
Select two courses from the following list:

- BSAD 8520 - Seminar Investment Management
- BSAD 8550 - Seminar: Fixed Income Management
- BSAD 8596 - Risk Management
- BSAD 8606 - Financial Risk Management

Select one course from the following list:

- ACCT 8210 - Financial Accounting Theory
- ACCT 8230 - Strategic and Operational Planning and Control

Concentration in Sustainability

Graduate students enrolled in the MBA program may submit a Change in Plan of Study form that includes a concentration. A concentration shall include at least nine (9) credit hours. BSAD 8020 - Environmental Economics and Management is required and the two remaining courses must be selected from at least two different academic departments within CBA and may be selected from the list of approved MBA electives. This list includes:

Select two (2) from below:

- BIOL 8616 Environ Monitoring & Assessment
- BIOL 8826 Intro to Environ Law & Regulations
- GEOG 8016 Conservation of Natural Resources
- GEOG 8130 Seminar in Economic Geography
- AE 8050 Sustainable Building Design
- CIVE 898 Engineering Sustainability
- CONE 850 Sustainable Construction
- PA 8896 Leadership for Sustainability
- ENV 840 Climate Change, Sustainability & Public Health (UNMC)

executive business administration (EMBA)

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

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 US 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 US university or college or who have 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:

- BSAD 8240 Leadership Development (2)
- BSAD 8260 Accounting Theory and Practice (2)
- BSAD 8280 HR Management/Change Management (4)
- BSAD 8360 Financial Management for Executives (3)
- BSAD 8370 Legal and Ethical Considerations in Business (3)
- BSAD 8380 Quality(2)
- BSAD 8460 Management and Organization Theory (3)
- BSAD 8480 Applications in Economics (3)
- BSAD 8490 Information Technology (2)
- BSAD 8560 Marketing Strategies (3)
- BSAD 8570 Administrative Policy and Strategy (3)
- BSAD 8580 Global Management (International Business and Economics) (3)
- BSAD 8590 Seminar in Business Administration (3)
- BSAD 8900 Electives: Current Business Issues, Opportunities, and Challenges (6)

For more information...

Please call (402) 554-2448.

communication

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

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Prospective communication graduate students should first contact the School's graduate program coordinator. Additionally, applicants must follow requirements and procedures applicable to all prospective UNO graduate students, including completion of the on-line Graduate Admission Application, a personal reference form and a 500-word essay. International students also are required to have a minimum score of 550 on the TOEFL (213 if computer-based; 79-80 if internet-based and a 53-PTE).

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 a regionally 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, 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.

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 : 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 http://www.unomaha.edu/graduate/program/certificate_technicalcommunication.php.

Master of Arts in Communication Degree Requirements

All students who major in communication are required to complete 12 semester hours of core courses with an average grade of B 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) 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

In this option, the student must complete:

- 12 hour core courses
- 12 additional hours of graduate elective courses
- 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.

All students must complete a plan of study form after successfully completing six hours of coursework.

Project Option

In the project option, the student must complete:

- 12 hour core courses
- at least one additional three hour graduate-only seminar
- 18 additional hours of graduate elective courses
- 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.

All students must complete a plan of study form after successfully completing six hours of coursework.

Comprehensive Examinations

Each student must take a written comprehensive examination as part of his/her graduate studies.

The comprehensive exam will be based upon the following three areas:

1. communication theory,

2. communication research, and

3. specialized study in communication.

When the student is ready to begin the comprehensive exam process, the individual will prepare a curriculum vita, a master list of all courses taken in his/her program of study. This list should include titles of all papers written, projects conducted, key texts read, plus other relevant information that will provide graduate faculty members with an overall view of the student's graduate training.

Once the curriculum vita is completed the student will need to determine which three graduate faculty members will create the questions for the comprehensive exam.

At this time the student needs to contact the School of Communication at 554-2600 to schedule the exam dates. The exams must be taken on two consecutive days. Two hours per exam will be allotted and exams may not begin after 2:30 p.m.

More information about the comprehensive examination process can be found in the graduate handbook.

Graduate Chair Contact Information
Dr. Barbara Pickering
6001 Dodge St. ASH 140
Omaha, NE
68182-0122
bpickering@mail.unomaha.edu
402.554.2204

Master of Arts in Communication Specializations

The School of Communication has compiled a list of graduate specializations. These are courses that can be taken, but are NOT required, in order to specialize your degree. The categories are:

Communication Law, Technology & Policy

- BRCT 8346 Telecommunication Regulation
- BRCT 8396 Electronic Media Management
- COMM 9400 Seminar in Communication & Technology
- JOUR 8406 Mass Media Ethics
- JOUR 8416 Communication Law
- JOUR 8426 Theories of the First Amendment: Speech & Press
- SPCH 8196 Computer-Mediated Communication

Interpersonal/Cross-Cultural Communication

- SPCH 8146 Communication & Human Relationships
- SPCH 8516 Persuasion
- SPCH 8536 Cross-Cultural Communication
- SPCH 8556 Non Verbal Communication

Possible Electives

- COUN 8520 Counseling with Multicultural & Diverse Populations
- EDAD 8710 Interpersonal Relationships in Educational Administration
- EDAD 8720 Multicultural & Non-Sexist Awareness

Instructional Communication & Training

- SPCH 8156 Communication Training & Development Skills
- SPCH 8166 Communication for Instructional Settings
- SPCH 8186 Communication Leadership & Power in Orgs
- SPCH 8516 Persuasion
- SPCH 8536 Cross-Cultural Communication
- SPCH 8556 Comm. Teamwork, & Facilitation

Possible Electives

- EDAD Multicultural & Non-Sexist Awareness
- EDAD Program Evaluation
- HED Industrial Training & Organizational Development
- TED New Ways of Knowing & Education

New Media

- JOUR 8236 Literacy Journalism
- JOUR 8406 Mass Media Ethics
- JOUR 8416 Communication Law
- JOUR 8426 Theories of the First Amendment
- JOUR 8926 Media Literacy
- JOUR 8506 Mass Communication & Public Opinion
- BRCT 8316 Political Broadcasting
- BRCT 8396 Electronic Media Management
- SPCH 8196 Computer Mediated full title?

Organizational Communication

- SPCH 8156 Communication Training & Development Skills
- SPCH 8176 Organizational Communication
- SPCH 8186 Communication Leadership & Power in Orgs
- SPCH 8516 Persuasion
- SPCH 8536 Cross-Cultural Communication
- SPCH 8556 Nonverbal Communication

Possible Electives

- BSAD 8310 Human Behavior in Organizations
- BSAD 8320 Seminar in Management
- EDAD 8720 Multicultural & Non-Sexist Awareness
- PA 8090 Organizational Theory & Techniques
- PA 8596 Topics in Non-Profit Management
- PA 8706 Marketing in Public, Non-Profit Aviation Org
- PSYC 8316 Psychological & Educational Training
- PSYC 9030 Seminar in Industrial/Organizational Psychology
- PSYC 9630 Leadership Theories & Research

Public Relations

- JOUR 8246 Public Relations Case Studies
- JOUR 8396 Electronic Media Management
- SPCH 8516 Persuasion
- SPCH 8536 Cross-Cultural Communication

Possible Electives

- BSAD 8450 Seminar in Marketing
- PA 8596 Techniques/Topics in Non-Profit Management
- PA 8710 Fund Raising in Public & Non-Profit Organizations

Public/Political Communication

- BRCT 8316 Political Broadcasting
- SPCH 8110 Seminar in Modern Public Address
- SPCH 8116 Rhetorical Theory & Criticism
- JOUR 8386 Film Theory & Criticism
- JOUR 8406 Mass Media Ethics
- JOUR 8416 Communication Law
- JOUR 8426 Theories of First Amendment: Speech & Press
- JOUR 8506 Mass Communication & Public Opinion

Possible Electives

- PSCI 8126 Public Opinion & Political Behavior
- PSCI 8165 Political Parties
- PSCI 8176 Interest Groups

computer science

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Applicants with an undergraduate degree in Computer Sciences or Computer Engineering from an accredited institution are expected to have a GPA of at least 3.0. Applicants who have degrees in other fields will also be considered for admission. Students may make up their deficiencies in

computer science by completing the transition program.

Applicants must submit:

1) the admission application,

2) official copies of their transcripts,

3) official GRE scores,

4) two letters of recommendation,

5) a professional resume   and

6) TOEFL, for those who must present a TOEFL score, with no exemptions to these policies. A minimum of 550 (213 if computer-based, 79-80 if internet-based, and 53-PTE) is required.

The requirement of General GRE is waived if:

- The student is a graduate of University of Nebraska System majoring Computer Science with GPA of 3.5 or more, OR
- The student has earned a master or a higher degree in a closely related field.

Graduate Assistantships and Other Scholarships

The department has several Graduate and Research Assistantships which are awarded based on academic performance and professional experiences. Other scholarships are also provided in form of tuition waivers. Students may be able to receive other forms of support through the projects funded by faculty within the department and college.

Students interested in Graduate Assistantships and tuition waiver scholarships must apply each semester. Recipients of these awards should maintain a good record of academic and work ethic for continuation of the award contract.

Transition Program

The curriculum for the MS in Computer Science requires a basic knowledge of computer fundamentals including mathematics, programming, data structure, computer architecture, software engineering, 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'

or better in each course is required to become an unconditionally admitted student. The transition courses are selected from the following list depending on individual background.

Programming and Data Structures

- CSCI 8010, Foundations of Computer Science (3 hours)

Computer Organization and Architecture

- CSCI 3710, Computer Organization and Assembly Language (5 hours)
- CSCI 4350, Computer Architecture (3 hours)

Operating Systems

- CSCI 4500, Operating Systems (3 hours)

Programming Languages & Compilers

- CSCI 4220, Programming Languages (3 hours)
- CSCI 4830, Introduction to Software Engineering (3 hours)

Computer Science Degree Requirements

Required Core Courses (15 credit hours)

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

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 an advisor. Students can enroll online using E-BRUNO. You must be accepted as a student at UNO in order to use this service.

The program offers three degree options:

- Program I: Thesis (30 credits)
- Program II: Project (30 credits)
- Program III: Course (33 credits)

Program I (Thesis Option)

- Candidates must complete a minimum of 30 credit hours of course work, which includes a thesis of six credit hours (CSCI 8990).
- Candidates must complete three of the five required core courses.
- At least a total of 18 credit hours must be graduate only courses (ending with the digit 0), excluding independent study and thesis.
- At least a total of 15 credit hours are required in any one of the areas of concentration, or as approved by the advisor.
- At most one independent study course or elective course can be counted toward the total required credits.
- Meet the Graduate College Quality of Work Standards.
- Pass an oral thesis defense.

Thesis Defense

- The student should chose the area of research as early in his/her graduate program as possible and identify a thesis advisor who would be interested in supervising the thesis work. In addition to the thesis advisor, the student and/or the thesis advisor 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.
- 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.

- 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.
- 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.
- The oral defense will be conducted in the following way:
    - 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. 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.
    - 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: pass the defense, conditionally pass the defense, or 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.

Program II (Project Option)

- Candidates must complete a minimum of 30 credit hours of course work, which includes a project of six credit hours.
- Candidates must complete three of the five required core courses.

- At least a total of 18 credit hours must be graduate only courses (ending with the digit 0) excluding independent study and project.
- At least a total of 15 credit hours are required in any one of the areas of concentration, or as approved by the advisor.
- At most one independent study course or elective course can be counted toward the total required credits.
- Meet the Graduate College Quality of Work Standards.
- 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.

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 advisor 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.

Program III (Course Option)

- Candidates must complete a minimum of 33 credit hours of course work.
- Candidates must complete the five required core courses.
- At least a total of 24 credit hours must be graduate only courses (ending with the digit 0). At most 6 of these 24 credit hours can be taken as independent study.
- At least a total of 15 credit hours are required in any one of the areas of concentration, or as approved by the advisor.
- At most two independent study courses or elective courses can be counted toward the total required credits.

- Meet the Graduate College Quality of Work Standards.
- Satisfactorily complete the Capstone course (CSCI 8910).

Computer Science 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

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 Communications and Networking

- CSCI 8556 Communications Networks
- CSCI 8200 Interconnection Networks
- CSCI 8210 Advanced Communications Networks
- CSCI 8220 Telecommunications Management
- CSCI 8620 Mobile Computing

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

Graphics and Human-Computer Interactions

- CSCI 8256 Human-Computer Interactions
- CSCI 8266 User-Interface Design and Development
- CSCI 8626 Computer Graphics
- CSCI 8400 Advance 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 8516 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 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 8790 Advanced Topics in Software Engineering

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

* *course pending approval*

Computer Science Concentrations

Artificial Intelligence Concentration

The objective of the concentration in Artificial Intelligence is to expose students to the principles and technologies used to embody machines with human-like intelligent capabilities, to enable the machines to assist humans in performing complex and hazardous tasks. Students taking this concentration will have an opportunity of learning as well as performing hands-on experiments in different areas of artificial intelligence including automated software systems such as software agents, multi-agent and multi-robot systems, machine vision and image processing technologies, neural network based adaptive software systems, heuristics and stochastic optimization techniques for critical decision making, and machine learning and knowledge engineering techniques that embed intelligence in computers and information systems.

Concentration Course (3 credit hours):

- CSCI 8456 Introduction to Artificial Intelligence

Elective Courses (12 credit hours):

Choose from the following:

- CSCI 8110 Advanced Topics in Artificial Intelligence
- CSCI 8300 Image Processing and Computer Vision

- CSCI 8476 Pattern Recognition
- CSCI 9340 Computational Intelligence for Data Mining
- CSCI 9350 Mathematical and Logical Foundations of Data Mining
- CSCI 9410 Advanced Topics in Constraint Programming
- CSCI 9420 Intelligent Agent Systems

Database and Knowledge Engineering Concentration

The database and knowledge engineering concentration is designed to introduce students to preliminary as well as advanced concepts in data and knowledge management.

Concentration Courses (12 credit hours):

- 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 4850/8856 Introduction to Database Systems (or equivalent)

Elective Courses (3 credit hours):

- CSCI 8876 — Database Search and Pattern Discovery in Bioinformatics
- Any other graduate-level computer science course approved by the affiliated faculty

Prerequisite course: CSCI 4850/8856 Introduction to Database Systems (or equivalent)

Information Assurance Concentration

The Information Assurance concentration focuses on the study, development, evaluation, and testing of security technologies to achieve secure data and information creation, storage, communication, sharing and maintenance. Students interested in Information Assurance are encouraged to declare a formal concentration by contacting the chair of the computer science graduate program committee.

Concentration Courses (12 credit hours)

Choose from the following:

- CSCI 8366 Foundations of Information Assurance
- CSCI 8410 Distributed System and Network Security
- CSCI 8420 Secure Information Systems Assurance
- CSCI 8430 Trusted System Design, Analysis, and Development
- CSCI 8440 Secure Systems Engineering
- CSCI 8566 Number Theory and Cryptography
- CSCI 8610 Fault Tolerant Distributed Systems
- CSCI 8760 Formal Methods and High Assurance Software Engineering

Elective Courses (3 credit hours)

Choose from the following:

- CSCI 8150 Advanced Computer Architecture
- CSCI 8210 Advanced Communication Networks
- CSCI 8360 Information Storage and Retrieval
- CSCI 9210 Type Systems Behind Programming Languages
- ISQA 8560 Information Warfare and Security
- ISQA 8570 Information Security, Policy, and Ethics

For the project and thesis options, students must take the following required courses for this concentration:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8530 Advanced Operating Systems

Language Concentration

With respect to today's needs, key characteristics of a language include (1) the extent to which a program written in the language can be analyzed, (2) the dimensions along which program modification is facilitated, and (3) the extent to which the language can be efficiently executed on available hardware. The Languages Concentration offers an in-depth look at some of the fundamental questions, problems, and solutions encountered in the realm of language design and implementation. Topics include specification languages, models of computation, type systems, rewriting and program transformations, constraint programming, security models, optimization methods, internal representations, and compilation.

Concentration Courses (12 credit hours)

Choose from the following:

- CSCI 8430 Trusted Systems: Design, Analysis, and Development
- CSCI 8666 Automata, Computability, and Formal Languages
- CSCI 8706 Compiler Construction
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 9210 Type Systems Behind Programming Languages
- CSCI 9220 Rewriting and Program Transformation
- CSCI 9410 Advanced Topics in Constraint Programming

Elective Courses (3 credit hours)

- Any other graduate-level computer science course

Students must take the following required courses for this concentration:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

Network Technologies Concentration

The concentration in network technologies will equip students to design, build, manage and leverage today's complex communication networks. This program covers not only a blend of theoretical topics and practical examples, but also state of the art network technologies such as mobile computing, distributed systems, wireless technologies, and network security.

Required Concentration Courses (6 credit hours)

- CSCI 8210 Advanced Communication Networks
- CSCI 8620 Mobile Computing & Wireless Networks

Selected Concentration Courses (6 credit hours)

Choose two (2) from the following:

- CSCI 8156 Graph Theory
- CSCI 8200 Interconnection Networks
- CSCI 8220 Telecommunication Management
- CSCI 8410 Distributed Systems & Network Security
- CSCI 8610 Fault Tolerant Distributed Systems

Elective Courses (3 credit hours)

- Any other graduate-level computer science course

Students must take the following required courses for this concentration:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

Software Engineering Concentration

The concentration in software engineering is designed to address the growing market demand for software engineers. The concentration covers fundamental and advanced principles in all aspects of software development, equipping students with the necessary technical background to quickly adapt to rapidly changing software engineering practices and technologies.

Required Concentration Courses (12 credit hours)

- CSCI 8266 User Interface Design and Development
- CSCI 8710 Modern Software Development Methodologies
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 8790 Advanced Topics in Software Engineering

Elective Concentration Courses (3 credit hours)

Choose from the following:

- CSCI 8220 Telecommunication Management
- CSCI 8256 Human-Computer Interaction
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8360 Information Storage and Retrieval
- CSCI 8530 Advanced Operating Systems
- CSCI 8556 Database Management Systems
- CSCI 8970 Independent Study
- ISQA 8210 Management of Software Development
- ISQA 8380 Managing the Client-Server Environment

Students must take the following required courses for this concentration:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

Systems Concentration

The concentration provides students with knowledge in the underlying architecture of computers. Students may choose either the hardware track or the software track. In the hardware track, students gain more in-depth knowledge in the field. Students in this track will develop skills needed to perform system and component design, provide quality assurance, and test. In the software track, knowledge in the underlying architecture helps in generating and understanding optimized software. Students in this track will develop skills that help them perform system programming, language processing, and system administration.

Required Concentration Courses (Hardware Track) (12 credit hours)

- CSCI 8160 Introduction to VLSI
- CSCI 8170 VLSI Testing
- CSCI 8610 Fault-tolerant Distributed Systems
- CSCI 8626 Computer Graphics

Required Concentration Courses (Software Track) (12 credit hours)

- CSCI 8550 Advanced Operating System Theory
- CSCI 8610 Fault-tolerant Distributed Systems
- CSCI 8626 Computer Graphics
- CSCI 8706 Compiler Construction

Elective Concentration Courses (3 credit hours)

- Any graduate-level computer science course

Students must take the following required core courses for this concentration:

- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems

Master of Science in Computer Science INTEGRATED Undergraduate-Graduate Program (IUG-CSCI)

Department of Computer Science
College of Information Science and Technology
Objectives of the Integrated Undergraduate-Graduate Program (IUG) in Computer Science

1. The primary purpose of this program is to provide outstanding undergraduate students in the College of IS&T an option to complete the undergraduate degree (BS) in CSCI and the graduate degree (MS) in CSCI in five years. The IUG provides an accelerated master's program in computer science and is designed for dedicated students who are motivated and willing to take on early the challenges relating to graduate education. As such, the program involves both intensive study and preparation in computer science.
2. The integrated program allows the students to follow either the general computer science study plan or a specialized concentration study plan. Seven areas of concentrations allowed in the graduate CS program are provided:

   1) artificial intelligence,
   2) databases and knowledge engineering ,
   3) languages ,
   4) network technologies ,
   5) software engineering,
   6) systems, and
   7) information assurance.

   Area of concentration will be noted on the student's transcripts. The program offers three degree options:

   1) thesis,
   2) project, and
   3) course work.

   Within each of the degree option, a student can choose from the general MS plan or from one or more of the seven concentration plans.

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IUG CSCI Program of Study

The IUG track is a 146-149 hour undergraduate-graduate option that allows eligible students to work towards MS in CSCI degree requirements while completing their undergraduate degree. Students interested in this option will work closely with an advisor and a faculty mentor to develop an integrated plan of study.

Structure of IUG Program	Under-graduate CS Major Hours	Used for Graduate Degree	Graduate Required Course Hours	Integrated Degree Option Require-ment	IUG Total Hours
Course Option	116	6	15	3 (capstone)	149
Thesis Option	116	6	9	6 (thesis)	146
Project Option	116	6	9	6 (project)	146

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 the College of IS&T. 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 CS graduate program.

Plan of study:
- In consultation with an advisor 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 advisor.

Advising:
- Students will present their portfolio and a plan of study in person to the integrated program advising committee prior to being admitted to the program.

Tuition charges:
- Students will be required to pay graduate tuition rates when taking graduate courses.

Admission Requirements and Procedures

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

1. Students with Junior standing and at least 85 hours of completed coursework in their undergraduate degree program may apply for admission consideration into the integrated undergraduate/graduate (IUG) track.
2. At the time of application, a student must have a GPA in their major area (equivalent to UNO CS major) greater than or equal to 3.50 and an overall GPA of 3.50 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"* to the *IUG Selection Committee.*
a. Three letters of recommendations, at least two from faculty.
  b. Statement of intent—a personal statement about why the student wishes to apply for the IUG track.
  c. Undergraduate transcripts.
  d. GRE Score, for non-UNO transfer students.
  e. Other supporting documents (e.g., projects and papers, research activities, 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 CSCI program.*

Other Requirements

- The application to the IUG track will be considered as a complete package and therefore obtaining a high UGPA and/or GRE score is not a guarantee of admission.
- While any graduate courses CSCI 8xx6 can be used to meet the 9 credits of core-extension, the courses can't be the graduate versions of the core undergraduate courses required in computer science.
- The choice of graduate level courses in the core extension must also meet the requirements of the concentration plan the integrated program. These requirements are described in detail with each concentration plan.

Concentration Plans for IUG

Artificial Intelligence Concentration

Faculty: Zhengxin Chen, Prithviraj Dasgupta, Haifeng Guo, Quiming Zhu

Description

The objective of the concentration in artificial intelligence is to expose students to the principles and technologies used to embody machines with human-like intelligent capabilities to enable the machines to assist humans in performing complex and hazardous tasks. Students taking this concentration will have an opportunity of learning as well as performing hands on experiments in different areas of artificial intelligence including automated software systems such as software agents, multi-agent and multi-robot systems, machine vision and image processing technologies, neural network based adaptive software systems, heuristics and stochastic optimization techniques for critical decision making, and, machine learning and knowledge engineering techniques that embed intelligence in computers and information systems.

IUG AI Plan UG

Course Option for Computer Science (CS) major Undergraduate (UG) courses

9 hours:

- CSCI 8456 Introduction to Artificial Intelligence
- CSCI 8476 Pattern Recognition
- CSCI 8300 Image Processing and Computer Vision

6 hours: Choose 2 from:

- CSCI 9340 Computational Intelligence for Data Management
- CSCI 9350 Mathematical and Logical Foundations of Data Mining
- CSCI 9410 Advanced Topics in Constraint Programming
- CSCI 9420 Intelligent Agent Systems
- CSCI 8110 Advanced Topics in Artificial Intelligence

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option – CS major UG courses

9 hours:

- CSCI 8456 Introduction to Artificial Intelligence
- CSCI 8476 Pattern Recognition
- CSCI 8300 Image Processing and Computer Vision

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6 hours - choose 2 from:

- CSCI 9340 Computational Intelligence for Data Management
- CSCI 9350 Mathematical and Logical Foundations of Data Mining
- CSCI 9410 Advanced Topics in Constraint Programming
- CSCI 9420 Intelligent Agent Systems
- CSCI 8110 Advanced Topics in Artificial Intelligence

9 hours - Choose any 3 from:

- CSCI 8000 —Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

6 hours:

- CSCI 8990 Thesis 146

Project Option – CS Major UG Courses

9 hours:

- CSCI 8456 Introduction to Artificial Intelligence
- CSCI 8476 Pattern Recognition
- CSCI 8300 Image Processing and Computer Vision

6 hours - choose 2 from:

- CSCI 9340 Computational Intelligence for Data Management
- CSCI 9350 Mathematical and Logical Foundations of Data Mining
- CSCI 9410 Advanced Topics in Constraint Programming
- CSCI 9420 Intelligent Agent Systems
- CSCI 8110 Advanced Topics in Artificial Intelligence

9 hours - Choose any 3 from:

- CSCI 8000 —Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

6 hours:

- CSCI 8960 Project

Database and Knowledge Engineering Concentration

Faculty: Zhengxin Chen, Parvathi Chundi

Description

The database and knowledge engineering concentration in the M.S program is geared toward introducing the students to preliminary as well as advanced concepts in data and knowledge management.

IUG DB Plan UG

CS major UG Courses: Must complete CSCI4850/8856 – Introduction to Database Systems (or equivalent).

9 hours:

- CSCI 8340 Database Management Systems II
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8360 Information Storage and Retrieval

6 hours:

- CSCI 8876 Database Search and Pattern Discovery in Bioinformatics

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- CSCI 8390 Advanced Topics in Database Management Systems.

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option

CS major UG Courses: Must complete CSCI4850/8856 – Introduction to Database Systems (or equivalent).

9 hours:

- CSCI 8340 Database Management Systems II
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8360 Information Storage and Retrieval

6 hours:

- CSCI 8876 Database Search and Pattern Discovery in Bioinformatics
- CSCI 8390 Advanced Topics in Database Management Systems.

9 hours: Choose 3 from

- CSCI 8000 —Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture

- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

6 hours:

- CSCI 8990 Thesis

Project Option

CS major UG Courses: Must complete CSCI4850/8856 – Introduction to Database Systems (or equivalent).

9 hours:

- CSCI 8340 Database Management Systems II
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8360 Information Storage and Retrieval

6 hours:

- CSCI 8876 Database Search and Pattern Discovery in Bioinformatics
- CSCI 8390 Advanced Topics in Database Management Systems.

9 hours: Choose any 3 from

- CSCI 8000 —Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

6 hours

- CSCI 8960 Project

Languages Concentration

Faculty: Hai-Feng Guo, William Mahoney, Victor Winter, Mansour Zand

Description

With respect to today's needs, key characteristics of a language include (1) the extent to which a program written in the language can be analyzed, (2) the dimensions along which program modification is facilitated, (3) the extent to which the language can be efficiently executed on available hardware. The languages concentration offers an in-depth look at some of the fundamental questions, problems, and solutions encountered in the realm of language design and implementation. Topics include specification languages, models of computation, type systems, rewriting and program transformation, constraint programming, security models, optimization methods, internal representations, and compilation.

Course Option

CS major UG courses

9 hours: Choose 3 from

- CSCI 8430 Trusted Systems: Design, Analysis, and Development
- CSCI 8666 Automata, Computability, and Formal Languages
- CSCI 8706 Compiler Construction
- CSCI 8760 Formal Methods and High Assurance Software Engineering

6 hours:

- CSCI 9210 Type Systems Behind Programming Languages
- CSCI 9220 Rewriting and Program Transformation
- CSCI 9410 Advanced Topics in Constraint Programming

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages

- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option

9 hours: Choose 3 from

- CSCI 8430 Trusted Systems: Design, Analysis, and Development
- CSCI 8666 Automata, Computability, and Formal Languages
- CSCI 8706 Compiler Construction
- CSCI 8760 Formal Methods and High Assurance Software

6 hours:

- CSCI 9210 Type Systems Behind Programming Languages
- CSCI 9220 Rewriting and Program Transformation
- CSCI 9410 Advanced Topics in Constraint Programming

9 hours

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8990 Thesis

Project Option

9 hours: Choose 3 from

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- CSCI 8430 Trusted Systems: Design, Analysis, and Development
- CSCI 8666 Automata, Computability, and Formal Languages
- CSCI 8706 Compiler Construction
- CSCI 8760 Formal Methods and High Assurance Software Engineering

6 hours:

- CSCI 9210 Type Systems Behind Programming Languages
- CSCI 9220 Rewriting and Program Transformation
- CSCI 9410 Advanced Topics in Constraint Programming

9 hours

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8960 Project

Network Technologies Concentration

Faculty: Azad Azadmanesh, Ken Dick, Jong-hoon Youn

Description

The computer science department has developed a concentration in network technologies that will equip its graduates to design, build, manage and leverage today's complex communication networks. This program covers not only a blend of theoretical topics and practical examples, but also state of the art network technologies such as mobile computing, distributed systems, wireless technologies, and network security.

Course Option

CS major UG courses.

6 hours:

- CSCI 8210 Advanced Communication Networks
- CSCI 8620 Mobile computing & Wireless Networks

9 hours: Choose 3 from

- CSCI 8156 Graph Theory
- CSCI 8200 Interconnection Networks
- CSCI 8220 Telecommunication Management
- CSCI 8410 Distributed Systems & Network Security
- CSCI 8610 Fault Tolerant Distributed Systems

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option

6 hours:

- CSCI 8210 Advanced Communication Networks
- CSCI 8620 Mobile computing & Wireless Networks

9 hours: Choose from 3

- CSCI 8156 Graph Theory
- CSCI 8200 Interconnection Networks
- CSCI 8220 Telecommunication Management
- CSCI 8410 Distributed Systems & Network Security
- CSCI 8610 Fault Tolerant Distributed Systems

9 hours:

- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8530 Advanced Operating Systems
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8990 Thesis 146

Project Option

6 hours:

- CSCI 8210 Advanced Communication Networks
- CSCI 8620 Mobile computing & Wireless Networks

9 hours: Choose from 3

- CSCI 8156 Graph Theory
- CSCI 8200 Interconnection Networks
- CSCI 8220 Telecommunication Management
- CSCI 8410 Distributed Systems & Network Security
- CSCI 8610 Fault Tolerant Distributed Systems

9 hours:

- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8530 Advanced Operating Systems
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8960 Project

Software Engineering Concentration

Faculty: Harvey Siy, Mansour Zand

Description
The computer science department offers a master of science in computer science with a concentration in software engineering. Designed to address the growing market demand for software engineers, it covers fundamental and advanced principles in all aspects of software development, equipping students with the necessary technical background to quickly adapt to rapidly changing software engineering practices and technologies.

IUG SE Plan UG
CS major Graduate concentration and elective Course (Choose any 3 courses to satisfy UG core extension) Graduate required.

Course Option

CS major UG courses.

15 hours: Required for concentration:

- CSCI 8266 User Interface Design and Development
- CSCI 8710 Modern Software Development Methodologies
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 8790 Advanced Topic in Software Engineering

Elective: Choose 1 from

- CSCI 8220 Telecommunications Management
- CSCI 8256 Human-Computer Interaction
- CSCI 8360 Information Storage and Retrieval
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8530 Advanced Operating Systems

- CSCI 8856 Database Management Systems
- ISQA 8210 Management of Software Development
- ISQA 8380 Managing The Client Server Environment

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option

CS major UG courses.

15 hours: Required for concentration:

- CSCI 8266 User Interface Design and Development
- CSCI 8710 Modern Software Development Methodologies
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 8790 Advanced Topic in Software Engineering

Elective: Choose 1 from

- CSCI 8220 Telecommunications Management
- CSCI 8256 Human-Computer Interaction
- CSCI 8360 Information Storage and Retrieval
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8530 Advanced Operating Systems
- CSCI 8856 Database Management Systems

- ISQA 8210 Management of Software Development
- ISQA 8380 Managing The Client Server Environment

9 hours:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8990 Thesis

Project Option

CS major UG courses.

15 hours: Required for concentration:

- CSCI 8266 User Interface Design and Development
- CSCI 8710 Modern Software Development Methodologies
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 8790 Advanced Topic in Software Engineering

Elective: Choose 1 from

- CSCI 8220 Telecommunications Management
- CSCI 8256 Human-Computer Interaction
- CSCI 8360 Information Storage and Retrieval
- CSCI 8350 Data Warehousing and Data Mining
- CSCI 8530 Advanced Operating Systems
- CSCI 8856 Database Management Systems
- ISQA 8210 Management of Software Development
- ISQA 8380 Managing The Client Server Environment

9 hours:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8960 Project

Systems Concentration

Faculty: Azad Azadmanesh, Hassan Farhat, William Mahoney, Stanley Wileman

Description

This concentration provides students with knowledge in underlying architecture of computers. The students can choose either the hardware track or the software track. In the hardware track, student gain more in depth knowledge in the field. Students in this track will develop skills to perform system and component design, quality assurance, and test. In the software track, knowledge in the underlying architecture helps in generating and understanding optimized software. Students in this track will develop skills that will help them perform systems programming, language processing, and system administration.
Students should note that the hardware and software tracks are not noted on the transcript. The transcript shall indicate only systems concentration.

Course Option

116 hours of CS major UG courses

9 hours: Choose 3 from

- Hardware Track
  - CSCI 8160 Introduction to VLSI
  - CSCI 8170 VLSI Testing
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics

- Software Track:
  - CSCI 8550 Advanced Operating Systems Theory
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics
  - CSCI 8706 Compiler Construction

6 hours: Choose any 2 graduate level computer science courses.

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option

9 hours: Choose 3 from

- Hardware Track
  - CSCI 8160 Introduction to VLSI
  - CSCI 8170 VLSI Testing
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics
- Software Track:
  - CSCI 8550 Advanced Operating Systems Theory
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics
  - CSCI 8706 Compiler Construction

6 hours: Choose any 2 graduate level computer science courses.

9 hours:

- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems

Any one of the following:

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8990 Thesis

Project Option

CS major UG course

9 hours: Choose 3 from

- Hardware Track
  - CSCI 8160 Introduction to VLSI
  - CSCI 8170 VLSI Testing
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics
- Software Track:
  - CSCI 8550 Advanced Operating Systems Theory
  - CSCI 8610 Fault-tolerant Distributed Systems
  - CSCI 8626 Computer Graphics
  - CSCI 8706 Compiler Construction

6 hours: Choose any 2 graduate level computer science courses.

9 hours:

- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems

Any one of the following:

- CSCI 8000 Advanced Concepts in Programming Languages

- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8960 Project

Information Assurance Concentration

Faculty: Ken Dick, William Mahoney, Victor Winter, Qiuming Zhu

Description

The Information Assurance (IA) concentration focuses on the study, development, evaluation, and testing of security technologies to achieve secure data and information creation, storage, communication, sharing and maintenance. Students interested in Information Assurance are encouraged to declare a formal concentration by contacting the MS in CS Program Director.

Course Option

CS major UG course.

15 hours:

12 hours: Choose any 4 from

- CSCI 8366 – Foundations of Information Assurance
- CSCI 8410 – Distributed System and Network Security
- CSCI 8420 – Secure Information Systems Assurance
- CSCI 8430 – Trusted System Design, Analysis, and Development
- CSCI 8440 – Secure Systems Engineering
- CSCI 8566 – Number Theory and Cryptography
- CSCI 8760 – Formal Methods and High Assurance Software Engineering
- CSCI 8610 – Fault Tolerant Distributed Systems
- 3 hours: Choose any 1 from
- CSCI 8210 – Advanced Communication Networks

- CSCI 8150 – Advanced Computer Architecture
- CSCI 8360 – Information Storage and Retrieval
- ISQA 8560 – Information Warfare and Security
- ISQA 8570 – Information Security, Policy, and Ethics
- CSCI 9210 – Type Systems Behind Programming Languages

15 hours:

- CSCI 8000 — Advanced Concepts in Programming Languages
- CSCI 8080 — Design and Analysis of Algorithms
- CSCI 8150 — Advanced Computer Architecture
- CSCI 8530 — Advanced Operating Systems
- CSCI 8700 — Software Specification and Design

3 hours:

- CSCI 8910 capstone course

Thesis Option (9 hours):

- CSCI 8150 Advanced Computer Architecture
- CSCI 8530 Advanced Operating Systems

Any one of the following

- CSCI 8000 Advanced Concepts in Programming Languages
- CSCI 8080 Design and Analysis of Algorithms
- CSCI 8700 Software Specification and Design

6 hours:

- CSCI 8990 Thesis

Project Option (6 hours):

- CSCI 8960 Project

Objectives of the Integrated Undergraduate-Graduate Program (IUG) in Computer Science:

The primary purpose of this program is to provide outstanding undergraduate students the College of IS&T an option to complete the undergraduate degree (BS) in CSCI and the graduate degree (MS) in CSCI in five years.

counseling

Admission

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 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.

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 Graduate College and Counseling Department involves a several step process:

1) an application,

2) tests,

3) references,

4)   writing sample, and

5)   an interview.

The candidate's completed 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:

- Complete an on-line application for graduate admission at ***https://admit.nebraska.edu/applyUNO/login.action***

- Request official transcripts from other institutions/universities be sent to the Office of Graduate Studies

- Submit three letters of recommendation persons who can speak for the candidate's professional competence and academic ability.

- Submit scores on the Graduate Record Exam (GRE) or Miller's Analogy Test (MAT) which are no older than two years

- Upload a Writing Sample

Second, the Counseling Department application process includes the following:

- Scores from a personality inventory.
- Group interview results.

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

Undergraduate candidates interested in counseling are advised to take a minimum of 15 hours of behavioral sciences as described in the Arts & Sciences section of the UNO Undergraduate Catalog.

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.

Programs

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

K-12 School Counseling
Note: In Nebraska, the School Counseling endorsement requires a valid teaching certificate and a minimum of two years full-time successful teaching experience.

- Community Counseling
- Student Affairs Practice in Higher Education
- 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.

Candidates are admitted and permitted to continue programs in counseling on the basis of their potential for successful training and professional practice. Candidates are evaluated with respect to their suitability for continuation in the program 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 K-12 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.

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 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.

Degree Programs

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

Master of Arts

The MA 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. Candidates for the MA degree must complete 6 credit hours of thesis, above the requirements for their specified concentration.

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.

For more information...

Please call (402) 554-2727

Master of Counseling Concentrations

Concentration in Community Counseling

Foundation Course

- 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 (3)
- 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 8280 Crisis Intervention Strategies (3) (Can be taken in lieu of COUN 8306, 8316 and 8406)
- COUN 8370 Group Theory and Practice (2)
- COUN 8306 Counseling Techniques I (1)
- COUN 8316 Counseling Techniques II (1)
- COUN 8406 Counseling Techniques III (1) Community Counseling Courses
- COUN 8500 Counseling and Consulting for Special Concerns (2)
- 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 K-12 Counseling

Foundation Course

- TED 8010 Introduction to Research (3)

Counseling Courses

- COUN 8030 Counseling Practices (3)
- COUN 8040 Professional and Ethical Issues (3)
- COUN 8050 Introduction to Professional School Counseling (1)
- COUN 8110 Human Development and Psycho-Social Intervention Strategies (3)
- COUN 8200 Counseling Theories (3)
- COUN 8210 Organization and Administration of Guidance Services (3)
- COUN 8226 Career Development and Lifestyle (3)
- COUN 8230 Appraisal Techniques (3)
- COUN 8270 Group Techniques in Guidance (1)
- COUN 8280 Crisis Intervention Strategies (3) (Can be taken in lieu of COUN 8306, 8316 and 8406)
- COUN 8306 Counseling Techniques I (1)
- COUN 8316 Counseling Techniques II (1)
- COUN 8330 Practicum for School Counselors (3)
- COUN 8406 Counseling Techniques III (1)
- COUN 8430 Internship in School Counseling (3)
- COUN 8460 Advanced Internship in School Counseling (3)
- COUN 8520 Counseling with Multicultural and Diverse Populations (3)
- COUN 8620 Survey Issues in Secondary School Counseling (2)
- COUN 8650 Issues in Elementary/Middle School Counseling (3)
- COUN 8750 Group Counseling in the Schools (2)

Minimum Total Hours: (48)

Concentration in Student Affairs Practice in Higher Education – Professional Practices

Foundation Course

- 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 (3)
- COUN 8100 Research Project (2)
- 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 8280 Crisis Intervention Strategies (3) (Can be taken in lieu of COUN 8306, 8316 and 8406)
- COUN 8306 Counseling Techniques I (1)
- COUN 8316 Counseling Techniques II (1)
- COUN 8370 Group Counseling: Theory & Practice (2)
- COUN 8406 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

- 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 (3)
- COUN 8100 Research Project (2)
- 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 8280 Crisis Intervention Strategies (3) (Can be taken in lieu of COUN 8306, 8316 and 8406)
- COUN 8306 Counseling Techniques I (1)
- COUN 8316 Counseling Techniques II (1)
- COUN 8370 Group Counseling: Theory & Practice (2)
- COUN 8406 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. Certificate of specialization in gerontology are issued by the University to those completing the certificate program upon the recommendation of the gerontology program.

Foundation Course

- 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 (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 8280 Crisis Intervention Strategies (3) (Can be taken in lieu of COUN 8306, 8316 and 8406)
- COUN 8306 Counseling Techniques I (1)
- COUN 8316 Counseling Techniques II (1)
- COUN 8370 Group Theory and Practice (2)
- COUN 8406 Counseling Techniques III (1)
- COUN 8520 Counseling Multicultural and Diverse Populations (3)

Additional Courses (0-3 hours)
These courses in counseling are selected only after recommendation from the adviser on the basis of the candidate's background and interests.

Gerontology (9-15 hours)

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 hours)

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

criminology & criminal justice

Degree Programs

The Criminal Justice Department offers

- Master of Science degree in criminology and criminal justice

- Master of Arts degree in criminology and criminal justice

- Doctor of Philosophy in criminology and criminal justice

The degree programs emphasize criminal justice research, theory, planning and administration.

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Criminology and Criminal Justice Graduate Programs
Degree Programs
The School of Criminology and Criminal Justice offers a Master of Science or a Master of Arts degree in criminology and criminal justice and a Doctor of Philosophy in criminology and criminal justice. The degree programs emphasize crime and justice research, theory, planning and administration.

Masters Program Admission Requirements
All candidates for the criminology and criminal justice masters' graduate program (i.e., MA and MS) must have a minimum of 18 semester hours of criminology/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 are required for admission. An admission decision will not be made without these scores. A combined score of at least 850 on the verbal and quantitative portions of the GRE is required. Two letters of recommendation from academics are also required.

Doctoral Program Admission Requirements
To be unconditionally admitted, all candidates for the criminology and criminal justice doctoral graduate program must have an MA or MS in criminology and/or criminal justice from an accredited institution. Applicants with a master's degree in an allied field (e.g., sociology, political science, public administration, etc.) and/or who lack substantial criminology/criminal justice course work may be granted provisional admission, and may achieve unconditional admission upon the successful completion of 18 hours of criminology and criminal justice core curriculum course work. Outstanding applicants who have completed a baccalaureate degree and wish to be considered for the doctoral program may be provisionally admitted, but must complete master's degree requirements prior to being unconditionally admitted. In addition, we require a combined score of at least 1,000 on the verbal and quantitative sections of the GRE. Students demonstrating exceptional academic potential may be considered with GRE scores below this threshold. Applicants must present three letters of reference, at least two of which must be from an academic who has had the candidate as a student and/or has supervised the student. Applicants must also submit a statement of intent (not to exceed 5 double-spaced, typewritten pages) describing the applicant's prior education, relevant professional experience, career goals, the specific relationship of the doctoral degree to the achievement of those goals, and whether or not they are interested in being considered for a graduate assistantship. Applicants must also submit a sample of scholarly writing (e.g., thesis chapter, published article, scholarly manuscript).

All International Applicants

International students seeking admission to the graduate program must meet UNO Graduate Studies requirements governing the admission of international students. In addition, all ESL students are required to submit scores from the ILETS, the PTE, or the internet-based TOEFL. (The paper version of the TOEFL will not be accepted.) Minimum required scores are as follows:

- ILETS: 7.5 required, 8.0+ preferred
- PTE: Score of 76 or higher.
- Internet-based TOEFL: Minimum of 21 in each of the 4 areas, and a minimum of 95 overall.

All ESL students are required to take a proficiency assessment examination at UNO upon admission, which will be used to determine if further assistance is required.

Electronic Submission of Application Materials

All graduate program application materials should be submitted electronically via the application platform located on the UNO Graduate Studies website. Letters of recommendation are to be uploaded to the site or sent via email to Graduate Studies by the letter writer and <u>not</u> by the applicant.

For more information...

Please call (402) 554-2610.

Master of Arts in Criminology and Criminal Justice 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 criminology/criminal justice, the student must satisfactorily complete the following course requirements:

Required Core Courses (*12 hours)

*The following core courses must be taken within the first 18 hours of graduate course work:

- CJUS 8010 The Nature of Crime
- CJUS 8020 Administration of Justice
- CJUS 8030 Criminal Justice Research, Theory, and Methodology

- CJUS 8950 Statistical Applications in Criminal Justice

Elective Criminal Justice Courses (12 hours)

Student selects four of the following courses with advisor approval:

- CJUS 8040 Seminar in Police and Society
- CJUS 8050 Seminar in Corrections
- CJUS 8060 Seminar in the Criminal Court System
- CJUS 8070 Seminar in Criminal Law and Procedure
- CJUS 8080 Seminar in Juvenile Justice
- CJUS 8090 Seminar in Theoretical Criminology
- CJUS 8100 Criminal Justice Organization, Administration and Management
- CJUS 8110 Criminal Justice Planning and Change
- CJUS 8130 Women and Criminal Justice
- CJUS 8180 Criminal Justice Internship
- CJUS 8190 Independent Study
- CJUS 8200 Special Problems in Criminal Justice
- CJUS 9000 Theory 2 and Theory Construction
- CJUS 9010 Seminar on Law and Social Control
- CJUS 9030 Seminar on Minorities and the Criminal Justice System
- CJUS 9040 Comparative Criminology and Criminal Justice Systems
- CJUS 9090 Special Problems in Research Methods (either quantitative or qualitative)
- CJUS 9110 Seminar on Police Organizations and Management
- CJUS 9120 Seminar on Police Effectiveness
- CJUS 9130 Advanced Research Topics in Policing
- CJUS 9150 Special Topics in Criminal Justice Research
- CJUS 9160 Seminar in Community Based Corrections
- CJUS 9170 Seminar in Institutional Corrections
- CJUS 9180 Seminar in Court Processing and Sentencing
- CJUS 9200 Seminar on Violent Crime and Criminal Behavior

- CJUS 9980 Directed Readings

Thesis (CJUS 8990 – 6 hours)

Master of Arts students with completed coursework will establish a Thesis Chair and committee, and must successfully complete and defend the thesis.

Master of Science in Criminology and Criminal Justice

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* hours)

- CJUS 8010 The Nature of Crime
- CJUS 8020 Administration of Justice
- CJUS 8030 Criminal Justice Research, Theory, and Methodology
- CJUS 8950 Statistical Applications in Criminal Justice

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

Elective Criminology/Criminal Justice Courses (12 hours)

Student selects four of the following courses with advisor approval:

- CJUS 8040 Seminar in Police and Society
- CJUS 8050 Seminar in Corrections
- CJUS 8060 Seminar in the Criminal Court System
- CJUS 8070 Seminar in Criminal Law and Procedure
- CJUS 8080 Seminar in Juvenile Justice
- CJUS 8090 Seminar in Theoretical Criminology
- CJUS 8100 Criminal Justice Organization, Administration and Management
- CJUS 8110 Criminal Justice Planning and Change
- CJUS 8130 Women and Criminal Justice
- CJUS 8180 Criminal Justice Internship
- CJUS 8190 Independent Study
- CJUS 8200 Special Problems in Criminal Justice
- CJUS 9000 Theory 2 and Theory Construction
- CJUS 9010 Seminar on Law and Social Control
- CJUS 9030 Seminar on Minorities and the Criminal Justice System
- CJUS 9040 Comparative Criminology and Criminal Justice Systems
- CJUS 9090 Special Problems in Research Methods (either quantitative or qualitative)
- CJUS 9110 Seminar on Police Organizations and Management
- CJUS 9120 Seminar on Police Effectiveness
- CJUS 9130 Advanced Research Topics in Policing
- CJUS 9150 Special Topics in Criminal Justice Research
- CJUS 9160 Seminar in Community Based Corrections
- CJUS 9170 Seminar in Institutional Corrections
- CJUS 9180 Seminar in Court Processing and Sentencing
- CJUS 9200 Seminar on Violent Crime and Criminal Behavior
- CJUS 9980 Directed Readings

Elective Cognate Courses (9 hours)

In consultation with an advisor the student selects three courses in a related field. Suggested fields include, but are not limited to: public administration, psychology, political science, and sociology.

Capstone Course (3 hours)

MS students will be required to successfully complete CJUS 8970: Capstone Project course (pending approval).

Master of Science - Public Administration Option

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

Required Public Administration Course (9 hours)

- PA 8050 Introduction to Public Administration OR
- PA 8440 Seminar in Organization Development in Public Agencies
- PA 8400 Public Budgeting OR
- PA 8480 Seminar in Public Financial Administration
- PA 8410 Public Personnel Management OR
- PA 8420 Introduction to Public Organizations
- PA 8460 Public Personnel Administration

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

Master of Science - Counseling Option

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

Required Counseling Courses (6 hours)

- COUN 8020 Introduction to Counseling
- COUN 8030 Counseling Practices
- COUN 8110 Human Development and Psychosocial Interventions

Elective Counseling Courses (3 hours)

In consultation with an advisor, the student selects one (1) additional counseling course. Suggested courses include (but are not limited to) the following:

- COUN 8016 Child Abuse and Neglect
- COUN 8200 Counseling Theories
- COUN 8226 Career Development
- COUN 8250 Counseling Multicultural and Diverse Population
- COUN 8270 Group Techniques in Guidance
- COUN 8370 Group Theories and Practice

economics

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 grade point average and undergraduate field of study. New economics graduate students will be admitted only to the MS in Economics (non thesis) Program. After completing nine hours of course work in the Master's in Economics Program, a student may submit a written request to the Economics

Graduate Program Committee (GPC) to transfer from the MS Program to the MA (thesis) Program. The student's request should state the field of economics he/she is interested in writing a thesis on and the thesis topic. _The student should attach an unofficial graduate transcript, a writing sample, and any other relevant information to the request._ The GPC based on its evaluation of the student's potential to complete a quality master's thesis will approve or deny this request. If the GPC denies the student's request to transfer to the MA program, the student may submit a second written request to transfer to the MA program with supporting material to the GPC after s(he) has completed 18 credit hours of course work in the Master's in Economics Degree Program.

Master of Science

The MS 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 hours

Each student must complete the core requirements.

Core: 15 hours

- 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. Concentrations consist of 9 hours of interrelated graduate-level course work.

Concentrations

Business Economics: 9 hours (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 hours (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 hours (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 hours (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 hours (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 Electives: 12 hours

Graduate-level elective courses must be approved by the Economics Program Graduate Advisor.

Master of Arts

The MA program consists of core requirements (15 hours), elective courses as necessary (including six hours of thesis) an oral comprehensive exam and a defense of the thesis. Each student may elect a concentration from those suggested above.

Total hours required: 30 hours

Core: 15 hours

The core is the same as that described under the MS program.

Elective/s include: ECON 8990 Thesis: 6 hours

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 hours

- BSAD 8600 Real Estate and Land Use Economic Theory
- BSAD 8610 Current Problems in Real Estate
- BSAD 8990 Thesis**: 6 hours
- Electives: 6 hours **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 requirement for the minor is that the student completes a minimum of three graduate courses (9 hours) in economics, receiving a grade of "B" (3.0 on a 4.0 scale) or better in each course. 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...

Please call (402) 554-2570.

educational administration

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Candidates interested in entering any degree or endorsement program in the department may wish to contact the department office in Roskens Hall 312 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 admission committee. The review may require several weeks. Candidates should plan to have their application materials submitted well in advance of the semester in which they would like to begin their administrative studies.

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.

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 complete their endorsement program as described.

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

- Complete an on-line application for graduate admission at **https://admit.nebraska.edu/applyUNO /login.action**

- Request official transcripts from other institutions/universities be sent to the Office of Graduate Studies

- Submit two letters of recommendation

- Upload a Resume

- Complete Rule 20/21

- Copy of teaching certificate

Applicant must submit the following materials to the department:

- Scores demonstrating passage of the Pre-Professional Skills Test (PPST) or the Content Mastery Examination for Educators (CMEE) as defined by the State of Nebraska.
- Evidence the candidate has met the State of Nebraska's Special Education and Human Resources requirements. Most candidates will probably have satisfied this requirement while earning their teaching endorsements. If they have not, however, they will be required to complete relevant coursework.

All master's programs have basic requirements. A candidate must complete a minimum of 39 semester hours of course work, and a minimum of 27 semester hours of course work must be taken after admission to the program. The candidate must pass a written comprehensive examination at or near the end of the course work, and maintain a 3.0 grade point average in all course work taken in the program.

Specialist in Education Degree (EdS)

An applicant for admission to the Specialist in Education degree in the department of educational administration and supervision must have earned at least a master's degree from an accredited institution and an administrative endorsement. The specific application materials required for admission include:

- Complete an on-line application for graduate admission at **https://admit.nebraska.edu/applyUNO /login.action**

- Submit three letters of recommendation

- Upload a Resume

- Upload three writing samples

- Upload Statement of Purpose

- Request official transcripts from other institutions/universities be sent to the Office of Graduate Studies

- Official GRE scores

- Administration certificate

- TOEFL scores (applicable for international candidates only) with a minimum score of 500 (173 computer-based: 61 internet-based and 44-PTE.

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. The program of study must be approved by the department and the Graduate Dean, and include a minimum of 15 semester hours after admission to the EdS program.

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Roskens Hall 312 – UNO at (402) 554-2721.

Master of Science in Educational Administration and Supervision

Candidates obtain a master's degree and an endorsement in educational administration and supervision with an area of specialization in elementary school or secondary school administration.

Courses for Master of Science Endorsement Programs:

Required Courses

- TED 8010 Introduction to Research (3)

- EDAD 8020 Governance and Politics in EDAD (3)
- EDAD 8030 Introduction to Educational Administration(3)
- EDAD 8050 School-Community Relations (3)
- EDAD 8490 Leadership in Curriculum Instruction and Assessment(3)
- 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:
- EDAD 8450 OR 8460 OR 8470 Elementary School, or Secondary School Building Administration (3)
- EDAD 8400 Practicum in School Administration (3)

Elective Courses

Candidates for the Master of Science degree also choose two electives (6 hours). 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 8060 Planning for Safe and Orderly Schools (3)
- EDAD 8250 Technology for School Leaders (3)
- EDAD 8810 Urban School Leadership (3)
- EDAD 9550 Symposium in School Leadership (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 in Educational Administration and Supervision

Courses for the EdS and the Superintendent's Endorsement:

Required Courses:

- EDAD 8560 School Finance
- EDAD 8620 School Plants and Equipment
- EDAD 9200 Advanced Practicum
- EDAD 9110 Field Project in Ed. Admin
- EDAD 9650 Program Evaluation for Educational Administrators

Elective Courses:

- EDAD 8460 Elementary School Building Administration **OR**
- EDAD 8470 Secondary School Building Administration
- EDAD 8490 Leadership in Curriculum and Instruction
- EDAD 8060 Planning for Safe and Orderly School
- EDAD 8250 Technology for School Leaders
- EDAD 8810 Urban School Administration
- EDAD 9550 Symposium on School Leadership

english

Admissions

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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. International student applicants must also score at least 600 on the paper-based TOEFL examination, 250 on the computer-based TOEFL, 100 on the internet-based TOEFL or a 68 on the PTE in order to be eligible for unconditional admission.

Admission requirements include:

- the graduate admission application,
- transcripts,
- application fee, and
- a statement of purpose.

 The statement (of about 500-1000 words) should convey the applicant's previous study in the field of English, any relevant work or life experience, the applicant's philosophy of learning and reason for pursuing a Master's degree in English, and anything else that might help convey the applicant's personality, spirit, or intellectual character. Students wishing to apply for admission with a teaching assistantship must meet additional requirements. For more information, visit www.unomaha.edu/english/grad.php or call either 402-554-2638 or 402-554-3636.

All candidates for Master of Arts degree 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 (6 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.

Coursework Outside of English:

With approval of a student's advisor 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 9 hours; for Option II (non-thesis) a minor is 9 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 (9 hours) or Option II (9 hours).

Graduate Minor in English

The English department has established a graduate minor in English. Students may fulfill the requirements for the minor by successfully completing nine hours of graduate coursework in English.

Graduate Minor in Medieval & Renaissance Studies

Designed to help students understand and appreciate a very broad and important era through the disciplines of history, English and other European languages, art history, history of music, history of science, Middle Eastern studies, philosophy, and theology, there is a growing population of graduate students who have begun to request a similar option for their various master's degree programs.

Current List of Courses Relevant to the Interdisciplinary Graduate Minor in Medieval/Renaissance Studies

This list does not include the various departmental numbers for Graduate Directed Readings courses, even though these highly individualized reading and research classes may be applied to the requirements for the Minor. This list also does not include the various Special Topics courses in individual departments which may be taken for graduate credit.

- ART 8726 – Women in Ancient and Medieval Art
- ART 8776 – Early Medieval Art History
- ART 8786 – Later Medieval Art History
- ART 8816 – Northern European Renaissance Art History
- ART 8836 – Italian Renaissance Art History
- ART 8910 – Independent Study in Art History
- MUS 8546 – Renaissance Music Literature
- ENGL 8200 – Seminar: Middle English Literature
- ENGL 8250 – Seminar: Chaucer
- ENGL 8300 – Seminar: Shakespeare
- ENGL 8316 – Middle English Literature
- ENGL 8326 – Chaucer
- ENGL 8336 – Sixteenth-Century Literature
- ENGL 8346 – Shakespeare
- ENGL 8356 – Shakespeare's Contemporaries
- ENGL 8366 – Seventeenth-Century Literature
- ENGL 8400 – Seminar: English Renaissance
- ENGL 8450 – Seminar: John Milton
- ENGL 8626 – History of English
- HIST 8516 – Intellectual History: Modern Europe: Renaissance to French Rev.
- HIST 8536 – The Age of the Renaissance-Reformation
- HIST 8546 – Medieval Europe
- HIST 8616 – Tudor and Stuart England

Certificate in Advanced Writing

The English department offers a Certificate in Advanced Writing. For specific requirements, please go to http//:www.unomaha.edu/graduate/programs/program_english_advWriting.php.

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

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/programs/program_english_techComm.php.

For more information...

Please call (402) 554-2635.

geography

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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

- submit two letters of recommendation and a letter of intent
- submit a one-page resume;
- 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;
- have a GPA in geography of at least a 3.0 on a 4.0 scale;
- (recommended that all applicants) take the GRE before applying to our Graduate Program. The GRE is required to be considered for an assistantship.
- Applicants for whom English is not the native language must have a minimum TOEFL score of 550 (213 if computer based; 79-80 internet-based and a 53-PTE).

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

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:

- GEOG 8000 History and Philosophy of Geography (3 hours)
- GEOG 8700 Research Methods (3 hours)
- An approved physical geography course (3 hours)
- An approved human geography course (3 hours)
- 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:

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

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 "8--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 Concentration

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 Seminar in 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 Visualization
- GEOG 8056 Geographic Information Systems I
- GEOG 8500 Special Topics in Geography*

- GEOG 8600 Independent Research*
- GEOG 8636 Environmental Remote Sensing
- GEOG 8640 Remote Sensing : Advanced Concepts and Application
- GEOG 8666 Geography Information Systems II
- GEOG 8670 Cartographic Methods
- 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 advisor or from the graduate program chair with the course title and specifying the concentration to which it applies.

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/programs/certificate_gis.php. For additional information about the certificate program and/or to receive application materials, contact the Department of Geography and Geology at (402) 554-2662.

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.

Financial Support

The Department of Geography/Geology awards up to 11 graduate teaching assistantships. Applications should be directed to the department and are *due March 1 for the Fall semester* and *October 15 for the Spring semester*. The teaching assistantships require 20 hours per week of teaching or similar duties.

gerontology

Master of Arts in Social Gerontology

The MA in Social Gerontology can be pursued with a thesis option and a non-thesis option. The required number of credit hours for both options is 36 hours.

The MA in Social Gerontology with a thesis option 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.

The MA in Social Gerontology with non-thesis option is intended to be a practitioner's degree. Those who seek graduate preparation for entering the field of aging in a service capacity may pursue the degree with this option. They also can supplement this with a 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.

Admission

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 MA 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.

Degree Requirements

MA (Thesis Option)

1. A minimum of 18 hours of Gerontology course work THAT INCLUDE:
   o GERO 9110 Applied Social Gerontology;
   o GERO 9460 Seminar in Aging and Human Behavior;
   o GERO 8676 Programs and Services; and
2. Upto 6 hours of course work in a related area such as administration, counseling, education, or program planning and evaluation(with approval of advisor).
3. A minimum of 6 hours of research courses such as research methodology, statistics or computer applications THAT INCLUDES:
   o GERO 9310 Introduction to Research Methods
4. A minimum of 6 hours of:
   o GERO 8890 Thesis

MA (Non-Thesis Option)

1. A minimum of 18 hours of Gerontology course work THAT INCLUDES:
   o GERO 9110 Applied Social Gerontology
   o GERO 9460 Seminar in Aging and Human Behavior
   o GERO 8676 Programs and Services
   o GERO 8940
2. Upto 15 hours of course work in a related area such as administration, counseling, education, or program planning and evaluation(with approval of advisor)
3. A minimum of 3 hours of research THAT INCLUDES:

- GERO 9310 Introduction to Research Methods
4. A written comprehensive examination upon completion of course work.

Certificate in Gerontology

In addition to the Master of Arts in social gerontology, a graduate 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

Students wishing to work toward the certificate in gerontology must make application and be accepted into the department of gerontology and Graduate College; 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. 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.

A one semester 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.

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 (3)
- GEOG 9460 Aging and Human Behavior (3)

For more information...

Please call (402) 554-2272.

health, physical education and recreation

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

The School of Health, Physical Education and Recreation offer 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,
    - Five areas of emphasis are offered: Biomechanics, Exercise Physiology, Motor Development/Control, Strength and Conditioning, Sport and Exercise Physiology

- Physical Activity in Health Promotion,
- Recreation Administration/Management or
- Recreational Therapy.

- A Master of Arts degree with a concentration in *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.

In addition to normal requirements, the following are required for Physical Education Pedagogy, Physical Education Coaching, Exercise Science (with and without internship), and Physical Activity in Health Promotion concentrations:

- Two letters of recommendation
- 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 hours)

- HPER 8030 Research in HPER

Specialization Courses (12-24 hours)

- 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 8950 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 8120 Current Topics in Weight Management
- PE 8130 Implementing Physical Activity in Diverse Populations
- PE 8140 Physical Activity Measurement
- 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
- PE 8410 Motor Control
- PE 8420 Motor Development
- PE 8450 Advanced Biomechanics
- PE 8460 Occupational 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: Activity Analysis, Modifications, and Interventions
- RLS 8646 Critical Thinking in Recreation Therapy

For more information...

- about the graduate program in exercise science, physical activity in health promotion, and physical education, please call (402) 554-2670 or check our website at http://coe.unomaha.edu/hper/pe/pe_index.php

- about the health education graduate program check our website at http://coe.unomaha.edu/hper/hed/hed_index.php
- about the recreation and leisure studies graduate program also check our website at http://coe.unomaha.edu/hper/rls/rls_index.php

history

Admission
The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

To be considered for admission to the graduate program, every student must comply with the following four requirements:

- 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).
- Earn an undergraduate GPA of 3.0 or better (on a 4.0 scale).
- 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.
- two letters of recommendation (This requirement 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).

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.

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.

Every prospective student must obtain from the department of history the handout "Graduate Study in History." This presents information important to all students taking graduate work in history. All students are expected to be thoroughly familiar with the information 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 PhD 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. Each MA student must complete at least one seminar which contains the word "historiography" within its title.
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 advisor. 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 (8--0).
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 advisor and approved by the Graduate Program Committee. At least twelve of the total 24 hours must be in courses open only to graduate students (8--0).

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 (8--0). No student's program may include more than six hours of History 8010. Each MA student must complete at least one seminar which contains the word "historiography" within its title.
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 advisor. 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 (NAS) 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 Advisor 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" (3.0 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.

Course Attendance Requirement and Withdrawal Policy

All History Department faculties may at their own discretion remove from any class any graduate student who misses three or more classes during a single semester.

The History Department Graduate Program Committee may remove from the program any student who withdraws from three or more courses.

Academic Progress

In addition to conforming to all requirements for academic progress laid down by Graduate Studies, the History Department notes the following: pursuant to the section "Automatic Dismissal," wherein is noted "Departments/Schools may have additional and more stringent criteria for evaluating a student's performance and may demand a higher level of performance than that demanded by the Graduate College," please note:

The History Department at UNO will automatically dismiss from the program any student who is awarded any grade below B- in two (or more) classes, regardless of whether or not they have complied with other requirements of satisfactory progress.

For more information...

Please call (402) 554-2593.

language teaching (MALT)

The Master of Arts in Language Teaching (MALT) is a multidisciplinary 36 credit-hour graduate program offered by the Department of Foreign Languages in conjunction with faculty members from the Department of English and the College of Education. It draws from current faculty who teach French, German, Spanish, English, linguistics, literature, culture, TESOL (Teaching English to Speakers of Other Languages), foreign languages methods, education, and instructional technology. Completion of this degree will greatly

enhance the knowledge and preparation of those interested in teaching foreign languages and/or English as a second or other language.

The MALT involves a sequence of graduate courses in language, language acquisition, and pedagogy designed to reinforce and build upon the language skills and knowledge of target language culture(s) of educators.

Students select one of four possible concentrations: TESOL, French, German, or Spanish

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Basic admission requirements for students in all four concentrations include:

- an undergraduate degree with a minimum grade point average of 3.0
- two letters of recommendation (there is no special form or format required for these letters)
- applicant must have taken Introduction to Linguistics (ENGL 3000 or equivalent). Those who do not meet this requirement will be admitted provisionally;

Additional admission requirements for students in any of the foreign languages concentrations (French, German, or Spanish):

- An oral target language sample via a standard-sized audiocassette tape. The target oral sample should be a simple description 3-5 minutes in length, i.e., a description of one's family, job, an important event, etc.
- A written target language sample of five to seven pages in length. Students may submit a paper prepared for undergraduate language class, or may compose a new paper on any topic.

Additional admission requirements for student in TESOL Concentration:

- A five to seven page writing sample in English. Students may submit a paper prepared for an undergraduate English class, or may compose a new paper on any topic.

Nonnative speakers of English:

- A minimum TOEFL score of 250 computer-based, 100 internet-based or a 68 PTE.
- An oral English language sample via a standard-sized audiocassette tape. The target oral sample should be a simple description 3-5 minutes in length, i.e., a description of one's family, job, an important event, etc.

Course Requirements

The degree is composed of 36 credit hours of graduate work distributed as follows:

Foreign Languages (French, German, or Spanish):

- FREN/GERM/SPAN 8226: Structure of FREN/GERM/SPAN Language (3 credit hours)
- Literature Course / Literary Criticism (3 credit hours)
- TED 8006: Special Methods in Teaching Foreign Languages (3 hours)
- FLNG 8960: Seminar - Special Topics (3 credit hours)
- FREN/GERM/SPAN 8440: Seminar
- FREN/GERM/SPAN Composition (3 credit hours)
- FLNG 8020: Seminar - FL/TESOL Research (3 credit hours)
- FLNG 8030: Seminar - SLA Theory (3 credit hours)
- FLNG 8040: Seminar Assessment and Material Design (3 credit hours) ; or equivalent course
- FREN/GERM/SPAN 8960 and 8966: *Study Abroad (6 credit hours)

- TED 8540, 8550, 8560, 8570, 8580, 8590: Instructional Technology (3 credit hours),
- Approved Elective in the target language (3 credit hours)

TOTAL: 36 credit hours

TESOL:

- ENGL 8656: Structure of English (3 credit hours)
- Writing Seminar (3 credit hours)
- Literature Seminar (3 credit hours)
- ENGL 8740: Discourse, Culture : Power (3 credit hours)
- TED 8006: Special Methods in TESOL (3 credit hours)
- FLNG 8960: Special Topics (3 credit hours)
- ENGL 8780: Pedagogic Field Experience in TESOL (3 credit hours)
- FLNG 8020: Seminar - FL/TESOL Research (3 credit hours)
- FLNG 8030: SLA Theory (3 credit hours)
- FLNG 8040: Seminar - Assessment and Materials Design (3 credit hours); or equivalent course
- TED 8540, 8550, 8560, 8570, 8580, or 8590: Instructional Technology (3 credit hours)
- Approved Elective (3 credit hours)

TOTAL: 36 credit hours

The final requirements of the degree for all four concentrations is the successful completion of written and oral comprehensive examination in which linguistic and pedagogical knowledge is applied to the student's target language area.

General Notes:

- be replaced by 6 hours of coursework pending department approval.
- Assessment and Material Design may be replaced by an equivalent course in the College of Education, pending department approval.

- A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree program.
- A maximum of 12 hours of approved graduate credit can be transferred from other graduate program and counted towards the MALT degree. Additional graduate courses completed within the NU system may be transferred pending department approval.
- 18 of the 36 hours must be completed at the 8000 level only (at UNO these courses typically end in a 0, i.e., 8--0). Six (18 hours) other courses may be completed at the split 4000/8000 level (i.e., 4--0/8--6).
- Coursework for the MALT must be completed within a period of ten years.
- A student may complete a graduate minor (9 additional graduate hours) with department permission.

management information systems

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 or information technology.

Admission Requirements

The Application for Graduate Admission must be completed on-line at

https://admit.nebraska.edu/applyUNO/login.action

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 in the section "Integrated Undergraduate/Graduate Track."

Application procedures for the second track, a 36-hour graduate option, are explained below.

Application Procedures

1. Complete and submit the graduate admission application
2. Upload a detailed resume indicating your work experience and background.
3. Upload a writing sample from work or previous academic experiences. Alternatively, if you do not have a writing sample, please submit a essay that addresses the following two topics:
   o Discussion of two accomplishments that demonstrate your potential for success in the graduate program
   o Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.
4. Three references who can evaluate your work and/or academic achievements to write a letter of recommendation on official letterhead and submit electronically to graduate@unomaha.edu.
5. Request 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.
6. 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, or English-speaking Africa, Australia, Ireland or New Zealand are required to submit TOEFL and GMAT (or GRE) scores.
   o The minimum TOEFL requirement for the MS in MIS program is 550 (213 if computer-based; 79-80 if internet-based and a 53-PTE).
   o There is no minimum GMAT (or GRE) requirement, but the applicant's scores will be one factor used in evaluating the student's portfolio.
7. 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 (pwolcott@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 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).

Graduate Certificate Programs

In addition to the Master of Science in Management Information Systems, the Department of Information Systems and Quantitative Analysis also offers several graduate certificates, which may be undertaken either

separately from or concurrently with the MS in MIS. These are in :

- Information Assurance

- Project Management

- Systems Analysis and Design

Concentrations

The MIS program offers multiple concentrations:

1. Data Management
2. Business Administration (minor)
3. Geographic Information Systems (GIS)
4. Project Management
5. Electronic Commerce
6. Information Assurance
7. IT Audit & Control
8. Telecommunications
9. Health Informatics and Applied Research Methods

Find more information on the MIS Concentrations section.

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. Please contact graduate program committee chairperson Dr. Peter Wolcott at pwolcott@mail.unomaha.edu.

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 is made on the departmental website : http://www.isqa.unomaha.edu/gfinc.htm Application forms can be downloaded from this site.

For more information...

To obtain additional information about the graduate program in Management Information Systems, please call (402) 554-3770 or visit our website at http://www.isqa.unomaha.edu.

Management Information Systems Degree Requirements

Foundation Requirements

Foundation courses ensure that all students in the MS in MIS program have a strong foundation on which to build the rest of the program. These courses not only provide essential prerequisite knowledge and skills for other courses in the program, but they also contain a distinct body of knowledge that is an important part of the MIS professional's education. All foundation courses are required for all students. However, students who have obtained an undergraduate MIS degree will typically already have this foundation. In such a case, foundation courses are usually waived. Students with undergraduate degrees in other disciplines, including computer science or engineering, will usually have to take one or more foundation courses. Occasionally, a student's work experience may be sufficient to waive one or more foundation courses. Waivers for foundation courses are granted by the chair of the graduate program committee upon the recommendation of the faculty member who is responsible for an individual foundation course. Students requesting a waiver for a particular course should be prepared to meet with a faculty member and answer questions in the area of the course. They should bring to the meeting any relevant transcripts, course syllabi, course material, or evidence of practical experience. Some foundation courses may have an option for testing out. Foundation courses cannot be used to satisfy the 36 semester hours required for the MS in MIS degree. Students who have not completed all the foundation course requirements may be admitted on a provisional status until those requirements have been completed. All 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 3100 - 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

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 advisor. Students can enroll online using E-BRUNO. You must be accepted as a student at UNO in order to use this service.

Degree Requirements

Earn a total of 36 acceptable credits, including 21 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 - Advanced 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

Earn a total of 15 credit hours with a number 8000 or above (excluding foundation courses listed in the admissions requirements). The 15 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 8016 - Business Intelligence
- ISQA 8106 - Information Systems Architecture and Organization
- ISQA 8156 - Advanced Statistical Methods for IS&T

- ISQA 8160 - Applied Distribution-Free Statistics
- ISQA 8186 - Electronic Commerce
- ISQA 8196 - Process Re-engineering with Information Technology
- ISQA 8206 - Information and Data Quality Management
- ISQA 8230 - Telecommunications Management
- ISQA 8240 - Telecommunications Planning, Analysis and Design
- ISQA 8306 - Database Administration
- ISQA 8340 - Applied Regression Analysis
- ISQA 8400 - Clinical Systems Architecture and Function
- ISQA 8510 - Managing Usability Functions in Systems Development Organizations
- 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 and Ethics
- ISQA 8580 - Security Risk Management and Assessment
- ISQA 8596 - IT Audit and Control
- ISQA 8700 - Data Warehousing: Theory and Practice
- ISQA 8736 - Decision Support Systems
- ISQA 8810 - IT Project Management
- ISQA 8820 - Project Risk Management
- ISQA 8900 - Independent Research in MIS (May be repeated for a maximum of 6 hours)
- ISQA 8950 - Capstone Management Information Systems
- ISQA 8990 - Thesis (6 hours)

(See description of thesis option below)

Earn an overall 3.0 GPA in all course work.

Pass ISQA 8950 Capstone Management Information Systems or pass the thesis option (thesis plus thesis defense). In exceptional circumstances and at the discretion of the Graduate Program Committee, a student may pass

a comprehensive examination to satisfy this requirement. In this case the student would also have to complete an additional elective in order to satisfy the overall credit hour requirement.

Concentrations in MIS

As a part of their elective courses, students may choose to pursue a concentration or a minor, which will be noted in their transcript. The following concentrations and minors are available:

- Data Management
- Geographic Information Systems
- Project Management
- Electronic Commerce
- Information Assurance
- IT Audit & Control
- Telecommunication
- Health Informatics
- Applied Research Methods in MIS
- Business Administration (minor)

Management Information Systems Concentrations

As a part of their elective courses, students may choose to pursue a concentration, which will be noted in their transcript.

Concentration in Data Management

The effective management of data and information is a fundamental task not only in the information society, but also for civilization as a whole. This concentration will prepare students to manage a growing variety of types of data throughout the data lifecycle. The curriculum is designed to provide students with theoretical and practical training in database design, database administration, data quality management, knowledge management, business intelligence, data integration, and data governance. Students will gain exposure to transaction processing systems, data warehouses, and XML data stores. Students may also gain experience managing geospatial data.

Prerequisite Course (Core course in the MS MIS program)

- ISQA 8410 Database Management

Required Courses (9 hours)
- ISQA 8206 - Information and Data Quality Management
- ISQA 8306 - Database Administration
- ISQA 8700 - Data Warehousing: Theory and Practice

Elective Courses (3 hours- select 1 course)
- ISQA 8016 Business Intelligence
- ISQA 8736 - Decision Support Systems
- GEOG 8535/45 - Cartography & GIS (2 credit hours + 2 credit hours for lab)
- GEOG 8056 - Geographic Information Systems I
- ISQA 8080 - Seminar in Management Information Systems (Topic MUST be related to data management. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8990 – Thesis (Research MUST be related to data management. Approval from the Graduate Program Committee is required to use this course in the concentration. Only three hours of the required six hours of thesis credit may be applied to the concentration.)

Free Elective

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

Business Administration (Minor)

Organizations today need workers who have a deep understanding of both technology and business. Students that desire to increase their knowledge of business beyond their MS MIS degree should consider a Minor in Business Administration. The minor requires the completion of foundation courses (see below) that are required by the College of Business as well as nine credit hours of graduate courses in the College of Business. Students have the flexibility to choose any courses that match their needs by

focusing on accounting, marketing, finance, economics, or any combination of courses that meet their needs. This minor can enable students to gain a deeper understanding of either general business or specific areas of business that can be applied to their knowledge of management information systems.

Students interested in declaring a Minor in Business Administration as part of their MS MIS degree should speak with Carla Frakes. To enroll in Business Administration courses, students will have to request permission from the MBA Advisor. BSAD 8060 and BSAD 8800 are ineligible classes for the minor. All course pre-requisites (other than BSAD 8060) must be met in order to enroll in business courses.

Foundation Courses
- **Accounting** - BSAD 8110 or one year of Principles of Accounting at the undergraduate level (ACCT 2010 and 2020)
- **Economics** - BSAD 8180 or Micro- and Macro-economics at the undergraduate level (ECON 2200 and 2220)
- **College Algebra** - MATH 1310 and MATH 1320 (or their equivalents)
- **English Composition** - ENGL 1150 is a required course for all international students entering the MBA program who are required to take the TOEFL

Possible Business Courses (a partial listing)
- BSAD 8010 - Legal, Ethical, and Social Environment
- BSAD 8100 - Managerial Economics
- BSAD 8200 - Managerial Accounting
- BSAD 8310 - Managing Performance in Organizations
- BSAD 8400 - Marketing Policies
- BSAD 8500 - Financial Management
- BSAD 8916 - Special Topics: Entrepreneurial Projects
- BSAD 8916 - Business Data Visualization
- BSAD 8620 - Valuation of Intellectual Property
- BSAD 8910 - Special Topics: Quality and Process Improvement

Concentration in Geographic Information Systems (GIS)

The use of spatial data for management, analysis, and decision-making has grown dramatically in both the public and private sectors, as global positioning systems, mobile devices, and geographic information systems (GIS) have become widespread. The concentration in GIS provides students with the technical and conceptual skills to manage geospatial data and apply it to solving geospatial problems. Students will learn the principles of geospatial data and mapping systems, global positioning systems, representation and management of geospatial data within computer systems, construction and use of maps, and the use of geospatial functions for decision-support.

Required Courses (15 hours)
- GEOG 8535 - Cartography & GIS (2 credits)
- GEOG 8545 - Cartography & GIS Lab (2 credits)
- GEOG 8056 - GIS I (4 credits)
- GEOG 8666 - GIS II (4 credits)
- ISQA 8736 - Decision Support Systems (3 credits)

Concentration in Project Management

The Project Management Concentration will provide students with the technical, organizational and managerial background to be effective project managers, project leaders, information technology managers, and software engineers. The curriculum in this concentration integrates project management standards developed by organizations such as IEEE (The Institute of Electrical and Electronics Engineers) and PMI (Project Management Institute) with conceptual background from disciplines such as project management, software engineering, management science, psychology, organization behavior, and organization change. Students are to start coursework in the project management concentration after completion of at least 9 hours of the core courses including ISQA 8210 (Managing Software Development). For a Project Management concentration, the 15 required credit hours of electives must include the following courses.

Required Courses (6 hours)
- ISQA 8810 - Information Technology Project Fundamentals
- ISQA 8820 - Project Risk Management

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

This is not an exhaustive list. Other courses may be taken as electives with approval of the GPC Chairperson.

- ISQA 8570 - Information Security Policy & Ethics
- ISQA 8196 - Process Reengineering with Information Technology
- ISQA 8080 - Seminar in Management Information Systems (Topic MUST be related to Project Management. 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 Project Management. Prior approval from Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8990 - Thesis (Research MUST be related to Project Management. Prior approval from the Graduate Program Committee is required to use this course in the concentration. At least three hours of thesis credit may be applied to the concentration.

Free Elective (3 hours)

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

Concentration in Electronic Commerce

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 the required six 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).

Concentration in Information Assurance

The Information Assurance (IA) concentration focuses on the planning, deployment, and management of security technologies to achieve information assurance. 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 - 9 hours

- ISQA 8546 - Computer Security Management
- ISQA 8570 - Information Security Policy and Ethics

- ISQA 8580 - Security Risk Analysis and Management

Electives - 3 hours (Must select one course from the following list)

- ISQA 8530 - E-Commerce Security
- ISQA 8560 - Information Warfare and Security
- 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 the required six hours of thesis credit may be applied to the concentration.)

Concentration in IT Audit & Control

The IT Audit and Control Concentration will provide students with the technical, organizational, accounting/auditing, and managerial background to plan and conduct IT audit and control activities. The concentration will cover the following conceptual areas:

- business risks and the management of business risk
- IT risk as a component of business risk
- the need to manage IT risks
- basic type of controls required in a business system in order to control IT risks
- controls associated with top management, system development, programming, data resource management, database, security, operations management, quality assurance, boundary controls, and communications
- issues associated with new system control risks created by the use of the internet for business applications and electronic business will also be covered in one or more courses
- integration of technical, managerial and conceptual skills needed to plan and

conduct IT audits and establish appropriate controls

For an IT Audit and Control concentration, the 12 to 15 required credit hours of electives *must include the following courses:*

Prerequisite Courses

- Students must have completed at least 9 hours of the MS in MIS core courses (beyond foundation requirements) prior to enrolling for the concentration. In addition, the following preparation is required for this concentration:
- BSAD 8110 - Accounting and Financial Fundamentals (This course is only required for students who have had no exposure to accounting fundamentals. Students will be given an automatic waiver if they have taken two semesters of accounting in their undergraduate degree.)

Required Courses (9 hours)
- BSAD 8200 - Managerial Accounting
- ISQA 8570 - Information Security, Policy and Ethics
- ISQA 8596 - IT Audit and Control

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

This is not an exhaustive list. Other courses may be taken as electives with approval of the GPC Chairperson.

- ISQA 8080 - Seminar in Management Information Systems (Topic MUST be related to IT audit and control. Prior approval from the Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8546 - Computer Security Management
- ISQA 8196 - Process Reengineering with Information Technology
- ACCT 8060 - Advanced Managerial Accounting
- ACCT 8096 - Advanced Auditing (Requires ACCT 4080 - Principles of Auditing)

- ISQA 8900 - Independent Research in Management Information Systems (Topic MUST be related to IT audit and control. Prior approval from Graduate Program Committee is required to use this course in the concentration.)
- ISQA 8990 - Thesis (Research MUST be related to IT audit and control. Prior approval from the Graduate Program Committee is required to use this course in the concentration. At least three hours of thesis credit may be applied to the concentration.)

Concentration in Telecommunications

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

Required Course - 3 hours

- ISQA 8230 - Telecommunications Management

Electives - 6 hours (Must select two courses from the following list)
- IASC/CSCI 8410 – Distributed System Security
- ISQA 8530 - E-Commerce Security
- CSCI 8200 - Interconnection Networks
- CSCI 8210 - Advanced Communication Networks
- CSCI 8556 - Communication 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 the required six 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)

Concentration in Health Informatics

Students interested in health informatics are encouraged to declare a formal concentration by contacting the MS in MIS advisor. 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 Courses - 12 hours
- ISQA 8570 - Information Security Policy and Ethics
- PA 8760/PSM 810 - US Health Care System: An Overview
- ISQA 8400/IMED 840 - Clinical Systems Architecture and Function

The two ISQA courses listed above are prerequisites for 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 the six hours of thesis credit may be applied to the concentration.)

Applied Research Methods in MIS 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 the six hours of thesis credit may be applied to the concentration.)

Free Elective -3 hours

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

Master of Science in Management Information Systems Integrated Undergraduate/Graduate (IUG) Track

The primary purpose of this track is to provide outstanding management information systems undergraduate students the 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.

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. Interested students will be required to present a "portfolio" of the following

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credentials. Whenever possible, candidate students will be required to present their "portfolio" in a presentation to the IUG Selection Committee.

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

3. 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.
4. All applicants will need to meet any other admission requirements established for the MS in MIS program.
5. 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.
6. Students can use up to 9 hours of ISQA 8**5 or 8**6 courses towards the undergraduate MIS degree.

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 advisor 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 advisor.

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.

mathematics

The program which leads to the Master or Arts or Master of Science in mathematics is designed to achieve two objectives:

1. Provide a strong program of course work in mathematics beyond the undergraduate level and
2. 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.

Whatever their objectives in their graduate programs, students should form a close working relationship with a faculty member having similar mathematical interests as soon as possible. This will ensure good advice in planning a coherent plan of study. In addition, an advisor 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.

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. Such courses must be also at the 8000 level or above and end in the digit zero or six.
7. 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
8. Courses numbered 8--5 will not count towards the MA or MS degrees in Mathematics.

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 (MATH 8990) 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 8806, and 8880. At least 15 of these credit hours must be courses with a number ending in a zero digit. These 15 hours may include the 6 hours of thesis, and 3 hours of independent study, MATH 8970.
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. Such courses must be also at the 8000 level or above and end in the digit zero or six.
6. 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)
7. Pass a comprehensive exam including an oral defense of the thesis.
8. Courses numbered 8--5 will not count towards the MA or MS degrees in Mathematics.

Admission Requirements for the MS or MA Degrees

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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

For unconditional admission, an applicant should:

1. Have completed a bachelor's degree with a grade point average of at least 3.0 in mathematics courses taken.
2. Have completed 15 credit hours of mathematics courses beyond calculus, including MATH 3230/8235 Introduction to Analysis or equivalent.
3. 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.
4. Students who satisfy the admission requirements in (1) above except for the GPA requirement may be granted provisional admission to the graduate program. They will be granted unconditional admission upon completion of 12 graduate hours with a grade of "B" or better in each course.

Master of Arts for Teachers of Mathematics (MAT)

To obtain the MAT 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 3 hours for graduate students only (8--0) in mathematics or education.
4. Choose one of the following three options (nine credits):
   - Statistics option: STAT 8005, 8015, MATH 8010, or MATH 8746, 8756, and 8010.
   - 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.
   - Computer Science option: three courses in computer science with a number of 8000 or above and with at most two of the form 8xx5..
5. Pass the MAT comprehensive examination which is composed of two parts:
   - The mathematics part is three 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.
   - 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 (MAT) Degree

A student meeting the following conditions may be admitted to the MAT 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 for work within the department. There are also several joint UNO/MCC positions where the teaching assignments are at Metropolitan Community College. All of these positions pay an annual stipend plus a waiver of tuition. For the details of

the nature of the work, please contact the department chair.

Graduate Minor in Mathematics

To earn a graduate minor in Mathematics, a student must complete nine hours of graduate level mathematics (8000 level courses ending in either a '6' or '0' digit, excluding 8010,8020,8040 and 8880), with at least six hours of courses at the strictly graduate level(courses ending in a '0' digit). In addition, all grades earned must be 'B' or higher.

For more information...

Please call (402) 554-3430 or visit our homepage at http://www.unomaha.edu/wwwmath.

music

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Applicants must have earned a baccalaureate degree from a regionally accredited institution of higher education. The student must have a cumulative GPA of 3.0 or better in all undergraduate courses in music. If the student does not have an undergraduate degree in music, the student must take the Department of Music Graduate Diagnostic Exam before enrolling in any graduate courses in order to determine which undergraduate foundation courses may be necessary.

Master of Music

The Department of Music offers graduate courses in the areas of music education, performance,

conducting, history and theory. The degree requires a total of 30 or 36 hours credit for completion, and may include a concentration in performance, music education, or conducting.

Concentration Areas

Music Performance

Audition is required before enrollment in any graduate applied lessons in this track:

MUS 815A - 8150T Applied Music (9)
MUS 8520 Music Bibliography (3)
MUS 8460 Music Analysis for Performance (3)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945

Electives in Music (6)

Option A
MUS 8970 Treatise (3)
MUS 8980 Recital (3)

Option B
MUS 8980 Recital (6)

Music Education

There is no audition required for entrance to this track; however, an audition is required to study applied music at the graduate level.

- MUS 8630 Research in Music Education (3)
- MUS 8610 Organization and Administration of Music (3)
- MUS 8640 Foundations of Music Education (3)
- MUS 8660: Pedagogy of Music Theory (3)
- MUS 8686: Pedagogy of Multicultural Music (3)

- Additional Music or Education Electives (6)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945

Option A
MUS 8990 Thesis (6)

Option B
Additional Music or Education Electives (12)

Conducting

Audition is required before enrollment in Conducting Practicum in this track.

- MUS 8700 Conducting Practicum (9)
- MUS 8520 Music Bibliography (3)
- MUS 8460 Music Analysis for Performance (3)

Music History and Literature (3) to be selected from:

- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8446 Music Since 1945 Music
- Electives (6)
- MUS 8980 Recital (6)

Graduate Minor in Music

The following courses constitute a graduate-level minor in music:

Music 8150 Applied Music (3)

Elective in Music Literature or Theory (3) to be selected from:

- MUS 8406 Advanced Composition
- MUS 8446 Music since 1945
- MUS 8456 Advanced Orchestration
- MUS 8476 Counterpoint
- MUS 8546 Renaissance Music Literature
- MUS 8556 Baroque Music Literature
- MUS 8566 Classical Music Literature
- MUS 8576 Romantic Music Literature
- MUS 8586 Music from 1900 - 1945
- MUS 8460 Music Analysis for Performance
- Elective in Music (3)

Please contact:

Dr. Roger Foltz
Graduate Program Coordinator
402-554-2474
rfoltz@mail.unomaha.edu

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 either the thesis or the non-thesis option. 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

- ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action***

- 15 undergraduate hours in political science
- PSCI 2000 - Introduction to Political Inquiry or undergraduate equivalent
- 3.0 undergraduate grade point average
- Two letters of recommendation
- 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

- 8990: Thesis (6)).
- Maintain a 3.0 overall grade point average.

Required Courses:

  - PSCI 8000 Seminar in Research Methods (3),
  - PSCI 8040 Seminar in American Government and Politics (3),
  - PSCI 8250 Seminar in Global Politics (3),
  - PSCI 8300 Seminar in Political Theory (3), and
  - PSCI 8900 Thesis (6 hours).

- Elective Courses: Complete 12 hours, no more than two (6 hours) of which may be 3---/8--5 courses.
- At least 50% of coursework must be at the 8--0/9--0 level.

M. S. Non-Thesis Option

- Complete 36 hours total.
- Maintain a 3.0 overall grade point average.
- Pass written comprehensive exam.
- Required Courses:
  - PSCI 8000 Seminar in Research Methods (3),
  - PSCI 8040 Seminar in American Government and Politics (3),
  - PSCI 8250 Seminar in Global Politics (3),
  - PSCI 8300 Seminar in Political Theory (3), and
  - 3 credit hours of PSCI 8910 Political Internship (3) or PSCI 8980 Research Tutorial (3), and 3 credit hours of PSCI 8900 Readings in Political Science (3), PSCI 8910 Political Internship (3) or PSCI 8980 Research Tutorial (3).
- Elective Courses: Complete 18 hours, no more than two (6 hours) of which may be 3---/8--5 courses.
- At least 50% of coursework must be at the 8--0/9--0 level.

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 complete a minimum of nine (9) graduate hours in political science courses, which must include Seminar in American Government and Politics, Seminar in Global Politics, and Seminar in Political Theory. The courses to be taken for the minor are to be approved both by the student's advisor in the student's major subject and by the graduate program committee chair in Political Science.

For more information...

Please call (402) 554-2624.

psychology

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

All application materials must be submitted by January 5 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 an on-line graduate application ,
- submit three letters of recommendation,
- 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. and
- official transcripts for all undergraduate and any graduate course work they have completed.

  In making decisions on admission, the faculty not only considers 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 advisors. The UNO Department of Psychology supports emphasis within the MA 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 advisors, the department, and the Graduate College. Half of the course work applied to an MA must be in courses which are open only to graduate students (8--0).

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

Comprehensive Examination Requirements for 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).

- Obtaining a score of at least 600 on the Advanced Psychology Test of the GRE. (NOTE: not required for the School Psychology and Psychobiology program).

- 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
- PSYC 9210 Proseminar: Sensation and Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9240 Proseminar: Comparative Psychology
- PSYC 9040 Proseminar: Learning
- PSYC 9070 Proseminar: Cognitive Psychology

Group 2
- PSYC 9430 Proseminar: Personality
- PSYC 9440 Proseminar: Social Psychology
- PSYC 9560 Proseminar: Developmental Psychology

Group 3
- PSYC 9010 Proseminar: Statistical Methods I
- PSYC 9020 Proseminar: Statistical Methods II

When an applicant for admission 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 advisor, 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.

Certificate in Human Resources and Training

In conjunction with 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 http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php.

Master of Science in Psychology

Master of Science in Industrial/Organizational Psychology

To complete a Master of Science (MS) degree in Industrial/Organizational Psychology the student must present 36 credit hours of graduate course work in psychology or related disciplines.

An MS in industrial/organizational psychology is the appropriate track for industrial/organizational psychology graduate students seeking employment following completion of their master's degree. An MS degree requires completion of a practicum in lieu of a thesis. The same proseminar and quality of performance requirements described for the MA 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)

- PSYC 9020 (Statistical Methods II)
- PSYC 9440 (Proseminar: Social Psychology).

Industrial / Organizational Core: Complete two of the following:

- PSYC 9610 Motivation and Morale
- PSYC 9620 Industrial Training and Organizational Development
- PSYC 9630 Leadership Theories & Research
- PSYC 9640 Problem Solving: Decision Making

Additional Required Courses

- PSYC 8000 The Profession of Psychology
- PSYC 9090 Theory of Measurement and Design
- 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's Level Comps for Industrial Organizational Psychology Options

Option 1 – Course work and psyc GRE

Must complete

1. Proseminar requirement (3 non-statistical proseminars or 2 non-statistical proseminars and a waiver/substitution) with a grade of B- or better plus one statisitcal proseminar

   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 I

- PSYC 9210 Proseminar: Sensation and Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience
- PSYC 9240 Proseminar: Comparative Psychology
- PSYC 9040 Proseminar: Learning
- PSYC 9070 Proseminar: Cognitive 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

2. psych GRE of 600 and better

Option 2 – Research

Must complete

1. Proseminar requirement (3 non-statatistical proseminars or 2 non-statistical proseminars and a waiver/substitution) with a grade of B- or better

   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 I

- PSYC 9210 Proseminar: Sensation and Perception
- PSYC 9230 Proseminar: Behavioral Neuroscience

- PSYC 9240 Proseminar: Comparative Psychology
- PSYC 9040 Proseminar: Learning
- PSYC 9070 Proseminar: Cognitive 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

2. Research requirement, one for the list below. All research must be conducted at UNO and be supervised by a faculty member from the Industrial/Organizational psychology area
   a. Co-author on a presentation or poster at an approved international or national level conference
   b. First author on a presentation or poster at an approved regional level conference
   c. Co-author on an accepted publication in a peer review journal

3. Letter from supervisor of the research discussing the role the student played in the research process and its appropriateness for satisfaction of the comps requirement. If a co-author, the student must have contributed significantly and meaningfully to the paper or manuscript.

4. List of approved conferences (other conferences may be approved by request)
   a. International/National:
      American Psychological Association
      Association for Psychological Science
      Society for Industrial & Organizational Psychology
      Society for personality and Social Psychology
      Society for Judgment and Decision Making
      Academy of Management
   b. Regional:
      Midwestern Psychological Association
      Midwest Academy of Management

Master of Science in School Psychology

To receive an MS degree in school psychology, the student must present at least 37 graduate credit hours in psychology or related areas.

Proseminar and Psychology Department requirements (total 12 hours)

- PSYC 8000 : The Profession of Psychology (no credit)
- PSYC 9230 : Proseminar: Behavioral Neuroscience
- PSYC 9440: Proseminar: Social Psychology
- PSYC 9560: Proseminar: Developmental Psychology

Choose 1 from the following 2 statistics courses:

- PSYC 9010 : Proseminar: Statistical Methods I
- PSYC 9020 : Proseminar: Statistical Methods II

School Psychology Core Coursework (total 25 hours)

- PSYC 8500: Introduction to School Psychology (4 credits)
- PSYC 8520: Foundations of Assessment (3 credits)
- PSYC 8530: Early Childhood Assessment (3 credits)
- PSYC 8540: School Age Assessment (3 credits)

- PSYC 8576: Behavior Analysis and Intervention (3 credits)
  OR PSYC 8550: Psychotherapeutic Interventions *(the other course is taken at the EdS level)*
- PSYC 8590: Psychology of Exceptional Children (3 credits)
- PSYC 8970: Master's Level Practicum in School Psychology (3 credits)
- TED 8210: Human Relations for Bias Free Education (3 credits)

When an applicant for admission 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 the replacement of another graduate course for one proseminar if recommended by the faculty in the student's disciplinary area. Students still need to take at least one proseminar from each group. Application for substitution must occur in the student's first semester.

Total Credit Hours: 37

Master of Arts in Psychology

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 advisor and the Graduate Program Committee. Six (6) hours of thesis credit (PSYC 8990) must be included in this total.

Areas of Concentration for the MA 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 MA:

- 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 MA 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 PhD 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 PhD. 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)

Comprehensive Exam - Developmental Psychology

Option 1 - Course work and Psych GRE(available only to those entering prior to Fall 2011)

Student must complete:

1. Departmentally required course work with a B- or better.
2. Must obtain a Psych GRE score of 600 or better.

<u>Option 2 - Course work and Research(required for those entering in Fall 2011 forward, students admitted prior to Fall 2011 may choose either option)</u>

Students must complete:

1. Departmentally required course work with a B- or better.
2. Research requirement. All research must be conducted at UNO and supervised by a faculty member from the UNO Developmental Psychology program.
   o Co-author on a presentation or poster at an approved international or national level conference*.
   o First author on a presentation or poster at an approved regional level conference*.
   o Co-author on a submitted publication in a peer review journal.
   o Co-author on a submitted national funding agency propo al.
3. Letter from the supervisor of the research project discussing the role the student played in the research process and its appropriateness for satisfaction of the comps requirement. If the student is not the first author the student must have contributed significantly and meaningfully to the paper, presentation, or poster.
4. Public oral presentation of Thesis, announced to the department at least 2 weeks prior. Once public presentation is completed, a closed-door session with questions from the members of the thesis committee must then be passed.

*List of pre-approved conferences(other conferences may be approved by request)
International/National

- Society for Research in Child Development (SRCD)
- Society for Research on Adolescence (SRA)
- American Psychological Association (APA)
- Association for Psychological Science (APS)
- International Society for the Study of Behavioural Development (ISSBD)
- Cognitive Development Society (CDS)
- Jean Piaget Society

Regional
- Midwestern Psychological Association (Regional meeting for APA)
- Midwest Social Development Consortium (MWSDC)

Concentration in Industrial/Organizational Psychology

An MA with a concentration in Industrial/Organizational Psychology is the master's track for Industrial/Organizational Psychology graduate students intending to pursue a PhD. The MA 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)
- PSYC 9440 (Social Psychology)

<u>Industrial/Organizational Core</u> (complete two of the following):

- PSYC 9610 Motivation and Morale
- PSYC 9620 Industrial Training and Organizational Development
- PSYC 9630 Leadership Theories & Research
- PSYC 9640 Problem Solving : Decision Making

<u>Additional required courses include</u>:

- PSYC 8000 The Profession of Psychology
- PSYC 9090 Theory of Measurement and Design

- 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 MA degree in Psychology with a concentration in psychobiology. Requirements include completion of the department's proseminar requirements, plus the second Group III statistics course. In addition, students are required to take PSYC 9290 (Seminar in Psychobiology) at least once, plus two to three 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. A comprehensive examination will be given in lieu of the department's requirement of a score of 600 on the Advanced Psychology Test of the GRE. However, if the student wants to qualify for teaching assistantship, the Advanced Psychology GRE must be taken.

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

Comprehensive Exam - Psychobiology

1. Completion of the Developmental required Proseminars plus the second Group 3 Statistics course (approved substitution may replace one Proseminar).
2. Oral presentation of Thesis, announced to the campus community two weeks prior
3. Proficiency during closed session of Thesis Defense in answering questions designed to demonstrate breadth of knowledge in areas of Psychology not related to student's main area of study
4. At least one of the following (must be approved by student's Supervisory Committee):

   a. National Research Services Award (NIH) or similar national funding agency proposal

   b. Submission of a first-authored publication to a peer-reviewed journal (co-authored with advisor or approved in advance by advisor).

   c. Acceptance of a publication to a peer-reviewed journal in which the student is a co-author and made a substantial contribution to both the research and authorship (if selected, this option requires a letter from the student's Supervisory Chair indicating the contribution of the student)

Concentration in School Psychology

Proseminars
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 1

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

Group 2

- PSYC 9430: Proseminar: Personality
- PSYC 9440: Proseminar: Social Psychology
- PSYC 9560: Proseminar: Developmental Psychology*

Group 3

- PSYC 9010: Proseminar: Statistical Methods I   OR
- PSYC 9020:Proseminar: Statistical Methods II

Note: * required

Additional Course Work

Courses in **bold** are required for BCBA. All other courses required for LMHP or UNO Psychology Department requisites for M.A. degree.

- PSYC 8000 : The Profession of Psychology (no credit)
- PSYC 8520 : Foundations of Assessment (3 credits)
- **PSYC 8550 : Psychotherapeutic Interventions (3 credits)**
- **PSYC 8576 : Behavior Analysis and Intervention (3 credits)**
- PSYC 8990 : Ethics and Law for Psychologists (3 credits) OR
  COUN 8040 : Professional and Ethical

  Issues for Professional Counselors (3 credits)
- PSYC 8990 : Thesis (6 credits) - an independent research project
- **PSYC 9570 : Applied Behavior Analysis (3 credits)**
- **PSYC 9910 : Topical Seminar in Psychology: Small n Research Designs (3 credits)**
- **PSYC 9574 : Laboratory in Applied Behavior Analysis (15credits, 750 hours)**

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

This is 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)

School Psychology 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 (3 credits)
- PSYC 8576 Behavior Analysis and Intervention (3 credits)
  or PSYC 8550 Psychotherapeutic Intervention
  the other course was taken at the master's level)
- PSYC 9320 Seminar in Program Evaluation (3 credits)
- PSYC 9780 Advanced Educational and Psychological Consultation (3 credits)
- PSYC 9940 School Psychology Applied Research Project (5 credits)
- PSYC 9970 EdS Level Practicum in School Psychology (6 credit hours)
- PSYC 9980 Internship in School Psychology (6 credit hours)

Electives: Graduate course in Counseling and Graduate Elective in Education.
(6 credits hours total; must be approved by School Psychology Program Committee)

Total Credit Hours: 35

A handbook of policies and requirements is available upon request.

public administration

Master of Public Administration

The mission of the Master of Public Administration (MPA) is:

The mission of the Master of Public Administration program is to strengthen the public service in a democratic and diverse society by educating students to manage and lead public and nonprofit institutions effectively, ethically and democratically.

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 offered at night to meet the needs of full-time employees.

Students must have proficiency upon entering the program in basic computer applications (e.g. Internet, spreadsheet applications and word processing). Students may achieve this proficiency through previous graduate or undergraduate course work,.

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.

Doctor of Philosophy in Public Administration

The PhD program in public administration is a research degree in public administration. Its focus is on public sector organization and their role in a democratic and diverse society. The goal of the public administration doctoral program is the development of a cadre of academicians and senior practitioners who will make significant contributions to knowledge development in the field.

Because the doctoral program seeks to provide students with the competencies necessary to achieve distinction in higher education or leadership positions in public administration, 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 PhD in public administration requires 93 graduate credit hours beyond the baccalaureate degree. This includes 12 hours of core courses, 9 hours of research courses, 6 hours each in two areas of concentration for a total of 12 hours, a 1 hour workshop in teaching and professional skills, 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 (MA or MS) in a related academic discipline or field.

- Public budgeting and finance
- Public aviation and transportation
- Public policy
- Urban management
- Public administration theory
- Managing information in the public sector

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 (4000/8--6) courses as part of their program of study.

For more information...

Please call (402) 554-2625.

Master of Public 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 advisor, and include approval by the Graduate Program Committee.

PA 8990 Capstone Project or a thesis is required to complete the program.

Admission

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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
- Resume
- Writing skills (based on the applicant's admissions essay)
- References (based on two written letters of recommendation)
- GRE Exam

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, and have goals consistent with the mission of the MPA Program.

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

- UNO Graduate Application for admission and application fee

- One set of all undergraduate and graduate official transcripts
- Official Graduate Record Examination (GRE) scores. (University code is 6420)
- Essay
- Resume
- Two letters of recommendation

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 reviewed by the admissions committee. 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 for Graduate Studies. 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 79 on the Internet-based TOEFL) or better, or
- IELTS with a score of 6.5 or better
- or
- Pearson with a score of 59 or better.

Transfer of Credit

A student may transfer up to nine (9) hours of graduate credit from other colleges or universities. These courses may be applied as elective degree requirements. No courses will be accepted in lieu of required courses. Transfer courses require approval of the Graduate Program Committee and the Dean of Graduate Studies. Students should discuss this with the School's Academic Program Coordinator or the MPA Director. 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 as electives 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.

Introductory Core

- PA 8050 Public Administration and Democracy
- PA 8090 Seminar in Organization Theory and Behavior in Public Agencies
- PA 8010 Public Economy (or approved equivalent course)
- PA 8120 Research Methods* (PSCI 8000 at UNO)

* This is not a required introductory core course, but it is advised for students to take this early in their program.

Ending Core

- PA 8300 Policy Design and Implementation
- PA 8320 Public Policy Evaluation or PA 8450 Seminar in Advanced Management Analysis or PA 8330 Policy Analysis or POLS 836 at UNL is accepted substitute for PA 8320
- PA 8440 Organization Development or PA 8530 Strategic Planning

Note: The ending core requires the completion of the beginning core including Research Methods. The ending core, except for PA 8300, also requires the completion of at least 24 hours in the MPA program.

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.

The student must orally defend 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

The different areas of concentration available are:

1. Aviation
2. Health Administration
3. Local Government
4. Nonprofit Management
5. Public Management
6. Public Policy
7. Public Works
8. Transportation

Areas of Specialization

Areas of specialization are interdisciplinary in nature. They require students to choose from courses within other academic areas. Students should work closely with both their MPA and specialization advisors to create a plan of study.

Please note that areas of specialization will NOT be noted as such on UNO transcript. The two specializations are:

1. Criminology & Criminal Justice
2. Information Management

Other Areas of Specialization

Students may design a specialization to meet their professional goals consistent with the mission of the MPA program. These courses must contain a definable substantive area and provide a cohesive set of educational objectives. The specialization must receive the approval of the Graduate Program Committee.

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 their advisor, a faculty member who has expertise in the area, or a faculty member with whom they are interested in working. This process may take some time, so students must start early. Working with the faculty supervisor/mentor, students will define an area of reading/ research. Once the work is outlined, the student must complete an Independent Study/Reading Contract that will be signed by both the student and the supervising instructor. The contract may be obtained from the School's Academic Program Coordinator. Only after a completed and signed contract is returned to the Academic Program Coordinator will the student be permitted to register for the course.

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 MPA Graduate 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 (300 hours) 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 or nonprofit 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 advisor, prior to the start of the semester. Students will be notified of scheduled

times to meet with the internship advisor to discuss other requirements and procedures.

A student taking an internship for credit will meet during the semester with the internship advisor. 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.

E-mail Accounts

Upon enrollment, MPA students are assigned a gmav 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 trustworthy and 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 dishonesty as defined in the MPA Student Handbook and UNO's Graduate Catalog.

Master of Public Administration Concentrations

Aviation Concentration

Advisor: Dave Byers

Required Courses (9 credit hours)

- AVN 8020 Survey of Aviation Administration & Transportation Policy
- AVN 8095 Airport Administration & Planning
- PA/AVN 8480 Public Finance Administration

Electives Courses (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
- PA 8990 Capstone Project

Health Administration Concentration

Advisor: Bryce Hoflund

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)

Elective Courses

- GERO/PA 8516 Long Term Care Administration
- GERO/HED 8556 Health Aspects of Aging
- GER0 8696/SOWK 8046 Working with Minority Elderly
- GERO 8676 Programs and Services for the Aging
- HED 8600 Health Behavior
- HED 8700 Women's Health Issues
- HED 8850 Health Aspects of Stress Management
- PA 8730 Health Care Administration
- PA 8990 Capstone Project

Elective Courses at UNMC

- PSM 802 Ethics in Health Care
- PSM 806 Biostatistics I
- PSM 820 Epidemiology: Theory and Applications

Local Government Concentration

Advisor: Robert Blair

Required Courses (9 credit hours)

- PA 8410 Public Personnel Management
- PA 8436 Municipal Administration
- PA 8480 Public Finance Administration

Elective Courses (9 credit hours)

- PA 8030 Internship
- PA 8040 Internship
- PA 8400 Public Budgeting
- PA 8470 Administrative Ethics and Leadership
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8616 Municipal Law
- PA 8990 Capstone Project
- GEOG 8120 Urban Geography
- ECON 8500 Seminar in Urban Economics
- UBNS 8020 Race, Ethnicity and American Urban Culture
- UBNS 8806 Introduction to Urban Planning

- CIVE 8610 Urban Transportation

Nonprofit Management Concentration

Advisor: Angela Eikenberry

Required Courses (6 credit hours)

- PA 8550 Introduction to the Non-Profit Sector
- PA 8480 Public Finance Administration

Elective Courses (12 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
- PA 8990 Capstone Project
  **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 can be included for elective credits. Examples include health specialization courses, courses in fine arts administration, museum studies, and social work. Check with your advisor 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

Elective Courses (12 hours)

- PA 8110 Managing Information in the Public Sector
- PA 8320 Policy Evaluation
- PA 8330 Policy Analysis
- 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

Advisor: Ken Kriz

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

Elective Courses (9 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

Public Policy Concentration

Advisors: Dale Krane and Robert Blair

Required Courses (9 hours)

- PA 8320 Policy Evaluation
- PA 8330 Policy Analysis
- PA 8400 Public Budgeting
- PA 8600 Administrative Law
- PA 8990 Capstone Project

Elective Courses (3 hours)

See advisor for permission

Public Works Concentration

Advisor: Robert Blair

Required Courses (12 credit hours)

- PA 8410 Public Human Resource Management
- PA 8420 Public Works Administration
- PA 8480 Seminar in Public Financial Administration
- UBNS 8060 Introduction to Urban Planning

Elective Courses (6 credit hours)

- AVN 8020 Survey of Aviation Administration and Transportation Policy
- AVN 8095 Airport Administration and Planning
- AVN 8100 Seminar in Public Administration
- CIVE 8610 Urban Transportation Planning
- CRP 8006 Introduction to Planning
- ECN 8850 Seminar in Urban Economics
- GEOG 8126 Urban Geography
- PA 8030 Internship
- PA 8040 Internship
- PA 8110 Management Information Systems
- PA 8400 Public Budgeting
- PA 8436 Municipal Administration

- PA 8470 Administrative Ethics and Leadership
- PA 8566 Intergovernmental Management
- PA 8600 Administrative Law
- PA 8616 Municipal Law
- PA 8990 Capstone Project
- UBNS 8020 Race, Ethnicity, and American Urban Culture

Master of Public Administration Areas of Specialization

Criminology and Criminal Justice Specialization

Advisor: Meagan Van Gelder and Robbin Ogle

Students should have a background in criminology/criminal justice.

Required course: (6 credit hours)

- PA 8400 Public Budgeting
  or
  PA 8480 Public Finance Administration
- PA 8410 Public Personnel Management

Elective Courses (12 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)
- PA 8990 Capstone Project

Other graduate courses in criminal justice may be appropriate depending upon student's interests and background. CJUS 8090 (Independent Study) is not recommended.

Information Management Specialization

Advisor: Peter Wolcott

Required Course: (3 credit hours)

- PA 8110 Managing Information in the Public Sector
- ISQA 8040 Overview of System Development

Elective Courses: (12 credit hours)

- ISQA 8196 Process Re-engineering
- ISQA 8230 Telecommunications Management
- ISQA 8420 Managing the IS Function
- ISQA 8570 Information Security Policy
- ISQA 8736 Decision Support Systems
- ISQA 8810 Information Technology Project Fundamentals
- PA 8990 Capstone Project

social work

The mission of the University of Nebraska at Omaha Grace Abbott School of Social Work is to educate students to become highly qualified social workers who serve people of all ages and influence the systems that affect them, to advance knowledge through teaching and research, and to engage with diverse communities to promote socially just societies.

The primary purpose of the social work profession is to enhance human well-being. Social workers help to meet the basic human needs of all people and empower those who are vulnerable, oppressed, or affected by poverty. The social work profession was founded on a set of core principles that still guide its unique purpose and perspective today:

- Service
- Social justice
- Dignity and worth of the person
- Importance of relationships
- Integrity
- Competence

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Social Work maintains a dual focus on individual well-being in a social context and on the betterment of society. Social workers seek to enhance the capacity of people to address their own needs, helping people to identify and address the environmental forces that create and contribute to problems in living. For over 100 years, social workers have worked to promote social justice and social change with and on behalf of individuals, families, groups, organizations and communities, helping millions of people to challenge their circumstances and change their lives, and promoting the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, research and evaluation.

The masters program in social work prepares the student for advanced social work practice. Master's level social workers are employed in public and private agencies, including medical settings, schools, residential treatment centers, court and correctional agencies, and community planning and development agencies. 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

Master of Social Work (MSW)

Our MSW programs are the only accredited MSW programs in the state of Nebraska. The MSW degree is the primary degree recognized for certification or licensure for independent social work practice in the United States.

Foundation program (24 credit hours + an Advanced Standing program)

If your undergraduate degree is not in social work or you earned a BSW from an accredited school of social work more than 10 years ago, you will first complete the MSW Foundation program. The Foundation program teaches generalist knowledge and skills common to all professional social workers. Students completing the Foundation program automatically progress to one of the Advanced Standing programs.

Required courses for the MSW Foundation program (3 credit hours each):
- SOWK 8070 Human Behavior and the Social Environment I
- SOWK 8080 Human Behavior and the 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

(Waiver examinations are available for SOWK 8070 and 8090. See *Academic Policies & Standards* for more information on deficiencies, waivers, and transfers of credit: www.unomaha.edu/socialwork/documents/academic_policies.pdf.)

Advanced Standing programs (39 credit hours)

If you have a BSW from an accredited school of social work or have completed the MSW Foundation program, you can choose from four programs:
1. MSW Advanced Standing program, Advanced Generalist or Clinical concentration
2. MSW Advanced Standing and Master of Public Administration (MPA) dual degree program
3. MSW Advanced Standing and Master of Public Health (MPH) dual degree program
4. MSW Advanced Standing off-campus program

A certificate in gerontology is available with any of the on-campus programs (Options 1-3 above).

MSW Advanced Standing program, Advanced Generalist concentration (39 credit hours)

The Advanced Generalist Social Work Practice concentration prepares students with advanced knowledge and skills in direct and indirect practice to address social service delivery system needs. Students who select this concentration desire knowledge and practice skills in clinical, administrative, policy, advocacy, community practice, and research so that they are prepared to take leadership positions in rural, urban, or international settings. The Advanced Generalist concentration emphasizes social justice, civic engagement, and diversity.

The Advanced Generalist concentration builds on the liberal arts perspective and social welfare theory, providing an opportunity for students to integrate direct and indirect practice across the lifespan. Examples of direct practice include: clinical intake and assessment, treatment planning, intervention, and discharge planning. Examples of indirect practice include: community organizing, social welfare planning, policy analysis, legislative advocacy, and program evaluation.

Required courses for the Advanced Standing program, Advanced Generalist concentration (3 credit hours each):
- SOWK 8190 Research and Computer Applications
- SOWK 8220 Clinical Social Work with Individuals
- SOWK 8250 Social Work Practice with Families
- SOWK 8510 Supervision and Personnel Administration
- SOWK 8540 Social Welfare Planning
- SOWK 8560 Advanced Community Practice
- A social work advanced macro practice course
- Three social work elective courses
- A social work advanced research course
- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II

MSW Advanced Standing program, Clinical concentration (39 credit hours)

Clinical social work shares with all social work practice the goal of "enhancement and maintenance of psychosocial functioning of individuals, families and groups" (NASW Standards for the Practice of Clinical Social Work). Clinical social work is the application of advanced professional knowledge and skills to aid in the prevention, treatment, and ongoing rehabilitation of the psychosocial problems experienced by individuals, families, and groups across the life span. These problems may include normal challenges and problems in living and psychosocial dysfunction, disability, or impairment, including mental and behavioral health disorders. Clinical social work practice draws on current theory from social work and other clinical disciplines, including theories of human development/behavior within a psychosocial context, and treatment methods established by research as best practices.

Clinical social work maintains the perspective of person-in-situation, including a focus on diversity and multiculturalism, and encompasses a range of services; e.g., assessment; diagnosis; treatment, including psychotherapy and counseling; support and education; client-centered advocacy; consultation; and evaluation, all of which should support the broad social work value of promoting social and economic justice for vulnerable groups. Clinical practice is conducted in the context of principles and values contained in the NASW Code of Ethics. In collaboration with clients, clinical practice helps clients set treatment goals and enact changes that will help them gain access to resources and develop/maintain their adaptive capacities, achievements and strengths.

Required courses for the Advanced Standing program, Clinical concentration (3 credit hours each):
- SOWK 8190 Research and Computer Applications
- SOWK 8220 Clinical Social Work with Individuals
- SOWK 8230 Clinical Social Work with Groups
- SOWK 8250 Social Work Practice with Families
- SOWK 8290 Social Work Practice in Health/ Mental Health

- SOWK 8510 Supervision and Personnel Administration
- SOWK 8650 Health/ Mental Health Policy for Social Work
- A social work advanced clinical practice course
- Two social work elective courses
- A social work advanced research course
- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II

MSW/MPA Advanced Standing Dual Degree program (54 credit hours)

The UNO School of Social Work and Public Administration offer prospective candidates the option to receive both graduate degrees offered by these programs (MSW and MPA) through the MSW/MPA Dual Degree Program. Students who have already graduated with an MSW or an MPA degree are not eligible for this program. This program prepares students to provide a variety of advanced direct and indirect social work services and assume leadership in the public service sector, specifically administrative and policy work with governmental units and non-profit organizations.

MSW/MPA Dual Degree students will complete a 4-hour social work comprehensive exam focused on Advanced Generalist Social Work Practice administered by the School of Social Work. Students will also complete a 6-hour public administration comprehensive exam administered by the School of Public Administration. Students have the option to take a 3 credit hour capstone course in lieu of the MPA comprehensive exam. Details are available on the Public Administration website at: www.unomaha.edu/spa/index.php

Required courses for the MSW/MPA Advanced Standing Dual Degree program (3 credit hours each):
- SOWK 8190 Research and Computer Applications
- SOWK 8220 Clinical Social Work with Individuals
- SOWK 8250 Social Work Practice with Families
- SOWK 8510 Supervision and Personnel Administration
- SOWK 8540 Social Welfare Planning

- SOWK 8560 Advanced Community Practice
- SOWK 8570 Administration of Social Service Agencies
- SOWK 8940 Evaluation of Social Programs
- A social work social issues/policies/service delivery course
- A social work elective course
- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II
- PA 8010 Public Economy
- PA 8050 Intro to Public Administration
- PA 8090 Organizational Theory and Behavior
- PA 8300 Policy Design and Implementation
- A public administration finance course
- A public administration planning course

MSW/MPH Advanced Standing Dual Degree program (57 credit hours)

A dual degree program awarding both the MSW and the MPH is offered through the UNO School of Social Work and the UNMC College of Public Health. The degrees are awarded after all requirements for both degree programs have been met. This option is available only to new students admitted to either program.

This program prepares highly skilled professionals with competence in both social work practice (health and mental health) and in public health. Graduates will have the knowledge and skills to engage in a variety of administrative tasks necessary to the promotion of community health and mental health: policy analysis, assessment of community needs, program development and administration, personnel management, grant writing, developing community capacity, training, and program implementation and evaluation. In addition, graduates will also be able engage in practice across the continuum of care with health and mental health problems, including prevention, crisis intervention, clinical intervention, and rehabilitation services, especially with populations at risk.

Required courses for the MSW/MPH Advanced Standing Dual Degree program (3 credit hours each):

- SOWK 8190 Research and Computer Applications
- SOWK 8220 Clinical Social Work with Individuals
- SOWK 8230 Clinical Social Work with Groups
- SOWK 8270 Social Work Practice with Sexual Concerns
- SOWK 8290 Social Work Practice in Health/Mental Health
- SOWK 8510 Supervision and Personnel Administration
- SOWK 8540 Social Welfare Planning
- SOWK 8700 Social Work and Addictive Disorders
- SOWK 8940 Evaluation of Social Programs
- SOWK 8400 Advanced Practicum I
- SOWK 8410 Advanced Practicum II
- CPH 500 Foundations of Public Health
- CPH 501 Health Behavior
- CPH 502 Health Services Administration
- CPH 503 Public Health, Environment, and Society
- CPH 504 Epidemiology Theory and Applications
- CPH 506 Biostatistics I
- CPH 566 Health Care Policy
- An MPH administration concentration finance elective course

Academic Policies and Standards

A student must maintain a cumulative grade point average of 3.0 or higher in all graduate work taken as part of an MSW program, including courses taken for a certificate. Additionally, a student must receive a grade of B or higher in practicum courses (8160, 8170, 8400, 8410, and 8420).

A student whose cumulative GPA drops below 3.0 or who receives a grade of C+ (2.33 on a 4.0 scale) or below in nine credit hours will be considered in academic difficulty and will receive a Review.

- If a student receives a grade in practicum that is lower than a B, s/he will receive a Level 2 or 3 Review, depending on whether the student has had a previous Review.
- If a student is on academic probation and receives a grade of B- or lower, the School will recommend the Office of Graduate Studies dismiss the student from the program. (Probation means that a grade of B (3.0 on a 4.0 scale) or higher is required for all courses taken during the probation period.)

A student who receives a grade of C- (1.67 on a 4.0 scale) or below in any graduate work taken as part of the MSW program, including courses taken for a certificate, will be automatically dismissed from the program by the Office of Graduate Studies.

When a student is dismissed from the MSW program by the UNO Graduate Office, a student may request reinstatement if the student was a "student in good standing" prior to the incident preceding the dismissal.

Other requirements for any MSW program:

- Students must enroll in a minimum of two courses (6 credit hours) per semester, excluding summer semesters.
- Students must seek prior approval from the director of the School of Social Work if they wish to take more than 12 hours of coursework in a semester.
- Program requirements must be completed within four years. (Program requirements for dual degree programs must be completed within six years.) Exceptions can be requested from the Director.
- Completion of these prerequisite courses is required before entry into the program:
  - An undergraduate human biology course or equivalent;
  - An undergraduate research methods course;
  - An undergraduate statistics course.
- A final written comprehensive examination. The comprehensive examination is offered twice each academic year, during the Fall and Spring semesters. It is recommended that students take comps during the semester of graduation, but they may take it earlier provided no more than 12 semester hours

are left to complete after the semester in which the comprehensive examination is taken.

See the School of Social Work website for requirements and for details about research, practicum, waiver exams, etc. The website is www.unomaha.edu/socialwork/graduate.php. The *Academic Policies and Standards* can be found: www.unomaha.edu/socialwork/documents/academic_policies.pdf.

How to Apply

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Applications for the MSW programs are accepted once a year and are due **January 15**. *Students are admitted each year for the Fall semester.* All admissions forms are completed online through the UNO Graduate College. Applications will be available for review by the School of Social Work Admissions Committee when all requested information has been received and uploaded by the Graduate College.

MSW admission requirements:
- Graduate application for admission. Can be found at: www.unomaha.edu/graduate/prospective/applyforadmission.php
- $45.00 non-refundable application fee
- Official transcripts from each college or university attended
- GRE/MAT scores if undergraduate GPA is between 2.7 and 3.0, or if applying to the MSW/MPA dual degree program – send results to the UNO Office of Graduate Studies before the application is reviewed by the Admissions Committee
- Three letters of recommendation
- Five page personal statement (specific criteria for the essay can be found at www.unomaha.edu/socialwork/documents/MSW_admissions_info.pdf)
- Updated resume or work history

Applications for the MSW/MPH and MSW/MPA programs are also due **January 15.** The MPH application is completed online through the College of Public Health at the University of Nebraska Medical Center; see website for more information: www.unmc.edu/publichealth/mph For more information on applying for the MSW/MPA program, see this website: http://spa.unomaha.edu

The Admissions Committee of the School of Social Work 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.

For more information, visit the website www.unomaha.edu/socialwork/admissions.php or call 402-554-2792.

sociology

The Department of Sociology/Anthropology offers a Master of Arts degree in sociology. This innovative degree program provides students with advanced training in sociological knowledge, theory, and methods. The flexible and interdisciplinary nature of the program allows students to focus on an additional academic specialty area within or outside of sociology.

Department faculty members have strengths in several areas, including family and gender, global social inequality, medical sociology, anthropology, race and ethnicity, and organizational sociology. The department also has close connections to the Office of Latino/Latin American Studies, Native American Studies, Women's and Gender Studies, and the School of Public Health.

Admission Requirements

- ***The Application for Graduate Admission must be completed on-line at***

- Applicants for admission to the graduate program in sociology should present a minimum of 15 undergraduate semester hours in the following social sciences:
  - statistics, research methods, and social theory
  - a minimum of six additional hours of sociology or related courses
- Students with a background in sociology but without the specific course requirements may be admitted provisionally, but must remove any deficiencies within the first year of graduate study.
- Students admitted provisionally can show competence by taking:
  - SOC 2130 (Basic Statistics),
  - SOC 2510 (Research Methods),
  - and SOC 4710 (Development of Sociological Theory),
  - or in any of these areas by taking a program of independent work approved by the graduate committee.
- All courses must be passed with a grade of "B" (3.0 on a 4.0 scale) or better.
- Admissions will be made on a rolling basis, with a May 1 deadline for Fall admission and a December 1 deadline for Spring admission.

Application Checklist

- UNO Office of Graduate Studies application and fee
- Three letters of reference
- An academic writing sample
- a personal statement that outlines your reasons for applying to the program
- a resume

Master of Arts Degree Requirements

Thesis and non-thesis options are available. For both programs, students must complete one course in sociological theory (SOC 8010 or SOC 8020), research methods (SOC 8030), statistics (SOC 8040), and social inequality (SOC 8100) with grades of "B" (3.0 on a 4.0 scale) or better. At least one half of the hours of course work for either program should be in courses restricted to graduate students only (8__0).

Thesis Option

- Recommended for students who wish to pursue the PhD degree after completing their work at UNO and/or who wish to participate in a research project and gain writing experience through the thesis process.
- Requires a minimum of 24 semester hours of approved graduate work in sociology and related disciplines, including the graduate research methods, statistics, theory and social inequality courses, plus six semester hours of thesis credit, for a total of 30 hours.
- Courses will be approved by advisement and the student will develop a program of study that reflects their interests.
- Up to 12 credit hours of non-sociology courses may be included in the program of study.
- Prior to beginning the thesis, students must have their project approved by the thesis committee.
- Students must pass an oral defense structured around the thesis.

Non-Thesis Option

- Recommended for students who do not wish to pursue the PhD degree after completing their work at UNO. These students are exempt from the thesis requirement.
- Students must complete 36 graduate credit hours including graduate research methods, statistics, theory, and social inequality and may include up to 18 credit hours in a discipline other than sociology.
- Courses will be approved by advisement and the student will develop a program of study that reflects his or her interests. Reading courses may not be used to meet this requirement except by petitioning the Graduate Program Committee. Credit for previously earned thesis hours will

not be counted toward the 36 hour requirement.

- After meeting all other requirements for the non-thesis master's degree or during their final semester in the program, students must pass a comprehensive written examination. This will fulfill the capstone requirement for the M.A. degree. The examination will focus on the student's course work, and will include one question on sociological theory, one question on research methods and one question from the substantive area(s) of focus. This will be a one-week take-home exam to be scheduled by the student in consultation with the Graduate Program Chair. In case of a non-passing grade, students may take the exam one additional time.

special education

Department of Special Education and Communication Disorders

Application for Admission

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

1. Applicants must adhere to the admissions procedures and regulations. Deadlines for applying for graduate admission in special education and speech-language pathology are September 1 for the following spring semester and February 1 for the following fall semester.
2. Applicants must hold a bachelor's degree or its equivalent from a regionally accredited institution and must submit official transcripts 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 will be asked to supply on-line:
    1. the name and e-mail of two 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
    2. a personal letter of application indicating concentration area and covering such topics as interest, experience, and career goals;
    3. official scores on the Graduate Record Examination (GRE) for Speech-Language Pathology applicants
    4. signed Rule 20 - Rule 21 statement required by the State Board of Education;
    5. for Special Education applicants, evidence of 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/Externships

All candidates in this department must obtain the permission of their academic advisor prior to applying for and registering for student teaching, practicum, or externship. All candidates must complete one (or more) student teaching/practicum/externship 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 a student teaching/practicum/externship is by application only. *Applications will not be considered unless all materials are submitted by October 1 for Spring student teaching and February 15 for Fall student teaching.*

Upon admission to the student teaching/practicum/externship, the department will issue a permit that allows the candidate to enroll in the appropriate course. It is the candidate's responsibility to apply for the proper course. Professional seminars are required as part

of the student teaching/practicum/externship experience and attendance 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 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 must pass a written comprehensive examination selected by the faculty.

Quality of Work Standards

Candidates must meet the Quality of Work Standards. 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;
5. For Speech-Language Pathology candidates only: receiving a grade of less than "B" in all sections of SPED 8460 and SPED 8500 as well as SPED 8510 and SPED 8520.

Master's Programs in Special Education

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, Learning Disabilities, Early Childhood Auditory /Oral Education of Deaf/Hard of Hearing, 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. 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. No student with non-degree status may enroll in a practicum or student teaching course.

Candidates completing the degree program meet the academic requirements for PK-9, K-9 or 7-12 endorsement by the Nebraska Department of Education. With the exception of Early Childhood Auditory/Oral Education of Deaf/Hard of Hearing, candidates may seek PK-12 or K-12 endorsement by completing student teaching experiences at both the PK-9 or 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.

Master of Science Degree in Special Education

The Master's degree in special education involves the following requirements:

- Admission to the University of Nebraska at Omaha Graduate College.
- Admission to the graduate program in Special Education.
- 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).

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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.

Required Courses (15 credit hours)

- SPED 8016 Child Abuse/Neglect (3)
- SPED 8656 Transition Planning (3)
- SPED 8830 Practicum in Behavioral Disorders (PK-9 or 7-12) (3)
- SPED 8850 Methods & Materials in Behavioral Disorders (3)
- SPED 8860 Functional Behavioral Assessment (3)

Early Childhood Auditory/Oral Education of Deaf/Hard of Hearing

The area of concentration in Early Childhood Deaf/Hard of Hearing is based on the combined standards of the Council for Exceptional Children (CEC) and the Council on Education of the Deaf (CED). Candidates may obtain a PK-3 endorsement. In addition to previously specified prerequisites, candidates specializing in Early Childhood Deaf/Hard of Hearing must complete the following requirements:

- SPED 1110 American Sign Language I (4)
- SPED 4370 Basic Audiology (3)
- TED 8260 Curriculum Design & Implementation for Early Childhood Education (3)

Required Courses (19 credit hours)

- SPED 8000 Special Projects (1)
- SPED 8200 Speech & Language Development and Early Intervention with the Infant or Toddler who is Deaf or Hard of Hearing (3)
- SPED 8280 Audiological Implications in Education of the Deaf/Hard of Hearing (3)
- SPED 8290 Speech, Language and Literacy Development in the 3-8 Year Old Child who is Deaf or Hard of Hearing (3)
- SPED 8350 Curriculum Development & Adaptation for Deaf and Hard of Hearing Children from Birth to Eight Years of Age (3)
- SPED 8720 Basic Student Teaching (3)
- TED 8296 Learning Material for Early Childhood Education (3)

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:

Required Courses (15 hours)

- SPED 8156 Reading and Writing for Students with Disabilities (3)
- SPED 8540 Autism Spectrum Disorders (3)
- SPED 8646 Methods & Materials in Special Education (3)
- SPED 8656 Transition Planning (3)
- SPED 8720 Basic Student Teaching (K-9, 7-12) (3)

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.

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 PK-9, K-9, 7-12, or PK-12 endorsement. Candidates seeking PK-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.

Required Courses (15 credit hours)

- SPED 8646 Methods & Materials in Special Education (3)
- SPED 8656 Transition Planning (7-12) (3)
- SPED 8930 School Practicum in Learning Disabilities (PK-9 or 7-12) (3)
- SPED 8960 Advanced Diagnosis of Learning Deficits (3)
- SPED 8970 Strategies for Teaching Students with Learning Disabilities (3)
- SPED 8156 Reading & Writing for Students with Learning Disabilities (PK-9)

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's Programs in Speech-Language Pathology

The program in Speech-Language Pathology is fully accredited through 2012 by the Council of Academic Accreditation, of the American Speech-Language-Hearing Association.

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. Speech-Language Pathologists taking course work for continuing professional development may be admitted as an unclassified student. Individuals with a previous Bachelor's degree in a discipline other than speech-language pathology may apply for early admission 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 the catalog. No student with non-degree status may enroll in a practicum or student teaching course.

Master of Arts: Speech-Language Pathology

The Master of Arts degree in speech-language pathology involved the following requirements:

- Admission to the University of Nebraska at Omaha Graduate College.
- Admission to the graduate program in Speech-Language Pathology.
- The following are considered to be essential skills and/or abilities for speech-language pathology candidates: adequate vision, hearing, speech, and language.
- The Pre-Professional Skills Test (PPST) must be passed successfully prior to registering for SPED 8510. The candidate should consult with his or her advisor 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.
- Prerequisites include the following courses or their equivalents:
  - SPED 1400 Introduction to Communication Disorders (3) (except Early Admit candidates)
  - SPED 4330 Aural Rehabilitation (3)
  - SPED 4370 Audiology (3)
  - SPED 4380 Anatomy and Physiology(3)
  - SPED 4390 Hearing Science (3)
  - SPED 4420 Early Language Development (3)
  - SPED 4430 Phonological and Articulation Disorders (3)
  - SPED 4450 Phonetics (3)
  - SPED 4460 Later Language Development (3)
  - SPED 4490 Introduction to Professional Issues(3)
  - SPED 4500 Principles of Intervention(3)
  - SPED 4750 Childhood Language Disorders I (3) (except Early Admit candidates)
  - A natural science course
  - A physical science course
  - Professional education course work for certification
- 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. Candidates will 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:
  - pass the PPST
  - complete the speech-language-hearing screening
  - possess an overall GPA of 3.0
- A minimum of 44 semester hours of course work, thesis and practicum. These hours must include the following:
  - TED 8010 Introduction to Research (3)
  - SPED 8240 Language Disorders in School-Age Children(3)
  - SPED 8410 Motor Speech Disorders(3)
  - SPED 8420 Voice Disorders (3)
  - SPED 8430 Fluency Disorders(3)
  - SPED 8440 Aphasia and Related Language Disorders (3)
  - SPED 8460 Diagnostic Methods in Communication Disorders (1) (register twice)
  - SPED 8470 Neurophysiology (3)
  - SPED 8500 Basic Clinical Practicum in Speech-Language Pathology (1) (register three times)
  - SPED 8510 Educational Externship in Communication Disorders (Schools) (3)*
  - SPED 8520 Medical Externship in Communication Disorders (Hospitals; Rehabilitation Centers) (3)*
  - SPED 8570 Dysphagia (3)

- o SPED 8590 Language Disorders in Infants, Toddlers & Preschoolers
- o SPED 8990 Thesis (6)
- *Placements for this practicum are made as space permits.
- The candidate must present and successfully defend a thesis to members of his or her committee.
- The candidate must pass the written comprehensive examination selected by the faculty.

Master of Science: Speech-Language Pathology

The Master of Science is a non-thesis option program in Speech-Language Pathology. SPED 8990 Thesis is replaced with a 3 credit hour elective, making this a 41-semester hour program. Any elective option must have advisor approval to insure that the course meets the standards for accreditation and Certification of Clinical Competence. Remaining requirements are identical to those described above in the Master of Arts degree.

Quality of Work standards for Speech-Language Pathology program only

remediation statement

Every course assignment in the speech-language pathology program's classes is connected to a Knowledge and Skills Acquisition (KASA) competency. KASA competencies found in each syllabus (Section 3.1: Course Objectives) must be successfully met for the course to count toward certification by the American Speech-Language-Hearing Association (ASHA). Please refer to ASHA's website for more information on KASA (http://www.asha.org/certification/slp_standards.htm). Remediation is required for any grade below a 'B' on any class requirement. Students will be required to meet with the instructor to remediate any grade below'B.' Individual arrangements will be made, in writing, for remediation. The *first* score given by the instructor may be retained for course grading while the remediation assignment will be used to pass the KASA competencies.

If a student's overall grade for the course is a 'B-' or lower, remediation assignments MUST have been completed to the satisfaction of the instructor or the student must retake the class. If the student does successfully complete the remediation, the course grade of 'B-' or lower will be counted towards the student's graduation provided the student is still meeting the program's overall Quality of Work standards.

If a student requires more than 2 remediation assignments *across all courses in a given semester*, a Conference Record Form will be completed by the student and the faculty members involved. Need for a third remediation in one semester will result in the student being placed on academic probation, the terms of which will be decided by coordination between the Communication Disorders faculty and the Office of Graduate Studies. The student then will be notified of the academic probation by letter from the Office of Graduate Studies.

teacher education

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 endorsements in library media, early childhood education, reading, information technology, ESL, 7-12 reading and writing, and bilingual education. In addition, University graduate certificates are offered in instructional technology and instruction in urban schools. For further information contact the department at (402) 554-2212.

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Master's Program

All candidates to a master's program are admitted provisionally based on the following criteria:
an undergraduate GPA of 3.0 (on a 4.0 scale) or above completion of undergraduate deficiencies for international students, a minimum TOEFL score of 550 paper, 213 computer, or 79-80 internet based; or a minimum IELTS score of 7
Candidates to a master's program are admitted provisionally until completion and successful evaluation of the selective retention materials. Submitted materials are reviewed to determine if the candidate's status will be changed to unconditional. Unconditional status means the candidate is fully admitted to the program leading to a master's degree. Selective retention replaces the admission exam.

Unclassified students

Students 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. Candidates holding a previous education master's degree who are seeking additional teaching endorsements may wish to choose an unclassified status. Unclassified students are allowed to take courses for which they meet the prerequisite. Successful completion of graduate courses as an unclassified student does not obligate the department to accept those courses for credit toward the fulfillment of degree requirements. Formal advisement in an endorsement area is required. Students admitted as unclassified are not eligible for financial aid. Admission is based on the following criteria:
an undergraduate GPA of 3.0 (on a 4.0 scale) or above
completion of undergraduate deficiencies
for international students, a minimum TOEFL score of 550 paper, 213 computer, or 79-80 internet based; or a minimum IELTS score of 7

Non-degree-seeking students

Students 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 students do not have an official advisor within the department; however, they may take courses for which they meet the prerequisites. Successful completion of graduate courses as a non-degree

student does not obligate the department to accept those courses for credit toward the fulfillment of degree requirements. Students in this category are not eligible for financial aid.

Application Process

1. Submit **Online Application**.
2. Contact **Health Services** for immunization requirements.
3. Contact your **Advisor** after you receive a confirmation letter from the Office of Graduate Studies.

For assistance, contact the department at (402) 554-2212.

Elementary Education Graduate Programs

Elementary Education candidates may earn the Master of Arts degree or the Master of Science degree. Professional rank for Nebraska certification and/or additional endorsements may be earned as part of both degree programs. For further information contact the department at (402) 554-2212.

Master of Arts with Major in Elementary Education

Required Courses 9 hours

- TED 8010 Introduction to Research
- Thesis hours (6 hours)

Related Professional/Academic Courses 21 hours

TOTAL 30 hours to complete degree

Master of Science with a Major in Elementary Education

Required Courses 9 hours:

It is recommended that these classes be taken early in the program.

- TED 8010 Introduction to Research

- TED 8060 Current Issues and Trends in Education, or TED 9180 Contemporary Issues in Urban Education

This course should be taken at the end of the program:

- TED 8700 Elementary Education Capstone (TED 8700 will be offered every fall and spring beginning in the fall of 2011. It will replace TED 8430 School Curriculum Planning as a required course. It should be taken in the final semester of course work as it will replace the comprehensive examination.)

Related Courses 9 hours:
Candidates are to take one course in three of the five strands. They may choose from the courses listed or other courses approved by their advisor.

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 8330 Analysis of Teacher Behavior
- TED 8930 Individualization of Instruction
- TED 9200 Critical Pedagogy: Teaching for Social Justice
- SPED8236 Language Development & Disorders for Teachers
- SPED8400 Learning Disabilities
- SPED8910 Theories of Assessment and Diagnosis of Learning Deficits
- or any assessment and instruction course or workshop pending advisor's approval

Child Development Strand

- TED 8246 Parent Involvement in Early Childhood Education
- TED 8276 Current Trends in Early Childhood Education
- SPED8016 Child Abuse/Neglect
- SPED8806 Emotional Development of Children and Youth
- or any early childhood course or workshop pending advisor's approval

Literacy Strand

- TED 8130 Language, Culture, and Power
- TED 8410 Oxbow Writing Project (5 credit hours)
- TED 8470 Teaching the Language Arts
- TED 8616 Teaching Writing Throughout the Curriculum
- TED 8650 Children's Literature and Education
- TED 8660 Young Adult Literature and Education
- TED 8800 Multicultural Literature for Children and Youth
- TED 9100 Theories and Processes of Reading
- TED 9110 Principles and Practices for Teaching Reading
- TED 9200 Critical Pedagogy: Teaching for Social Justice
- or any literacy course or workshop pending advisor's approval

Science and Mathematics Strand

- TED 8410 Special Topics in Mathematics/Science
- TED 8420 Trends and Teaching Strategies in Science Education
- 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
- 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 advisor's approval

Technology Strand

- TED 8540 Introduction to Technology Tools for Learning
- TED 8550 Digital Multi-media in Learning
- TED 8560 Supporting Instructional Technology Environments
- TED 8570 Internet in the Learning Process
- TED 8580 Collaborative Tools in the Learning Process
- TED 8600 Advanced Seminar in Educational Technology
- TED 8620 Advanced Support of Instructional Technology Environments
- TED 8766 Managing Collections in Libraries and Information Agencies
- TED 8770 Integrating Technology into Instructional Design
- EDAD 8250 Technology for School Leaders
- or any technology course or workshop pending advisor's approval

Concentration 12 hours:
Each candidate 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 advisor. Possible concentrations include: Behavior Disorders, Bilingual Education, Early Childhood Education, ESL/ELL, Improvement of Instruction, Learning Disabilities, Library Media, Literacy, Math and Science, Technology, and Urban Schools. Electives 6 hours

TOTAL 36 hours to complete degree

Selective Retention for Master's Program
Candidates to a master's program are admitted provisionally until completion and successful evaluation of the selective retention materials. Submitted materials are reviewed to determine if the candidate's status will be changed to unconditional. Unconditional status means the candidate is fully admitted to the program leading to a master's degree. Selective retention replaces the admission exam.
To move from provisional to unconditional status, the following is a criteria guide for the application process:

- During the term in which you will complete 12 hours of TED courses
- complete the Diversity Dispositions Index
- complete a graduate course summary form
- submit a formal letter of application
- complete a degree plan of study with an assigned advisor

Exit Requirements
The exit requirement for a Master of Arts candidate is an oral defense of his/her thesis. Beginning in the fall of 2011 the comprehensive exam will be replaced by TED 8700 Elementary Education Capstone. The professional project completed in this class will take the place of the comprehensive exam. Registration for the course will be by permission only (for students near the end of their program).

Secondary Education Graduate Programs

Secondary Education candidates may earn the Master of Arts degree or the Master of Science degree. Professional rank for Nebraska certification and/or additional endorsements may be earned as part of both degree programs. For further information contact the department at (402) 554-2212.

Master of Arts with Major in Secondary Education

Required Courses 21 hours

- TED 8010 Introduction to Research
- TED 8060 Current Issues and Trends, or TED 8190 Contemporary Issues in Urban Education
- TED 8430 School Curriculum Planning

- One course in Instructional Technology: TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8596, TED 8600, TED 8620,
- TED 8770, EDAD 8250 (or equivalent)
- One course in diversity: TED 8130, TED 8180, TED 8210, TED 8800, or TED 9200
- Thesis (6 hours)

Concentration Courses 9 hours
Each candidate 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 advisor. Possible concentrations include: Art, Bilingual Education, Educational Administration, English, ESL/ELL, Foreign Languages, Improvement of Instruction, Library Media, Mathematics, Middle Level, Music, Political Science, Science, Secondary School Counseling, Social Studies, Technology, and Urban Schools.

TOTAL 30 hours to complete degree

Master of Science Degree with Major in Secondary Education

Required Courses 15 hours

- TED 8010 Introduction to Research
- TED 8060 Current Issues and Trends, or TED 8190 Contemporary Issues in Urban Education
- TED 8430 School Curriculum Planning
- One course in Instructional Technology: TED 8540, TED 8550, TED 8560, TED 8570, TED 8580, TED 8596, TED 8600, TED 8620, TED 8770, EDAD 8250 or equivalent
- One course in diversity: TED 8130, TED 8210, TED 8180, TED 8800, or TED 9200

Concentration courses 9-12 hours
Each candidate 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 advisor. Possible concentrations include Art, Bilingual Education, Educational Administration,

English, ESL/ELL, Foreign Languages, Improvement of Instruction, Library Media, Mathematics, Middle Level, Music, Political Science, Science, Secondary School Counseling, Social Studies, Technology, and Urban Schools.

Related Professional/Academic courses 9-12 hours

TOTAL 36 hours plus a comprehensive exam to complete degree

Selective Retention for Master's Program
Candidates to a master's program are admitted provisionally until completion and successful evaluation of the selective retention materials. Submitted materials are reviewed to determine if the candidate's status will be changed to unconditional. Unconditional status means the candidate is fully admitted to the program leading to a master's degree. Selective retention replaces the admission exam.

To move from provisional to unconditional status, the following is a criteria guide for the application process:

- During the term in which you will complete at least 9 hours of TED courses
- complete the Diversity Dispositions Index
- complete a graduate course summary form
- submit a formal letter of application
- complete a degree plan of study with an assigned advisor.

Comprehensive Examination
Candidates who seek the Master of Science degree in Secondary Education must take a written comprehensive examination. Examinations are taken at or near the completion of all course work required in the approved plan of study. Registration for the exam should be made the semester before graduation. The exit requirement for a Master of Arts candidate is an oral defense of his/her thesis.

Reading Graduate Program

Master of Science in Reading
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 PreK-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 an advisor. A person may begin and complete a Master's in Reading before completing two (2) years of contracted teaching. However, two years of contracted teaching must be completed in order to receive a Nebraska reading endorsement (reading specialist). For further information contact the department at (402) 554-2212.

Option 1: M. S. Program without Thesis
Required Courses 27 hours

- TED 8010 Introduction to Research
- TED 9100 Theories and Processes of Reading
- TED 9110 Principles and Practices for Teaching Reading
- TED 9130 Applications of Literacy Evaluation and Instruction
- TED 9140 Assessment and Instruction for Secondary Readers
- TED 9180 Seminar in Research in Reading
- TED 8470 Teaching the Language Arts
- TED 8650 Children's Literature & Education
- TED 8660 Young Adult Literature & Education

Related Courses 9 hours: to be determined in consultation with advisor

TOTAL 36 hours plus exit alternative* to complete degree

Exit alternatives for M.S. in Reading without thesis:

Comprehensive Exam

The comprehensive exam is a take-home exam. The questions require the student to integrate concepts from the graduate classes they have taken. Students will be asked to consider the relationships between theory, research and practice in issues related to literacy in school settings. Registration for the exam should be made the semester before graduation.

Portfolio

The portfolio is a collection of materials that demonstrates who the student is as a reader, writer, teacher, and learner. It requires the student to reflect on issues related to their personal literacy and their development as a teacher. Similar to comprehensive exams, the portfolio requires the student to integrate issues from the various classes they have taken, as well as their teaching experiences, theory, and research. Registration for the portfolio should be made the semester before graduation.

Option 2: M. S. Program with Thesis
Required Courses 15 hours

- TED 8010 Introduction to Research
- TED 9100 Theories and Processes of Reading
- TED 9180 Seminar in Research in Reading
- TED 8990 Thesis - 6 hours

Related courses 21 hours: to be determined in consultation with advisor

TOTAL 36 hours to complete degree

The thesis is completed under the direction of a major advisor and supervisory committee as outlined in **Thesis** section. The comprehensive exam will occur during the thesis defense and will consist of questions and answers reflecting course work. Candidates wishing to qualify for PreK-12 endorsement in reading in Nebraska also must complete TED 9110, TED 9130, and TED 9140. These may be used as electives.

Selective Retention for Master's Program

Candidates to a master's program are admitted provisionally until completion and successful evaluation of the selective retention materials. Submitted materials are reviewed to determine if the candidate's status will be changed to unconditional. Unconditional status means the candidate is fully admitted to the program leading to a master's degree. Selective retention replaces the admission exam.

To move from provisional to unconditional status, the following is a criteria guide for the application process:

- During the term in which you will complete at least 12 hours of TED courses
- complete the Diversity Dispositions Index
- complete a graduate course summary form
- submit a formal letter of application complete a degree plan of study with an assigned advisor

theatre

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Mission

To ignite in the student, teacher, and community through 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 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 PhD 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
- Omaha Community Playhouse
- Nebraska Theatre Caravan
- Blue Barn Theatre
- 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, Pubic 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.

- 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 threatre faculty and the stated objectives of the program.
- prove background in costume, makeup, stagecraft, design, lighting, acting, directing, history, and literature by transcript, portfolio review, further undergraduate coursework or demonstrating proficiency.

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.

Miller Analogy Test (MAT) and Graduate Record Examination (GRE)

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.

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 8000-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 8000-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 8000-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 MA 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 of 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

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,
- will pursue a professional, research or teaching career in the urban studies field,
- or will pursue carrers with governmental, non-profit agencies and private businesses who 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 and their plans 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 that 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 Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

The general prerequisite for admission to the Urban Studies program is a four-year bachelors' degree with a minimum grade point average of 3.0 in the junior and senior years combined (the last 50-60 credit hours). Under extenuating circumstances an average below 3.0 will be considered. The following factors will be considered in determining an applicant's admission status:

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

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New students are admitted to the program for the fall semester (spring admission is allowed only in exceptional circumstances and course availability in such cases is limited.)

A detailed resume and a two-page typed essay on how the Master of Science in Urban Studies will further the applicant's 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 and Graduate Dean. Students should discuss this with a faculty advisor. 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

The Urban Studies program consists of 37 hours, or 12 courses. Core courses required of all students are

- UBNS 8000 Seminar in Urban Studies*
- PA 8120 Research Methods*
- PA 8010 The Public Economy
- UBNS 8020 Race, Ethnicity and American Urban Culture
- GEOG 8056 Geographic Information Systems I
- UBNS 8060 Introduction to Urban Planning
- UBNS 8200 Community Organizing and Development
- PA 8990 Capstone Seminar**
- 12 hours of electives - Students select four elective courses from those listed below. In particular circumstances, other electives may be accepted by the Director of Urban Studies. Many electives include course prerequisites; Urban Studies courses or undergraduate preparation may fulfill those requirements, as determined by the Director of Urban Studies. Electives are intended to give students knowledge and skills that prepare them to manage projects and

organizations. Electives currently offered online and approved for Urban Studies students are:.
  - o PA 8050 Public Administration and Democracy
  - o PA 8090 Organization Theory and Behavior
  - o PA 8110 Managing Information in the Public Sector
  - o PA 8300 Policy Design and Implementation
  - o PA 8320 Public Policy Evaluation
  - o PA 8400 Public Budgeting
  - o PA 8410 Public Human Resource Management
  - o PA 8436 Municipal Administration
  - o PA 8470 Administrative Ethics and Leadership
  - o PA 8480 Public Financial Administration
  - o PA 8530 Strategic Planning and Management
  - o PA 8550 Introduction to the Nonprofit Sector

UBNS 8000 and PA 8120 must be completed before other courses are taken (PA 8010, UBNS 8020, or approved electives may be taken concurrently).

**PA 8990 is to be taken in the final semester of coursework, in spring semester. In unusual circumstances it may be taken in other semesters by arrangement, but it should be taken in spring with the Urban Studies group.*

Internship

Students who have not had at least two years full-time professional experience in the public or nonprofit sector (experience must have been in the sector of the student's primary future career interest) will complete an internship. The internship is given as a supervised course of three credit hours in addition to the 37 hours required in the Urban Studies program. The internship is taken following completion of preparatory coursework as determined by the Director of the Urban Studies program.

Thesis Option

A thesis option is available for students who wish to explore a particular aspect of urban affairs in depth, or who want to prepare for advanced graduate work. Students choosing the thesis option do not take PA 8990, the capstone seminar, but instead take 6 credit hours of UBNS 8980, Thesis, engaging in a major research project. This results in an addition of 3 credit hours to the student's overall program. Please contact the director of the Urban Studies program for more information.

For more information

For more information about the graduate program in urban studies, please contact Dr. Meagan Van Gelder at (402) 554-3480.

writing (MFA)

The MFA in Writing is a two-year program of focused instruction for creative writers who are committed to a literary career. The program comprises four 16- week writing seminars and five 10-day, conference-style residency sessions. The seminars and residencies are integrated to help those who need to hone their writing and critical thinking in order to participate competitively in the wider domain of contemporary American letters. In a two-year course of study, the student earns 60 credit hours toward a Masters of Fine Arts degree in one of three genres: fiction, poetry, or nonfiction.

Admission

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 must:

- Hold a bachelor's degree from a regionally accredited college or university with a minimum GPA of 3.0 on a 4.0 scale.
- Request official transcripts from each college or university attended to be sent directly to the Office of Graduate Studies. Hand carried or student submitted credentials are not acceptable.
- Complete the Graduate online Application form.
- The following documents will be required at the time of application:
    - a one- to two-page single-spaced self-assessment of your background in writing, reasons for wanting to enter the MFA program, and your goals as a writer. See below for formatting requirements.
    - a manuscript representing your best work in the genre track (poetry, fiction or creative nonfiction) for which you are applying: 15 pages of poetry, 30-40 pages of fiction or nonfiction. See below for formatting requirements.
    - three letters of recommendation from persons who can attest to your ability to complete a course of graduate study, the ability to work independently, and/or the quality of your prior literary achievements. These letters should be mailed separately by the recommender on institutional letterhead when appropriate.

NOTE: Your self-assessment statement and your manuscript sample must be submitted in your online application in .pdf format. If you are unable to submit your materials in .pdf format or have questions regarding the content of your submissions, please contact

Jenna Lucas. Manuscript format should be in 12 pt. typeface with 1" margins. Poetry may be single-spaced, prose should be double-spaced, pages numbered top right, applicant's last name at top left of each page. Material in genres other than the one in which you are applying will not be read. For specific information, requirements and current residency dates for the program, please consult the program web site: http://www.unomaha.edu/unmfaw

MFA in Writing Program Contact Information:

Mail:

Administrative Director
University of Nebraska MFA in Writing
6001 Dodge St. WFAB 310
Omaha, NE 68182-0324
Telephone: 402-554-3020
Email: jennalucas@cox.net

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 deadline for acceptance into the Winter residency and Spring semester is August 15.
- Application deadline for acceptance into the Summer residency and Fall semester is March 15.

Applicants admitted to the Program must register for one residency session (3 credit hours) prior to the beginning of the session and one distance writing seminar (12 credit hours) during the residency session for each semester.

Applicants not admitted into the program may reapply with new manuscript material after one year.

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.

Dates of Residency

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.

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
Email: jennalucas@cox.net

Part III:
dual-degree programs

master of business administration and master of science in management information systems dual degree program.

Objective / Rationale

In today's context of a globally integrated and interdependent businesses, ubiquitous information technologies, and mobile workforce, it is critical that graduate education provide students opportunities to develop integrated business and technology skills. Thus, the primary purpose of this dual degree program is to provide this integration by enabling students to complete an MBA and an MS in MIS degrees simultaneously. This track is designed for dedicated students who are willing to take on the challenges related to graduate education from two perspectives -- Business Administration and Management Information Systems. As such, this program involves intensive preparation in both business administration and information systems and a specialization in an area that combines both backgrounds. The dual degree program requires 54 hours of course work beyond foundation requirements. Students who wish to pursue this option will need to work closely with an adviser to develop an integrated plan of study at an early stage.

Application Procedures and Admission Standards

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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:
   o Discussion of two accomplishments that demonstrate your potential for success in the dual-degree MIS/MBA program.
   o Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to the dual-degree MIS/MBA graduate program.
4. Provide three letters of recommendation on official letterhead from individuals who can evaluate your work and/or academic achievements.
5. Request official transcripts of all college coursework. All applicants must have earned a minimum JR/SR GPA of 2.85.
6. Submit Official GMAT score: Minimum GMAT score of 500 with a minimum 20th percentile for both the verbal and quantitative portions.
7. 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 scores. The minimum TOEFL score required for the joint MBA/MS in MIS program is 550 for the paper or 213 for the computer-based test.
8. Interview (optional): Although not required, applicants are strongly encouraged to arrange for an interview with one or more members of the Graduate Program Committees by directly contacting the Committee Chairperson of the College of IS&T. Telephone interviews are highly recommended for applicants outside the local area.
9. Students qualifying for 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.

Joint Admission

Students will be admitted jointly for the MS in MIS and the MBA programs under this track. The MBA and MS in MIS graduate program committee chairs will coordinate the admission process between the two programs. Though not required, it is highly recommended students complete the MBA foundation courses before taking MS in MIS courses.

Plan of Study

Each student admitted to the dual degree option will, within the first semester of their enrollment, file a plan of study in close consultation with a graduate advisor.

Academic Performance

In addition to UNO Graduate College Quality of Work Standards, Dual Degree (DD) students may repeat only once a BSAD 8-0-level course in which they receive any grade, including "W" or "I". Students earning three "C/C+" grades or a grade of "C-" or below, will be automatically dismissed from the DD program. Dismissed students will be immediately administratively withdrawn from all courses in which they are enrolled for DD credit.

Students who have been dismissed may not enroll in any courses for DD credit in any subsequent semester or summer session until reinstatement has been granted by the Dual-Degree Program Academic Standards Committee (DDPASC) comprised of the 2 GPC Chairs and 1 faculty member from each GPC.

- Students who have been dismissed from the DD program may submit a written petition for reinstatement to the DDPASC.
- Students petitioning the DDPASC for reinstatement may not enroll in any course for DD credit until after the DDPASC has ruled on the petition.
- Upon receiving a petition for reinstatement, the DDPASC will evaluate the student's written petition for reinstatement.
- As part of the reinstatement petitioning process, the DDPASC 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; this information may be used by the DDPASC 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 DDPASC's discretion and must satisfy the probationary conditions specified by the DDPASC.
- In addition to probationary conditions, reinstated students will be subject to additional reinstatement conditions as specified by the DDPASC. 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 satisfying the probationary or reinstatement conditions will be automatically dismissed.

DDPASC will consider grades earned in repeated courses

DDPASC will consider grades earned in repeated courses when making decisions related to the Quality of Work Standards issues. DDPASC 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 course attempt.

Degree Requirements

The degree requirements for the dual MBA and MS in MIS program include the completion of 57 semester hours of graduate credit beyond foundation courses identified at the time of admission. These hours will be completed as follows. Please note that if a core course is waived due to the student's undergraduate major, the

student will be required to take an additional elective course to replace the waived course.

1. Core Courses: 42 credit hours
   o MBA program: 21 hours required
   o MS in MIS program: 21 hours required
2. Electives: *9 credit hours* in one of the areas of focus listed below:
   o Students must take a minimum of *3 credit hours* of the ISQA 8--- elective courses and a minimum of *3 credit hours* of the BSAD or ECON 8--- elective courses
   o Students may enroll in a *maximum of 6 credit hours* of dual-level (8--6) elective courses
   o Students may pursue an alternate area of focus with the approval of the Graduate Program Committee.
3. Attendance at a minimum of *3 MBA leadership seminars* and completion of the integrative business case requirement.
4. Capstone Classs: 6 *credit hours*
   o Students will complete the MBA program capstone course (BSAD 8800 -- 3 hours) with a grade of B (3.0) or higher.
   o Students will complete the MS MIS program capstone course (ISQA 8950 – 3 hours) with a grade of B (3.0) or higher.

Foundation Courses

A student must have completed the following required basic courses. All MBA foundation courses must be completed either as an undergraduate student, prior to, or concurrent with enrollment in the first MBA course. MS in MIS foundation courses must be completed prior to or concurrent with first enrollment in the first MS in MIS course.

MBA Foundation Courses

- Accounting BSAD 8110 or one year of Principles of Accounting at the undergraduate level (ACCT 2010 and 2020)
- Economics BSAD 8180 or Micro- and Macro-economics at the undergraduate level (ECON 2200 and 2220)

- College Algebra MATH 1310 and MATH 1320 (or their equivalents)
- English Composition ENGL 1150 is a required course for all international students entering the MBA program who are required to take the TOEFL

MS in MIS Foundation Courses

- Six hours of programming coursework or equivalent experience
- CIST 3100 - 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 ISQA 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

Joint Foundation Course

- Statistics can be satisfied by either BSAD 3160, Managerial Statistics for Business, or CIST 2500, Introduction to Applied Statistics for IS&T, or one semester of undergraduate statistics

Core Courses

MBA Core Courses (21 Hours)

- BSAD 8060 - Essential Leadership Skills (this is the first graduate level course MBA students are to complete)
- BSAD 8010 - Legal, Ethical, and Social Environment
- BSAD 8100 - Managerial Economics
- BSAD 8200 - Managerial Accounting
- BSAD 8310 - Managing Performance in Organizations
- BSAD 8400 - Marketing Policies

MS in MIS Core Courses (21 Hours)

- ISQA 8060 - Research in MIS
- ISQA 8210 - Management of Software Development

- ISQA 8220 - Advanced System Analysis and Design
- ISQA 8310 - Data Communications
- ISQA 8380 - Managing the Distributed Computing Environment
- ISQA 8410 - Database Management
- ISQA 8420 - Managing the IS Function

Capstone Courses

- BSAD 8800 - Policy Planning and Strategy. All other core MBA courses must be completed prior to enrollment in this course. A requirement of this course is authoring a business case, analysis of this business case, and preparation of teaching materials for this business case. This course must be completed with a grade of B (3.0 on a 4.0 scale).

ISQA 8950 Capstone Management Information Systems. Students must have 6 credit hours or fewer left in the MIS program. Students must have completed all core classes except ISQA 8380.

Focused Elective Courses (9 Hours from one of the areas of focus listed below)

Technology Entrepreneurship Focus
- BSAD 8916 - Special Topics: Entrepreneurial Projects
- BSAD 8620 - Valuation of Intellectual Property
- ECON 8346 - Economics of Technology
- ECON 8736- Economics of Entrepreneurship
- ISQA 8186 - Electronic Commerce
- ISQA 8570 - Information Security Policy and Ethics

Business Process Transformation Focus
- BSAD 8910 - Special Topics: Quality and Process Improvement
- ECON 8346 - Economics of Technology
- ISQA 8196 - Process Re-engineering with Information Technology
- ISQA 8736 - Decision Support Systems
- ISQA 8570 - Information Security Policy and Ethics
- ISQA 8810 - IT Project Management
- ISQA 8820 - Project Risk Management
- ISQA 8596 - IT Audit and Control

Applied Quantitative Techniques Focus
- BSAD 8080/ECON 8310 - Business Forecasting
- ECON 8300 - Econometrics or
- ISQA 8340 Applied Regression Analysis
- ISQA 8160 - Applied Distribution Free Statistics
- ISQA 8156 - Advanced Statistical Methods for IS&T
- ISQA 8736 - Decision Support Systems

Health Care Information Systems Focus
- ECON 8600 - Health Economics
- ISQA 8570 - Information Security Policy and Ethics
- PA 8760/PSM 810 - US Health Care System: An Overview
- ISQA 8400/IMED 840 - Clinical Systems Architecture and Function
- ISQA 8500 - Readings in Clinical Informatics (Note prerequisites for this course)

Thesis Option

To take this option, a student will be required to enroll in six hours of thesis credit either in the MBA program (BSAD 8990) or the MS in MIS program (ISQA 8990). The thesis must be in an area that related to both the business administration and information systems domains. The Supervisory Committee must include at least one CBA faculty member and one ISQA faculty member.

Transfer Credits

A student may transfer credits into the MBA/MS MIS dual-degree program subject to the following conditions:

1. No more than 1/3 of the credits for the dual-degree program may be transfer credits.
2. No more than 1/3 of the business credits for the dual-degree program may be transfer credits.
3. No more than 1/3 of the MIS credits for the dual-degree program may be transfer credits.
4. The transfer credits must conform to the transfer policies of the individual

programs that make up the dual-degree program.

master of public administration and master of science in management information systems dual degree program.

Objective

In government and non-profit organizations, there is a significant need and a long-term demand for persons with advanced skills in information management technology. The primary purpose of this dual degree option is to prepare students to manage and lead organizations in the future. To meet this need, the School of Public Administration and the College if Information Science and Technology offer the option to complete both the MPA and the MS in MIS degree jointly by completing 54 to 57 hours of course work beyond foundation requirements. This joint degree program is designed for dedicated students who are able to successfully complete graduate intensive study from two perspectives -- Public Administration and Management Information Systems -- while achieving a synergy between the two fields. As such, the program involves graduate coursework in both public administration and information systems, with integrative experiences that will attain the desired synergy. Students interested in this option will work closely with a faculty mentor to develop an integrated plan of study at an early stage.

Application Procedures

Note: Students who have already graduated with a MPA or MS in MIS are NOT eligible for a dual degree.

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

- Complete and submit the graduate application form for admission.
- Submit a detailed resume indicating your work experience and background.
- Submit an admission essay .
- 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:
  - o Discussion of two accomplishments that demonstrate your potential for success in the graduate program
  - o Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program
- Ask two references who can evaluate your work and/or academic achievements to complete and return a recommendation letter.
- Official transcripts of all college coursework. 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 GRE scores.
- The minimum TOEFL requirement is 550 (or 213 if computer-based TOEFL) or IELTS with a score of 6.5 or better or Pearson Test with a score of 59 or better.
- Results of the Graduate Record Exam (GRE) verbal, quantitative and written sections. There is no minimum GRE requirement, but the score is one important factor used in evaluating an applicant's portfolio.

Admission Criteria

Each applicant will be considered on an individual basis. Applicants for the MPA/MIS dual degree program must have earned a bachelor's degree from a regionally accredited four-year institution of higher or the equivalent foreign institution, and earned a GPA of 2.85 (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 may be considered in making admission decisions. In addition, the GRE and, where applicable, TOEFL scores will also be used to make an admission decision.

Joint Admission

Students will be admitted jointly for the MS in MIS and the MPA programs under this track. The MPA and MS in MIS graduate program committee chairs will coordinate the admission process between the two programs. Though not required, it is highly recommended students start by completing foundation courses in the MS in MIS program.

Degree Requirements

The degree requirements for the dual MPA and MS in MIS program include the completion of 54 or 57 semester hours of graduate credit beyond foundation courses identified at the time of admission. These hours will be completed as follows. Please note that in case an ISQA core course is waived, students will be required to take an elective course to replace those credits.

Core Courses: 39 credit hours

MPA program beginning core: 9 hours required (3 courses):

- PA 8010 The Public Economy
- PA 8050 Introduction to Public Administration
- PA 8090 Organization Theory and Behavior

MS in MIS program: 18 hours required (6 courses):

- ISQA 8210 Management of Software Development
- ISQA 8220 Advanced 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

Methods course: 3 hours required:
Either PA 8120 Research Methods for Public Administration or ISQA 8060 Research in Management Information Systems.

MPA ending core: 9 hours (3 courses):

- PA 8300 Policy Design and Implementation
- Either PA 8320 Public Policy Evaluation or PA 8450 Seminar in Advanced or PA 8330 Policy Analysis
- Management Analysis in Public Agencies
- Either PA 8440 Organization Develop. & Planned Change in the Public Sector or PA 8530 Strategic Planning & Mgmt in Public & Non-Profit Organizations.

If taking the Program Management specialty area, a student must take PA 8320 or PA 8330 as part of the MPA ending core.

Electives: 12 credit hours

Students will take a minimum of 6 hours each of ISQA elective courses and PA elective courses. Students may choose to specialize in the following areas, or in another area with the approval of their faculty advisor. In any case, one of these courses must be PA 8400, PA 8720, or PA 8896 (Non-Profit Financial Management); and all courses must be at the 8000-level.

Program Management

- PA 8450 Seminar in Advanced Management Analysis in Public Agencies
- PA 8400 Public Budgeting

- ISQA 8810 IT Project Fundamentals
- ISQA 8820 Project Risk Management

Financial Management Information Systems

- PA 8480 Seminar in Public Financial Administration
- PA 8400 Public Budgeting
- ISQA 8596 IT Audit and Control
- ISQA 8570 Information Security Policy and Ethics

Health Care Information Systems

- PA 8720 Health Care Finance
- PA 8740 Health Care Policy
- ISQA 8570 Information Security Policy and Ethics
- ISQA 8400 Clinical Systems Architecture and Function

Integrative Experience (Required): 3-6 credit hours

Capstone/Exam Option: Students will take the MPA program capstone course (PA 8990) Students will also take the MS in MIS comprehensive exam.

Thesis Option: To take this option, a student will be required to enroll in six hours of credit either in the MPA program (PA 8980) or in the MS in MIS program (ISQA 8990). The thesis must be in an area that relates to both the public administration and information systems domains.

Foundation Courses: A student must have completed some basic courses either as an undergraduate student or prior to enrolling in the first MS in MIS course. Students may start MPA courses while completing the MIS foundation courses. More information on specific foundation requirements is available on the Department for Information Science & Technology website for the MS in MIS program.

Plan of Study

Each student admitted to the dual degree option will within the first semester of their enrollment file a detailed plan of study in close consultation with a graduate advisor.

master of public administration and master of social work dual degree program.

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

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 application which includes:

- Graduate Application for Admission
- Graduate Application Fee
- Official transcripts from each college or university attended
- GRE scores
- Two Letters of Recommendation
- 2 essays- one for the School of Social Work and one for the School of Public Administration (Updated resume or work history

The completed application will be sent for review to the School of Public Administration and then forwarded onto 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 advisor will assist public administration students and the social work advisor 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.

57 credit program

- PA 8050 Public Administration and Democracy
- 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
- PA 8530 Strategic Planning & Implementation
  or
  PA 8440 Organizational Development & Change
- PA 8320 Policy Evaluation
- PA 8990 Capstone Project
  and
  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 or Social Welfare Agencies
- SOWK 8240 - 8300 Any one Advanced Micro Practice course
- SOWK 8--- Any one Social Problem/Condition Social Work course

81 credit program

Students must complete the courses listed in the 57 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

Students also will complete a 4-hour social work comprehensive exam focused on Integrated Social Work Practice administered by the School of Social Work.

master of public health and master of social work dual degree program.

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

A dual degree program awarding both the MSW and the MPH is offered through the UNO School of Social Work and the UNMC College of Public Health. The degrees are awarded after all requirements for both degree programs have been met. This option is available only to new students admitted to either program. For the dual degree, 57 total credit hours are required for applicants who have a Bachelor's Degree in Social Work; for applicants without the Bachelor's Degree in Social Work, 81 total credit hours are required.

The program prepares highly skilled professionals with competence in both social work practice (health and mental health) and in public health. Graduates will have the knowledge and skills to engage in a variety of administrative tasks necessary to the promotion of community health and mental health: policy analysis, assessment of community needs, program development and administration, personnel management, grant writing, developing community capacity, training, and program implementation and evaluation. In addition, graduates will also be able engage in practice across the continuum of care with health and mental health problems, including prevention, crisis intervention, clinical intervention, and rehabilitation services, especially with populations at risk.

Total Courses Required for Dual Degree MPH-MSW Program   57 credit hours**

- CPH 506 Biostatistics I
- CPH 504 Epidemiology Theory & Applications
- CPH 503 Public Health, Environment, & Society
- CPH 502 Health Services Administration
- CPH 501 Health Behavior
- CPH 500 Foundations of Public Health

- SOWK 8190 Research & Computer Applications
- SOWK 8220 Clinical Social Work w/ Individuals
- SOWK 8230 Clinical Social Work w/ Groups
- SOWK 8510 Personnel Administration and Supervision
- SOWK 8540 Social Welfare Planning
- CPH 565 Health Care Finance
  or
- CPH 561 Public Budgeting
- CPH 566 Health Care Policy
- SOWK 8290Clinical Practice in Health & Mental Health
- SOWK 8270Social Work Practice with Sexual Concerns
- SOWK 8940 Program Evaluation
- SOWK 8400 Advanced Practicum I (capstone)
- SOWK 8410 Advanced Practicum II (service learning)

***For students admitted to the dual degree program who do not have the BSW degree in Social Work, they must start the program at the Social Work graduate foundation level, which consists of the following 24 credit hours, thus bringing the total credit hours required for these students to 81.*

**Social Work Foundation Courses (24 credit hours)

- SOWK 8070 Human Behavior & the Social Environment I
- SOWK 8080 Human Behavior & the 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

Application Deadline:

Applications for the MSW degree are accepted only once a year and are due January 15. The MSW application is completed online through the UNO Graduate Studies webpage. Applications for the MPH are also due January 15. The MPH application is completed online through the College of Public Health at the University of

Nebraska Medical Center; see website for application deadlines.

These applications will include the specific requirements from both degrees, and the admissions committees for both programs will be involved in the admission decision for the dual degree program.

Part IV:

doctoral programs.

doctorate of philosophy in criminology & criminal justice.

The PhD program in criminal justice is organized around four components:

- A core of required courses in theory, research methods, teaching, and statistical analysis
- Elective courses in criminal justice and related fields
- Comprehensive examination
- A dissertation

The PhD in criminal justice requires a minimum of 92 graduate hours beyond the baccalaureate degree. This includes up to 30 hours earned in a master's degree. Satisfactory completion of a teaching practicum is also required.

Admission Requirements - Doctor of Philosophy

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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:

- 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.
- 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.
- 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 PhD program.
- 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.
- Applicants must present at least three letters of reference from academics.
- 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 PhD degree to the achievement of these goals.
- International students seeking admission to the program must meet UNO Graduate College requirements governing the admission of international students. In addition to these requirements, all ESL students are required to submit scores from the "ILETS" or the "Internet TOEFL" (the paper TOEFL will not be accepted). Minimum required scores are as follows:
  - "ILETS" - minimum score of 7.5 is required and an 8.0 is preferred, (OR)
  - "Internet TOEFL" - minimum score of 21 in each of the four areas and a minimum score of 95 overall.

NOTE: All ESL students will be required to take a proficiency assessment examination upon admission. That assessment will be used to determine if further assistance is required.

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 elective courses are available to doctoral students and there are a series of 9000 level courses that are required for doctoral students.

A maximum of six hours of dual level courses (4---/8--6) can be included in the program of study. A maximum of seven hours of directed readings (CJUS 9980) can be included in the program of study. All course work must be completed within two 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 core area. Students also will take elective courses in criminal justice or related fields.

The following section gives the details of course work for the PhD in criminal justice:

Required Courses (24 hours)

- CJUS 9020 Seminar on the Theories of Crime
- CJUS 9080 Advanced Statistical Analysis (Statistics 2)
- CJUS 9090 Special Problems in Research Methods (either quantitative or qualitative)
- CJUS 9100 Special Problems in Statistical Analysis (Statistics 3)
- CJUS 9000 Academic Writing
- CJUS 9000 CJ Program Evaluation & Policy Analysis
- CJUS 9700 Teaching at the College Level
- CJUS 9800 Advanced Research Design

Elective Courses (18 hours)

- CJUS 8030 Research Methods in Criminal Justice
- CJUS 8040 Seminar on Police and Society
- CJUS 8050 Seminar on Corrections
- CJUS 8060 Seminar on the Criminal Court System

- CJUS 8070 Seminar on Law and Criminal Procedure
- CJUS 8080 Seminar on the Juvenile Justice System
- CJUS 8090 Seminar on Theoretical Criminology
- CJUS 8100 Criminal Justice Organization and Management
- CJUS 8110 Criminal Justice Planning and Change
- CJUS 8130 Women and Criminal Justice
- CJUS 8190 Independent Study
- CJUS 8200 Special Problems in Criminal Justice
- CJUS 8210 Criminal Justice Analysis and Program Evaluation
- CJUS 9000 Theory 2 and Theory Construction
- CJUS 9010 Seminar on Law and Social Control
- CJUS 9030 Seminar on Minorities and the Criminal Justice System
- CJUS 9040 Comparative Criminology and Criminal Justice Systems
- CJUS 9090 Special Problems in Research Methods
- CJUS 9110 Seminar on Police Organization and Management
- CJUS 9120 Seminar on Police Effectiveness
- CJUS 9130 Advanced Research Topics in Policing
- CJUS 9150 Special Topics in Criminal Justice Research
- CJUS 9160 Seminar on Community Based Corrections
- CJUS 9170 Seminar on Institutional Corrections
- CJUS 9180 Seminar on the Criminal Courts System
- CJUS 9200 Seminar on Violent Crime and Criminal Behavior
- CJUS 9980 Directed Readings
- CJUS 9990 Dissertation

All doctoral students will select 6 courses from the electives list for a total of 18 hours. One of these elective courses must be a required 3 credit hour diversity course which can be fulfilled by CJUS 9030, CJUS 8130, or masters level or higher courses from another department as approved by the Supervisory Chair and the Graduate Chair.

Students are expected to complete the coursework within two years, except in extraordinary circumstances. This will require that they either take 12 hours in two of the semesters or work in 6 credit hours during summer semesters.

Comprehensive Examination and Admission to Candidacy

After completion of the 42 credit hours of coursework, doctoral students will be required to establish a comprehensive examination committee and successfully pass the comprehensive examination.

Dissertation [CJUS 9990] (20 hours)

Students may begin work on the dissertation after successful completion of the comprehensive examination. 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 Criminology and Criminal Justice. The dissertation topic must be approved by the student's supervisory committee, which consists of a chair and three other members. One committee member must be from outside criminal justice. The dissertation topic, prospectus, and the dissertation all require the approval of the dissertation committee.

doctorate of education in educational administration.

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

Program of Study

The UNO-UNL Joint Ed.D. program 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. Twelve or more of these hours must be in research tools and methods, designated with a star (*).

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 hour calendar month period.

Candidates have five years to complete the course work. After passing a comprehensive examination, they have five more years to complete the dissertation, totaling no more than ten years of study.

The doctoral course of study consists of:

Doctoral Seminars

- EDAD 9510 Culture and Context of Schooling
- EDAD 9520 Achieving School Excellence
- EDAD 9530 Paradigms and Practices of Schooling

Doctoral Research Tools:

- EDAD 9610 Applied Intermediate Statistics in Educational Administration (*)
- EDAD 9620 Applied Advanced Statistics in Educational Administration (*)

Doctoral Dissertation Core

- EDAD 9980 Internship in Educational Administration Research
- EDAD 9000 Research Design (*) (taken after successful completion of comprehensive exam)
- EDAD 8100 Independent Study Literature Review (concurrent with EDAD 9000)
- EDAD 9990 Dissertation (Candidates must complete a dissertation representing 12 semester hours of work and which is deemed satisfactory to the members of the committee following oral examination. This examination is in defense of the dissertation.)

Elective Courses, preapproved by the department

- EDAD 9630 Qualitative Research Methods (*)
- EDAD 9650 Program Evaluation for Educational Administrators (*)
- EDAD 8560 School Finance (required for Superintendent's Endorsement)
- EDAD 8620 School Plants and Equipment (required for Superintendent's Endorsement)
- Other EDAD or Cognate courses as outlined in candidate's course of study.

For more information...

For more information about the graduate programs in Educational Administration and Supervision, contact the faculty, Educational Administration and Supervision at Roskens Hall 312 - UNO, (402) 554-2721.

doctorate of philosophy in human sciences with a specialization in gerontology.

Through cooperative relationships with the University of Nebraska-Lincoln, programs are offered at UNO leading to the doctorate with specialization in gerontology. Courses for the doctoral programs can be completed at the Omaha campus, yet the administration of the degree is processed at the Lincoln campus. Please send all application materials to the UNL Graduate College.

Doctoral programs require a minimum of 90 graduate credit hours which may include course work applied to a master's degree. Each doctoral student is expected to demonstrate proficiency in 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.

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 PhD programs, students are referred to the UNL Graduate Studies Bulletin.

doctorate of philosophy in information technology.

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

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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 a regionally 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.
- For applicants that are required to take the TOEFL, a score of at least 550 out of 660 (for paper-based TOEFL) or 90 out of 120 (for TOEFL iBT) is required.

Evaluation for admission will be based on:

- Class standing during the applicant's baccalaureate and master-level studies;
- GRE score of 1200 out of 1600, or a GMAT score above the 80th percentile
- 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;
- For applicants that are required to take the TOEFL, a score of at least 550 out of 660 (for paper-based TOEFL) or 90 out of 120 (for TOEFL iBT) is required.
- On-campus visit or telephone interviews.

Application Checklist

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

- A completed Application for Graduate Admission
- A non-refundable application fee as required by the Office of Graduate Studies.
- Official transcripts from each college or university attended.
- An official score report from either the GRE or GMAT.
- Evidence of English language proficiency for international students, demonstrated by official scores on standardized English tests such as TOEFL.
- A statement of intent (using the Statement of Intent Form). 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.
- 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 probably success in graduate school. The letters of recommendation should be sent directly from the recommender to the Office of Graduate Studies.
- 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.
- 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 February 15,_ and for _the spring semester by September 15._

Graduate Assistantships

Students who are interested in applying for a graduate assistantship must contact the Director of the Doctoral Program in IT. A separate form for applying for a graduate assistantship must be completed and sent directly to Professor Mansour Zand. 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:

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.

Research Foundations/Seminars (minimum of 6 to 12 hours, including CIST 9080 - Research Foundation in IT).

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.

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.

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

Comprehensive exam

Dissertation proposal

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 College.

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:

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

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.

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. At least 45 hours of the student's doctoral course work is to be completed after the approval of the program of study.

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 will 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 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 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 College 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
For more information about the Ph.D. in IT Please contact Dr. Yong Shi at yshi@unomaha.edu or Dr. Raj Dasgupta at pdasgupta@unomaha.edu.

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

doctorate of philosophy in psychology.

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

The UNO Psychology Department offers a doctorate with concentration 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. 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 MA 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 MA 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).

Psychobiology

Doctoral students specializing in psychobiology are required to take the Seminar in Psychobiology (PSYC 9290) at least once (in addition to the Master's requirement) and at least 12 credit hours of graduate level courses in the biological and behavioral sciences.
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.

doctorate of philosophy in public administration.

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

In addition to the basic requirements, the School of Public Administration requires the following:

- An earned Master's degree in public administration or related field from an accredited institution.
- Generally, the target master's degree level grade point average (GPA) above a 3.20 (on a 4.0 scale).
- Graduate Record Examination (GRE) combined scores of at least 1,100 on the verbal and quantitative portion of the exam and a score from the new analytical writing section.
- A statement of intent, not to exceed five double spaced typewritten pages, explaining why the student wishes to pursue a doctoral degree in public administration. The statement of intent should also address the applicant's interest in one of the six areas of concentration. 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.
- At least three letters of recommendation submitted on appropriate forms, two of which must come from academicians.
- A resume, which is examined to assess an applicant's professional work experience and/or extracurricular activities while attending school. Additionally, resumes are examined to assess an applicant's potential ability to understand and do research on the context and practice of contemporary public management.
- 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 (213 if computer based; 79-80 if internet based) 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.
- The completed application, a $45.00 (U.S. dollars only) application fee, 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. Admission occurs once each year, for the fall 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.
- The Doctoral Program Committee will take all of these factors into consideration in making admissions decisions. No one factor outweighs another.

Prerequisite Courses

- Students are responsible for additional information found on the Doctor of Philosophy in Public administration web page at http://www.pubadphd.unomaha.edu.
- The Doctoral Program Committee reviews student academic preparation, specifying appropriate courses that must be taken as prerequisites to doctoral study. Except for those who have completed an MPA degree, all new doctoral students must first complete 12 hours of MPA course prerequisites prior to enrolling in 9000 - level core or research courses. Those MPA prerequisites are:
  - o PA 8050 - Introduction to PA
  - o PA 8090 - Organization Theory and Behavior in Public Agencies
  - o PA 8010 - Public Economy
  - o PA 8120 - Research Methods

Core Courses

- 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

Under no circumstances can a student who has not been admitted to a doctoral program take any of the required core courses.

Research Courses

Research is an integral aspect of doctoral education. The faculty expects that graduates of the program will have the ability to contribute original and systematically rigorous knowledge to the field. Thus the Ph.D. in public administration requires three research courses (9 hours). The courses focus on the logic and techniques of basic and applied research in public administration. They include:

- PA 9950 Statistical Applications
- PA 9960 Qualitative Research Methods in Public Administration
- PA 9800 Advanced Research Design

Students fully admitted and enrolled in another doctoral program can take one or more of the required research courses, but only upon the approval of the instructor.

Area of Concentration (6 credits each in two of the following areas):

- Public Budgeting & Finance
- Public Aviation & Transportation
- Public Policy
- Urban Management
- Public Administration
- Management Information in the Public Sector

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.

Total Minimum Course Work Requirements
- Core Courses   12 hours
- Research Courses   9 hours
- Area Specialization Courses 12 hours

- Workshop   1 hour
- Dissertation   20 hours
- Additional graduate level course work (from master's degree)   36 hours
- Total Program Hours   90 hours

The time limit on granting the PhD in Public Administration degree is eight years from the time of filing the plan of study in the Office of Graduate Studies.

Progress Review

The Doctoral Program Committee will conduct a review of student progress each year. The Committee will make such recommendations as appropriate to the student's advisor. As part of the review, students will be required to submit a summary of annual progress.

Field Examination

Following completion of all course work doctoral students take the field examination, covering work in the area of concentration and related research methods. The purpose of the field exam is for the doctoral student to demonstrate his or her mastery of the area in which the dissertation will be conducted. The field exam testing periods are September 1 through November 15 in the fall semesters and February 1 through April 15 in the spring semesters. The field exam is given in closed-book format in an eight-hour period which can be divided into two four-hour sessions. The exam is designed and graded by the student's Supervisory Committee.

Degree Candidacy

Students who have successfully passed the required course work in their program of study and the field examination 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.

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 prior to commencing their dissertation research 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
Supervisory Committee chair and dissertation readers will sign off on the applicant's final examination for the doctoral degree prior to the dissertation defense. The Dissertation Defense will be scheduled only when the Chair of the Supervisory Committee indicates that it is ready for the defense. The oral examination will be conducted by the Supervisory Committee and the Chair of the Doctoral Program Committee. The

defense will be open to all university graduate faculty. Members of the Supervisory Committee will have one month to read and evaluate the dissertation prior to the review.

For more information...

Please call (402) 554-2625.

Part V:

graduate certificates

advanced writing

The Advanced Writing Certificate is designed for the following students:

- Writers interested in developing and publishing their creative nonfiction;
- Graduate students in English and related fields;
- Educators seeking writing-specific training and credentials;
- Working professionals who either are currently employed or will be seeking employment as experts in written communication;
- Individuals who work in community service organizations;
- Individuals dedicated to cultural activities in the community.

Admission Requirements

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

- official copies of all previous college transcripts. Students who are currently pursuing the MA in English at UNO must submit a new Application for Graduate Admissions, but they will not need to pay a new application fee or re-submit transcripts.
- Applicants must have completed a baccalaureate degree with at least a 3.0 (on a 4.0 scale) GPA.
- Upload a letter of intent briefly explaining your purpose in seeking this credential (250-500 words).

Required Course Work

- A total of 15 credits from the complete list of approved courses.
- 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 8966 Narrative Nonfiction
- ENGL 8850 Seminar: Spiritual Nonfiction
- ENGL 8870 Seminar: Publishing Nonfiction
- ENGL 8890 Seminar: Experiments in Creative Nonfiction

Other Approved Courses (up to 6 hours allowed)

English Department

- ENGL 8736 Rhetoric
- ENGL 8800 Seminar: Topics in Language and Literature (approved topics only)
- ENGL 8806 English Internship (with the University of Nebraska Press)
- ENGL/JOUR 8816 Digital Literacies for Technical Communicators
- ENGL/JOUR 8836 Technical Communication
- ENGL/JOUR 8856 Information Design
- ENGL/JOUR 8876 Technical Editing
- ENGL 8966 The Rhetoric of the Sentence
- ENGL 8966 Topics in Language and Literature (approved topics only)

Education

- TED 8616 Teaching Writing Throughout the Curriculum

Public Administration

- PA 8520 Seminar in Grant Writing

Faculty Advisor and Mentor

At the time of admission, each student is assigned a faculty advisor/mentor who will work closely with the student in planning the course of study and in assembling the required portfolio.

Portfolio Requirements

Students will assemble a portfolio representing their achievement in the five courses (15 credits) applied toward the Advanced Writing Certificate. The portfolio will contain at least one writing sample from each course and will be reviewed by the student's advisor and one other graduate faculty member involved in offering courses

approved for the Advanced Writing Certificate. As part of the portfolio requirement, each student will make an oral presentation to the reviewing professors. The website for the Advanced Writing Certificate contains a detailed description of the portfolio requirement and the deadlines for submission - www.unomaha.edu/english/advanced.php

Quality of Work

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.

Earning Both the Advanced Writing Certificate and the MA in English Degree

With careful planning, all 15 hours required for the Advanced Writing Certificate can also be applied toward the MA degree.

For more information...

Advanced Writing Certificate Coordinators:

Dr. John J. McKenna - 402-554-3328
Email: jmckenna@unomaha.edu

or

Dr. John Price -402-554-3325
Email: jtprice@unomaha.edu

artificial intelligence

The objective of the certificate in artificial intelligence is to expose students to the principles and technologies used to embody machines with human-like intelligent capabilities and enable them to assist humans in performing complex and hazardous tasks. Students taking this certificate will have an opportunity of learning as well as performing hands on experiments in different areas of artificial intelligence including automated software systems such as software agents, multi-agent and multi-robot systems, machine vision and image processing technologies, neural network based adaptive software systems, heuristics and stochastic optimization techniques for critical decision making, and, machine learning and knowledge engineering techniques that

embed intelligence in computers and information systems.

Course Requirements

Core Course (3 credit hours)

- CSCI 8456 Introduction to Artificial Intelligence

Elective Courses (9 credit hours)

- CSCI 8110 Advanced Topics in Artificial Intelligence
- CSCI 8300 Image Processing and Computer Vision
- CSCI 8476 Pattern Recognition
- CSCI 9340 Computational Intelligence for Data Management
- CSCI 9350 Mathematical and Logical Foundations of Data Mining
- CSCI 9410 Advanced Topics in Logic Programming
- CSCI 9420 Intelligent Agent Systems

Pre-requisites

- CSCI 3320 Data structures (or equivalent) with a grade of B or better.

Applying to a Graduate Certificate Program

Admission Requirements

Students with an undergraduate degree with a GPA 3.0 or more are eligible to apply for the CSCI graduate certificate programs. Individual graduate certificate plans have additional requirements that are specified under each certificate. International students and non-native English speakers have additional requirements as prescribed by the office of graduate studies.

How To Apply

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action***. On the application you will be given an option to choose the

certificate program for which you would like to be considered.

> *If you are already admitted to the CSCI graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in CSCI, you will not need to submit additional application fees.*

2. Upload a detailed resume indicating your work experience and background (if applicable).

Structure of Graduate Certificates

The CSCI graduate certificate programs are structured so that they may be completed by most students within a single academic year. All certificates require completing a total of four courses (12 credit hours) usually involving a combination of core and elective courses. Specific course requirements are available with each certificate plan.

Certificate Granting Requirements

Not more than one course grade below or equal to C in the certificate program.

Transfer of Credits and Concurrent Degrees

- Students admitted to MS in CSCI can transfer credits from a certificate to a relevant concentration in the MS program.
- Current degree students may also complete certificates as part of their studies in the MS program.

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 an Application for Certificate Award through mavlink. If you complete the Application for Certificate Award and do not complete all of the requirements for

the certificate, contact the Office of Graduate Studies as soon as possible. You must REAPPLY through mavlink 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.

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.

For more information...

For questions regarding the CSCI graduate certificates, please contact:

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

business for bioscientists

Over the past 30 years, the largest area of job growth for Biomedicial PhD's has been in the private sector with position in biotechnology, pharmaceuticals, and other industries. Many of these jobs have business elements. However, the traditional training of a Biomedical PhD focuses on research and has no business training. This certificate program will provide a basic understanding of business principles to biomedical PhD students. While UNMC PhD students receive extensive training in research methods and the principles of biology and medicine, they receive no formal training in business fundamentals. However, a significant portion of biomedical PhD students obtain employment in pharmaceutical, biotechnology, and other industries. For students with these career goals, a formal training in business would markedly enhance their career options and competitiveness for these industry positions. With a certificate program, it will be possible for students to obtain a basic understanding of business principles that is documented by a certificate program. It is anticipated that this certificate would make their application for a variety of job positions more competitive and make them more successful in performing their job.

How to Apply

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

> Please note: If you are already admitted to Business Administration or Biology graduate degree programs, you do not need to submit an additional application fee.

Course Requirements
Foundation Courses (6 hours)

- BSAD 8110 Accounting & Financial Fundamentals

- BSAD 8180: Analytical Foundations of Economics

Required Courses (12 hours)

- BSAD 8060: Essential Leadership Skills
- BSAD 8400: Marketing Policies
- BSAD 8910: Special Topics in Business

Elective Courses (select one)

- BSAD 8100: Managerial Economics
- BSAD 8200: Managerial Accounting
- BSAD 8310: Managing Performance in Organizations
- BSAD 8620: Valuation of Intellectual Property
- ISQA 8400: Clinical Systems Architecture & Functions

communication networks

The Computer Network Certificate Program is a career program designed to meet the growing industry demand for qualified, highly trained individuals in the field of computer network systems. It is designed to give the working professional both a conceptual view and an in-depth understanding of the latest technologies used in Internet. The program includes courses ranging from basic concepts such as Local Area Networks to advanced networking concepts such as mobile wireless communication systems and networks.

Course Requirements

Core Courses (6 credit hours)

- CSCI 8620 Mobile Computing and Wireless Networks
- CSCI 8210 Advanced Communication Networks

Elective Courses (6 credit hours)

(If a core course is waived, it must be replaced with another course chosen from the electives listed below.)

- CSCI 8620 Mobile Computing and Wireless Networks
- CSCI 8210 Advanced Communication Networks

Elective Courses (6 credit hours)

(If a core course is waived, it must be replaced with another course chosen from the electives listed below.)

- CSCI 8156 Graph Theory
- CSCI 8200 Interconnection Networks
- CSCI 8220 Telecommunications Management
- CSCI 8410 Distributed System and Network Security
- CSCI 8610 Fault Tolerant Distributed Systems

Pre-requisites

- Programming experience
- CSCI 3320 Data structures (or equivalent) with a grade of B or better
- CSCI 3550 Introduction to Communication Networks (or equivalent) with a grade of B better

Applying to a Graduate Certificate Program

Admission Requirements

Students with an undergraduate degree with a GPA 3.0 or more are eligible to apply for the CSCI graduate certificate programs. Individual graduate certificate plans have additional requirements that are specified under each certificate. International students and non-native English speakers have additional requirements as prescribed by the office of graduate studies.

How to Apply

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action.*** On the application you will be given an option to choose the certificate program for which you would like to be considered.

*If you are already admitted to the CSCI graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in CSCI, you will not need to submit additional application fees.

2. Upload a detailed resume indicating your work experience and background (if applicable).

Structure of Graduate Certificates

The CSCI graduate certificate programs are structured so that they may be completed by most students within a single academic year. All certificates require completing a total of four courses (12 credit hours) usually involving a combination of core and elective courses. Specific course requirements are available with each certificate plan.

Certificate Granting Requirements

Not more than one course grade below or equal to C in the certificate program.

Transfer of Credits and Concurrent Degrees

- Students admitted to MS in CSCI can transfer credits from a certificate to a relevant concentration in the MS program.
- Current degree students may also complete certificates as part of their studies in the MS program.

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 an Application for Certificate Award through mavlink. If you complete the Application for Certificate Award and do not complete all of the requirements for the certificate, contact the Office of Graduate Studies as soon as possible. You must REAPPLY through mavlink 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.

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.

For more information

For questions regarding the CSCI graduate certificates, please contact:

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

early childhood auditory-oral education of the deaf/hard of hearing

The coursework for this certificate is offered in conjunction with the Omaha Hearing School for Children, a nationally recognized and state accredited/approved school providing auditory-oral education for children who are deaf or hard of hearing from birth through third grade. OHS is the only school in Nebraska that provides auditory education. The staff and administration at the school have over 100 years combined experience in auditory-oral education. Furthermore the school is part of an international network of schools and centers that specialize in auditory-oral education.

The following coursework is required for this certificate.

- SPED 8200 Speech & Language Development and Early Intervention with the Infant or Toddler Who is Deaf or Hard of Hearing (3 hours)
- SPED 8280 Audiological Implications in Education of the Deaf/Hard of Hearing (3 hours)
- SPED 8290 Speech, Language, & Literacy Development in the 3-8 Year-Old Child Who is Deaf/Hard of Hearing (3 hours)
- SPED 8236 Language Development and Disorders for Teachers (3 hours)
- SPED 8350 Curriculum Development and Adaptation for Children from Birth to Eight Years of Age Who are Deaf/Hard of Hearing (3 hours)
- TED 8260 Curriculum Development and Implementation in Early Childhood Education (3 hours); **or**
- TED8220 Play as a Learning Medium in Early Childhood Education (3 hours), OR TED 8296 Learning Materials in Early Childhood Education (3 hours).

Omaha Hearing School for Children

The coursework for the certificate would be offered in conjunction with the Omaha Hearing School for Children, a nationally recognized and

state accredited/approved school providing auditory-oral education for children who are deaf or hard of hearing from birth through third grade. OHS is the only school in Nebraska that provides auditory-oral education. The staff and administration at the school have over 100 years combined experience in auditory-oral education. Furthermore the school is part of an international network of schools and centers that specialize in auditory-oral education.

geographic information science (GIS)

A total of 17 graduate credits are required to receive a graduate GIS certificate at UNO. The curriculum stresses spatial theory, oral and written communication, computer experience, problem-solving skills, and GIS industry experience.

Prerequisites

The student must demonstrate a background in geography, statistics, and computer science. Prerequisites would include courses in human and physical geography, statistics, and programming such as the following:

- GEOG 1020 Human Geography
- GEOG 1070 Physical Geography: Soils and Landforms
- MATH 1530 Introduction to Applied Probability and Statistics
- CIST 1400 Introduction to Computer Programming

Core Requirements

- GEOG 8535 Cartography and Geographic Information Systems (2 hrs)
- GEOG 8545 Cartography and Geographic Information Systems Lab (2 hrs)
- GEOG 8056 GIS I (3 hrs)
- GEOG 8666 GIS II (4 hrs)

Electives

Two of the following:

- GEOG 8016 Conservation of Natural Resources (3 hrs)
- GEOG 8036 Computer Mapping and Visualization (3 hrs)
- GEOG 8636 Environmental Remote Sensing (4 hrs)
- GEOG 8650 Land Use (3 hrs)
- GEOG 8800 Internship in Environmental/Regional Planning (3 hrs)

Students may substitute advanced courses in GIS for required courses already taken. Students will be allowed a maximum of two substitutions for these required courses. Substitution must be approved by the department GIS advisor.

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

gerontology

In addition to the Master of Arts in social gerontology, a graduate 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

Students wishing to work toward the certificate in gerontology:

- must make application to the Graduate College
- must be accepted into the degree program of their major department/school.

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.
- A one semester practicum or its equivalent. 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.

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 (3)
- GEOG 9460 Aging and Human Behavior (3)

For more information

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

global information operations

The Graduate Certificate in Global Information Operations represents a collaborative, multi-disciplinary effort between four colleges at the University of Nebraska at Omaha. It supports the University's mission as a metropolitan university of which a central function is to provide outreach and partnerships that address the concerns and interests of the broader external communities. The proposed certificate in Global Information Operations is within the University of Nebraska at Omaha's vision statement whose goal is to be of the metropolitan community not simply in that community.

Description/Purpose of the Program:

Today's world is increasingly complex and characterized by factors such as rapid communication among diverse cultures and political scenarios requiring an understanding of the many underlying factors explaining cultural diversity. This complex diversity requires a broad understanding of international cultures, religions, and related issues to most effectively make significant decisions. Specifically, this certificate provides students with an understanding of international religions, politics, security and skills in communication as they relate to issues in information operations in today's global society. No similar graduate certificate is known to be available in Nebraska.

Overall supervision of Graduate Certificate in Global Information Operations program will be the Graduate Certificate in Global Information Operations Supervisory Committee, consisting of one member from each of the five participating departments and chaired by the Dean for Graduate Studies. The committee will evaluate and approve recommended changes to the program to meet changing global conditions.

Centrality to the Role and Mission of the Public Institution:

The Graduate Certificate in Global Information Operations will address the recognized and growing need for a broad-based understanding of international cultures and related issues in today's global society. The need for a program designed to address these diverse issues was first expressed by the United States Strategic Command (STRATCOM) but subsequently has been identified as an equally important program for UNO students in disciplines incorporating some aspect of global information operations in their curriculum. The proposed certificate is consistent with the university's Strategic Plan. The plan includes developing academic programs for varying academic, career, and personal goals of traditional and non-traditional students that prepare them for their responsibility as active citizens through leadership, participation and employment in diverse environments throughout the nation and the world (Sub-goals A and B, Goal 1 of UNO Strategic Plan). Additionally, from the proposed interdisciplinary focus may emerge previously unidentified teaching, research and outreach opportunities. The certificate program is well suited for both contract courses and individual graduate student education, both of which having the ability to generate students for existing graduate programs. For instance, several of the students who enrolled in the pilot Information Operation program course have begun the master's program in political science. The interaction generated from this certificate also may assist in developing relationships with governmental agencies leading to special opportunities for UNO to partner with the Department of Defense and other U.S. government agencies.

Program of Study:

Requirements: The certificate requires satisfactory completion of a sequence of four, 3-credit hour courses. Students must be enrolled in Graduate Studies at UNO. The courses are existing graduate courses in Political Science, Computer Science, Communication, and Religious Studies. These courses will focus on global politics, information security, public opinion and persuasion, and world religions. Each course will be a graduate seminar emphasizing challenging readings and discussion supplemented with visits by recognized disciplinary experts.

Assessment:

The following outcome measures will be used to assess both student learning and the program's effectiveness.

1. Grades. In order to successfully complete the Global Information Operations graduate certificate program, students will be required to earn at least a grade of "B" (3.0 in scale where 4.0 = A) in each course.

2. Credit Transfer Policy. Credit transferred from another institution towards the Global Information Operations certificate must be approved by the Graduate Certificate in Global Information Operations Supervisory Committee. A minimum of nine credit hours must be completed in residency at the University of Nebraska at Omaha.

Collaboration with other Post-Secondary Institutions:

At present the Graduate Certificate in Global Information Operations is not offered in collaboration with any other post-secondary institution in the state of Nebraska. It is being established to meet the needs of the Omaha metropolitan area. Additional opportunities will be pursued as the demand dictates.

For more information

For additional information about this certificate please contact Deborah Smith-Howell, at 402-554-4849 or email dsmith-howell@mail.unomaha.edu

human resources & training

UNO's School of Communication, Department of Psychology and College of Business Administration are jointly offering a 15-credit Graduate Certificate Program in Human Resources and Training (HR&T). Students select either a concentration in Human Resources or Training and Development.

Requirements

Admission to the HR&T graduate certificate program requires a baccalaureate degree with at least a 3.0 GPA, a major or a minor (or at least a 15 credit concentration) in speech communication, psychology, business, or a related area, plus at least one 3 credit course in research methods or statistics.

- Applicants must submit an online application to the graduate office, including: 1) a UNO graduate application form, 2) all college transcripts, 3) a 1000-word essay describing why they seek admission to this program and indicating which concentration they will be pursuing, and 4) at least one letter of recommendation from a professor or supervisor. (Students enrolled in other UNO master's degree programs must submit another graduate application for the HR&T certificate program.) Applications are due on July 1st or December 1st (you will NOT be notified of decision until at least three weeks after those dates).
- Twelve of the fifteen required graduate credits must be selected from one of the two concentration course lists. 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.
- Three of the 15 required graduate credits are electives and must be selected from either concentration course list or from the approved electives list.

- Courses must be taken in at least two of the units within the certificate program (i.e., Communication, Psychology, Business Administration).
- To enroll in each course, students must obtain instructor approval and **permit** prior to registration.
- Students admitted to the HR&T graduate certificate program must create a portfolio containing at least one sample project from each course. A portfolio review will be conducted by the student's advisor before the certificate is awarded.
- To successfully complete the graduate certificate program, students must earn a "B" or better in every course.
- On-line Application: https://admit.nebraska.edu/applyUNO/login.action
- Graduate Program Information: http://www.unomaha.edu/graduate/programs/certificate_humanresourcesandtraining.php

Training and Development Concentration
This concentration focuses on enhancing training program design, implementation, assessment skills, and the developmental process through which organizations enhance work performance, communication, job satisfaction, and future career preparation. You will need five courses. Select a course from FOUR of the bulleted lines.

- Communication Training & Development Skills (SPCH 8156) **OR** Industrial Training & Organizational Development (PSYC 9620) **(ONE is required)**
- Program Evaluation (EDAD 9650) **OR** Seminar in Program Evaluation (PSYC 9320) **OR** Instruction and Evaluation (HED 8750) **(ONE is required)**
- Organizational Communication (SPCH 8176) **OR** Managing Performance in Organizations (BSAD 8310) **OR** Organizational Psychology (PSYC 8636)
- Communication for Instructional Settings (SPCH 8166)
- Communication Leadership and Power in Organizations (SPCH 8186) **OR** Seminar in Management (BSAD 8350)
- Communication, Teamwork & Facilitation (SPCH 8566) **OR** Principles of Collaboration

(BSAD 8096) **OR** Facilitation of Collaborative Problem Solving (ISQA 8080)

Human Resources Concentration

This concentration focuses on enhancing organizational performance through improving employee recruitment, selection, placement, performance evaluation, motivation, and retention. You will need five courses. Select a course from <u>FOUR</u> of the bulleted lines.

- PSYC 8316 Psychological Testing **OR** PSYC 8646 Personnel Psychology **(ONE is required)**
- BSAD 8350 Seminar in Management
- BSAD 8320 Seminar in Personnel **OR** SPCH 8186 Communication Leadership and Power in Organization
- PSYC 9660 Criterion Development & Performance Appraisal
- BSAD 8310 Managing Performance in Organizations **OR** SPCH 8176 Organizational Communication
- BSAD 8096 Principles of Collaboration **OR** ISQA 8080 Facilitation of Collaborative Problem Solving **OR** SPCH 8566 Communication, Teamwork & Facilitation

Electives List for Both Concentrations

Select <u>ONE</u> course from this <u>Electives List</u> **OR** any ONE additional course from <u>either concentration above</u>.
- COMM 8180 Topics in Speech Communication Seminar
- SPCH 8806 Mediation
- PSYC 9030 Seminar in Industrial/Organizational Psychology
- PSYC 9640 Industrial Motivation and Morale
- PSYC 9630 Leadership Theories and Research
- SPCH 8536 Cross-cultural Communication
- SPCH 8516 Persuasion
- SPCH 8706 Interpersonal Conflict

information assurance

The goal of ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree.

Earning ISQA graduate certificates will:

- enhance skill sets and provide exposure to new information technologies, theories and practices.
- allow individuals to work towards various professional certifications.
- increase growth potential with employers and prospects of obtaining a graduate degree.
- offer existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific course requirements for each graduate certificate are shown below. There are three prerequisite courses not counted as part of the 12 credit hours, which may be waived by the chair of the Graduate Program Committee based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses.

These courses are:
- CIST 3100 - Organizations, Applications, and Technology
- ISQA 8040 - An Overview of Systems Development
- ISQA 8050 - Data Organization and Storage

Information Assurance Certificate

The Information Assurance (IA) Certificate will provide students with the technical, organizational and managerial background to

assist in planning, deploying, and managing security technologies to achieve information assurance.

Core Courses – (9 hours)

- ISQA 8546 - Computer Security Management
- ISQA 8570 - Information Security Policy and Ethics
- ISQA 8580 - Security Risk Analysis and Management

Elective Courses - 3 hours

- ISQA 8530 – E-Commerce Security
- ISQA 8560 - Information Warfare and Security
- ISQA 8900 - Independent Research in MIS (must be related to information assurance)
  ISQA 8080 - Seminar in MIS (must be related to information assurance)

Application Process

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action.***

2. Submit a detailed resume indicating your work experience and background (if applicable).

Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.

Submit a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:

1. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
2. Discussion of your unique personal qualities and life experiences that

distinguish you from other applicants to our graduate program.

For more information...

For questions regarding the ISQA graduate certificates, please contact

Dr. Peter Wolcott
Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158

and/or

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

instruction in urban schools

The Instruction in Urban Schools Certificate is designed to provide professionals in K-12 schools the historical, theoretical, research, and practical knowledge related to teaching and learning. This knowledge can be applied to all school settings, especially those with diverse student populations.

Requirements
Students will develop, with their certificate advisor, an individualized plan of study from the following categories. The plan of study must be approved by the student's assigned certificate advisor.
Students must complete a total of 18 hours within the following guidelines:
Required pedagogy courses: 9 hours

- TED 8190 – Contemporary Issues in Urban Education
- TED 8180 – Culturally Responsive Teaching
- TED 9200 – Critical Pedagogy: Teaching for Social Justice

Related courses: 9 hours

These would be content/professional courses in the College of Education, the College of Arts & Sciences and/or other colleges as identified in consultation with student's advisor.

For more Information, please call the Teacher Education Department at (402)-554-2212.

instructional technology

The Instructional Technology Certificate is designed for professional educators with particular focus on teachers and administrators in K-12 schools. The certificate is intended for individuals seeking to increase the use of technology in their classrooms; others who have been or will be assigned technology leadership roles in their building/school district; and, finally, students pursuing an educational master's degree program with the focus on technology.

The focus of the certificate program is effective use of technology in the learning process, a most important topic in today's educational community. Upon completion of this certificate, the educator will have been exposed to various technologies and their uses in the school setting, will be able to use technological tools, and will be able to effectively infuse technology into the learning process.

Required Course 3 hours
- TED 8430 School Curriculum Planning

Electives 12 hours
- TED 8540 Introduction to Technology Tools for Learning
- TED 8550 Digital Multi-media in Learning
- TED 8560 Supporting Instructional Technology Environments
- TED 8570 Internet in the Learning Process
- TED 8580 Collaborative Tools in the Learning Process
- TED 8600 Advanced Seminar in Educational Technology

- TED 8620 Advanced Support of Instructional Technology Environments
- TED 8770 Integrating Technology into Instructional Design
- EDAD 8250 Technology for School Leaders

TOTAL 15 hours (minimum of 9 hours must be current UNO credits)
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 the Teacher Education Department at (402) 554-2212.

project management

The goal of the ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree. Earning the graduate certificates will enhance skill sets; provide exposure to new information technologies, theories and practices; allow individuals to work towards various professional certifications; increase growth potential with employers; and increase prospects of obtaining a graduate degree. The graduate certificate program offers existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

The ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific

course requirements for each graduate certificate are shown below. There are three prerequisite courses, not counted as part of the 12 credit hours, which may be waived by the chair of the Graduate Program Committee, based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses. These courses are:

- CIST 3100 - Organizations, Applications, and Technology
- ISQA 8040 - An Overview of Systems Development,
- ISQA 8050 - Data Organization and Storage

Project Management Certificate

The Project Management Certificate will provide students with the technical, organizational and managerial background to become project managers, project leaders, information technology managers, and software engineers.

Core Courses - 9 hours
- ISQA 8210 - Managing Software Development
- ISQA 8810 - Information Technology Project Fundamentals
- ISQA 8820 - Project Risk Management

Elective Courses - 3 hours
- ISQA 8196 - Process Reengineering with Information Technology
- ISQA 8220 - Advanced Systems Analysis and Design
- ISQA 8420 - Managing the IS Function
- ISQA 8900 - Independent Research in MIS (must be related to project management)
- ISQA 8080 - Seminar in MIS (must be related to project management)

Application Process

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO /login.action.***

2. Upload a detailed resume indicating your work experience and background (if applicable).

   Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.

3. Upload a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:

   a. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
   b. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

For more information…

For questions regarding the ISQA graduate certificates, please contact

Dr. Peter Wolcott
Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158
and/or
Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

public management

Objective

The purpose of the Certificate in Public Management is to allow working professionals with careers in the public sector or graduate students in a related field of study (such as political science or city and regional planning) to expand their educational background and to enhance their knowledge in the area of public management. The graduate certificate is designed to extend students' understanding of theory and practice in the field of public management. Students must have 3 years of work experience in the public sector.

Course Requirements

The Certificate in Public Management consists of four required courses (12 credits) and one elective (three credits) for a total of 15 credit hours.

Required Courses (12 Credits)

- PA 8050 Public Administration and Democracy
- PA 8410 Public Human Resource Management
- PA 8090 Organization Theory and Behavior
- PA 8480 Public Finance Administration
- Other electives relevant to students occupation or interests will be considered on a case by case basis

Elective Courses (Choose 1 course – 3 credits)

- PA 8110 Management Information Systems
- PA 8470 Administrative Ethics and Leadership
- PA 8436 Municipal Administration

Application Process

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

1. Official transcripts from each college or university attended. Upload resume including work history
2. Upload Statement of intent (2-4 double-spaced pages)
3. Two of letters of recommendation

Application Deadlines:

Fall Semester - June 1
Spring Semester - October 1

For more information

For more information about the certificate program in public management, please call (402) 554-2625.

software engineering

The Computer Science Department offers a Certificate in Software Engineering. Software engineering is defined as the systematic application of science, mathematics, technology and engineering principles to the analysis, development and maintenance of software systems, with the aim of transforming software development from an ad hoc craft to a repeatable, quantifiable and manageable process. In 2006, CNN Money Magazine listed software engineering as the best job in America, with a job growth forecast of 46% annually for 10 years. Thus the demand for software professionals is very high, and is expected to continue for many years to come. The Certificate in Software Engineering will provide students with specific knowledge and skills required to analyze and develop complex software systems, exposing them to modern software engineering processes, methods, and

tools, and equipping them for career advancement as software professionals.

Course Requirements

Core courses (6 credit hours)

- CSCI 8700 Software Specification and Design
- CSCI 8710 Modern Software Development Methodologies

Elective courses (6 credit hours)

- CSCI 8256 Human-Computer Interaction
- CSCI 8266 User Interface Design and Development
- CSCI 8760 Formal Methods and High Assurance Software Engineering
- CSCI 8790 Advanced Topics in Software Engineering

Pre-requisites

- Programming experience
- CSCI 4830 Introduction to Software Engineering (or equivalent) with a grade of B or better

Applying to a Graduate Certificate Program

Admission Requirements

Students with an undergraduate degree with a GPA 3.0 or more are eligible to apply for the CSCI graduate certificate programs. Individual graduate certificate plans have additional requirements that are specified under each certificate. International students and non-native English speakers have additional requirements as prescribed by the office of graduate studies.

How to Apply

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action***.

*If you are already admitted to the CSCI graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in CSCI, you will not need to submit additional application fees.

2. Upload a detailed resume indicating your work experience and background (if applicable).

Structure of Graduate Certificates

The CSCI graduate certificate programs are structured so that they may be completed by most students within a single academic year. All certificates require completing a total of four courses (12 credit hours) usually involving a combination of core and elective courses. Specific course requirements are available with each certificate plan.

Certificate Granting Requirements

Not more than one course grade below or equal to C in the certificate program.

Transfer of Credits and Concurrent Degrees

- Students admitted to MS in CSCI can transfer credits from a certificate to a relevant concentration in the MS program.
- Current degree students may also complete certificates as part of their studies in the MS program.

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 an Application for Certificate Award through mavlink. If you complete the Application for Certificate Award and do not complete all of the requirements for the certificate, contact the Office of Graduate Studies as soon as possible. You must REAPPLY through mavlink 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.

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.

For more information

For questions regarding the CSCI graduate certificates, please contact:

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

system analysis and design

The goal of the ISQA graduate certificate programs is to allow post-baccalaureate students and working professionals to expand their educational background and complete work that could count towards a graduate degree. Earning the graduate certificates will enhance skill sets; provide exposure to new information technologies, theories and practices; allow individuals to work towards various professional certifications; increase growth potential with employers; and increase prospects of obtaining a graduate degree. The graduate certificate program offers existing technical and managerial professionals the chance to improve and hone their communication skills to aide in their professional development.

Who is Eligible?

Individuals with an undergraduate degree and one to two years of work experience in information systems (IS) related roles are eligible to apply for the ISQA graduate certificate programs.

Structure of Graduate Certificates

The ISQA graduate certificates consist of three core courses (9 credits) and one elective (3 credits) for a total of 12 credit hours. Specific course requirements for each graduate certificate are shown below. There are three prerequisite courses, not counted as part of the 12 credit hours, which may be waived by the chair of the Graduate Program Committee, based on courses already taken, applicable work experience, or the recommendation of faculty teaching the prerequisite courses. These courses are:

- CIST 3100 - Organizations, Applications, and Technology
- ISQA 8040 - An Overview of Systems Development
- ISQA 8050 - Data Organization and Storage

Certificate in Systems Analysis and Design

The Systems Analysis and Design Certificate will provide students with advanced technical, organizational and managerial background to become systems or business analysts and software developers.

Core Courses - 9 hours
- ISQA 8210 - Management of Software Development
- ISQA 8220 - Advanced Systems Analysis and Design

- ISQA 8410 - Database Management Systems

Elective Courses - 3 hours
- ISQA 8420 - Managing the IS Function
- ISQA 8106 - Information Systems Architecture and Organization
- ISQA 8900 - Independent Research in MIS (must be related to systems analysis & design)
- ISQA 8080 - Seminar in MIS (must be related to systems analysis & design)

Application Process

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action*** . On the application you will be given an option to choose the graduate certificate program for which you would like to be considered. All application and support materials must be uploaded at the time of application.
2. Upload a detailed resume indicating your work experience and background (if applicable).
   Note: If you are already admitted to the MIS graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in MIS, you will not need to submit additional application fees.
3. Upload a writing sample from work or previous academic experiences. Alternatively, if you do not have writing sample, please submit a two page double-spaced essay that addresses the following two topics:

   a. Discussion of two accomplishments that demonstrate your potential for success in the graduate certificate program.
   b. Discussion of your unique personal qualities and life experiences that distinguish you from other applicants to our graduate program.

For more information...

For questions regarding the ISQA graduate certificates, please contact:

Dr. Peter Wolcott-Chairperson ISQA Graduate Program Committee
pwolcott@mail.unomaha.edu
402-554-3158

and/or

Ms. Carla Frakes-Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

systems and architecture

This certificate provides students with knowledge in underlying architecture of computers. The students can choose either the hardware track or the software track. In the hardware track, student gain more in depth knowledge in the field. Students in this track will develop skills to perform system and component design, quality assurance, and test. In the software track, knowledge in the underlying architecture helps in generating and understanding optimized software. Students in this track will develop skills that will help them perform systems programming, language processing, and system administration.

Course Requirements

Core courses (6 credit hours)

- CSCI 8530 Advanced Operating Systems
- CSCI 8150 Advanced Computer Architecture

Elective courses for Hardware Track (6 credit hours)

- CSCI 8160 Introduction to VLSI
- CSCI 8170 VLSI Testing
- CSCI 8610 Fault-tolerant Distributed Systems
- CSCI 8626 Computer Graphics

Elective courses for Software Track (6 credit hours)

- CSCI 8550 Advanced Operating Systems Theory
- CSCI 8706 Compiler Construction
- CSCI 8610 Fault-tolerant Distributed Systems
- CSCI 8626 Computer Graphics

Pre-requisites for Hardware track

- CSCI 3710 Introduction to Computer Organization and Architecture (or equivalent)
- CSCI 4350 Computer Architecture (or equivalent) with a grade of B or better

Pre-requisites for Software track

- CSCI 4220 Principles of Programming Languages (or equivalent)
- CSCI 4500 Operating Systems (or equivalent) with a grade of B or better

*Students should choose electives from either the hardware track or the software track but not both.

Applying to a Graduate Certificate Program

Admission Requirements

Students with an undergraduate degree with a GPA 3.0 or more are eligible to apply for the CSCI graduate certificate programs. Individual graduate certificate plans have additional requirements that are specified under each certificate. International students and non-native English speakers have additional requirements as prescribed by the office of graduate studies.

How to Apply

1. ***The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO /login.action***. On the application you will be given an option to choose the certificate program for which you would like to be considered.

*If you are already admitted to the CSCI graduate degree program, you do not need to submit an additional application fee. Alternatively, if you are admitted to a graduate certificate program and decide to switch to an MS in CSCI, you will not need to submit additional application fees.

2. Upload a detailed resume indicating your work experience and background (if applicable).

Structure of Graduate Certificates

The CSCI graduate certificate programs are structured so that they may be completed by most students within a single academic year. All certificates require completing a total of four courses (12 credit hours) usually involving a combination of core and elective courses. Specific course requirements are available with each certificate plan.

Certificate Granting Requirements

Not more than one course grade below or equal to C in the certificate program.

Transfer of Credits and Concurrent Degrees

- Students admitted to MS in CSCI can transfer credits from a certificate to a relevant concentration in the MS program.
- Current degree students may also complete certificates as part of their studies in the MS program.

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 an Application for Certificate Award through mavlink. If you complete the Application for Certificate Award and do not complete all of the requirements for the certificate, contact the Office of Graduate Studies as soon as possible. You must REAPPLY through mavlink 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.

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.

For more information

For questions regarding the CSCI graduate certificates, please contact:

Ms. Carla Frakes
Graduate Advisor
cfrakes@mail.unomaha.edu
402-554-2073

teaching english to speakers of other languages (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

The Application for Graduate Admission must be completed on-line at https://admit.nebraska.edu/applyUNO/login.action

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

All students whose language of nurture is not English must demonstrate oral and written mastery of English as certified by the Department of English.

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

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...

Please call (402)554-2635.

technical communication

The Technical Communication Certificate is offered through the Department of English in conjunction with the School of Communication. All courses are crosslisted 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:

- part- and full-time UNO students pursuing graduate degrees, who are seeking a cognate area outside, but relevant to, their primary program of study;
- industry professionals seeking to develop the knowledge and skills for a career in Technical Communication; and
- business or technical professionals seeking to enhance their employment opportunities through a professional development program.

Requirements – Admission to the graduate certificate program:

- a baccalaureate degree with at least a 2.75 (on a 4.0 scale) GPA
- a statement of purpose articulating career goals (250-500 words)
- a writing sample (preferably a technical document such as a report, but academic essay is also acceptable)

Required Course Work

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.

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 Other Approved Courses
- 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

(*NOTE*: Other courses and workshops may be developed as requested by students and institutions or as 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/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

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.

Part VI:

non-degree areas

art and 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 courses, the specific courses to be approved by the Graduate Program Committee.

aviation

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 following programs:

- Master of Public Administration
- Master of Science in urban studies
- Doctor of Philosophy in public administration
- 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 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://www.unomaha.edu/ai/.

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.

engineering and technology

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

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.

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
- have 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
- have 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://cehs.unl.edu/.

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 requires 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

philosophy

The Bachelor of Arts degree in philosophy is the natural choice for students who want to go on to graduate work in philosophy. However the study of Philosophy is also a useful preparation for students who intend to work in other areas.

Philosophy provides a transferable skill, one that can be used in many walks of life. It provides training in rational thinking that cannot be obtained elsewhere plus it gives students a general training in thinking and writing clearly. It also provides experience in problem solving, in thinking critically, and in thinking laterally. Both ethics and logic are part of philosophy, and most people will face significant ethical questions in the course of their work and would do better in their work if they thought logically.

Studying the history of philosophy is also essential to the understanding of the history of ideas and culture.

Perhaps Socrates went a little far in suggesting that the unexamined life was not worth living, but it is surely true that an examined life will be all the better for it.

physics

Graduate physics courses are offered to fulfill requirements for a minor field or as cognate or selected courses on a plan of study.

religious studies

A graduate minor in Religious Studies is offered. A Religious Minor requires no fewer than nine hours of graduate-level coursework and *must be* approved by the major department/school and the minor department/school.

A variety of courses can be taken under the heading of Reading in Religion (RELI 8900).

Two courses are cross listed with their undergraduate counterparts:

1. Judaism in the Modern Age (RELI 8156) is Cross listed with (RELI 4150) *and*
2. Existentialism and Religious Thought (RELI 8306) is cross-listed with (RELI 4300).

In addition, the Religious Studies program offers a graduate-level course for teachers on the Holocaust under the Reading in Religion course number (RELI 8900).

Periodically, Religious Studies also offers a graduate-level course, Religions of the World, under the Reading in Religion course number (RELI 8900).

Part VII:

appendices.

organization and history.

history and purpose.

For over 100 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). The Ph.D. in Information Technology was approved in 2004. In 1993 the Ph.D. in criminal justice was approved, and in 1994 the Ph.D. in public administration was approved. In 2005, the Language Teaching program was approved. UNO currently offers 45 master's degrees, 6 doctorate which includes 2 joint/cooperative programs, 2 Specialist degrees and 17 graduate certificates.

Graduate studies provide more advanced education than the undergraduate work upon which all graduate programs are based. At UNO graduate students:

- work toward the various graduate certificates and/or degrees offered by the University;
- earn graduate credit for the issuance or renewal of certificates for teachers, administrators and educational psychologists; and
- obtain personal or professional enhancement.

To enable the student to attain these objectives, the Graduate Faculty provide 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.

Our Organization

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.

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 two graduate student members. Specific responsibilities of the Dean of Graduate Studies and of the UNO Graduate Council may be found in the document "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
- Council on Social Work Education
- Engineers Council for Professional Development
- Technology Accreditation Commission/Accreditation Board for Engineering and Technology
- National Association for Industrial Technology

- American Home Economics Association (for undergraduate programs)
- American Dietetic Association
- American Assembly of Collegiate Schools of Business
- National Association of Schools of Music
- National Association of Schools of Public Affairs and Administration
- Educational Standards Board of the Boards of Examiners in Speech-Language Pathology and Audiology
- National Recreation and Park Association/American Association for Leisure and Recreation
- American Chemical Society.
- American Library Association

Its courses are accepted for purposes of teacher certification by the Nebraska State Department of Education.

The 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.

strategic plan.

Endorsed by UNO Graduate Council on February 9, 2009

MISSION:

The mission of Graduate Studies at the University of Nebraska at Omaha is to develop, enhance, and promote outstanding graduate education; to ensure a rich environment for learning, creative activity, and the discovery and communication of new knowledge; and to be recognized for excellence in regional, national, and global engagement and contributions.

GOAL A: **UNO Graduate Studies will develop, enhance, and promote outstanding graduate education.**

OBJECTIVE 1: UNO Graduate Studies will continually enhance UNO's existing graduate education programs.

OBJECTIVE 2: UNO Graduate Studies will develop outstanding new graduate education programs. OBJECTIVE 3: UNO Graduate Studies will promote graduate education opportunities at UNO.

GOAL B: UNO Graduate Studies will ensure a rich environment for learning, creative activity, and the discovery and communication of new knowledge.

OBJECTIVE 1: UNO Graduate Studies will foster a culture and environment that positively acknowledges and rewards creative endeavor.

OBJECTIVE 2: UNO Graduate Studies will promote and nurture the dissemination of scholarship.

GOAL C: UNO Graduate Studies will be recognized for excellence in regional, national, and global engagement and contributions.

OBJECTIVE 1: UNO Graduate Studies will be recognized for excellence in engagement.

OBJECTIVE 2: UNO Graduate Studies will support students' success in their internships, training, and other community centered opportunities for learning.

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.

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, 203 Eppley Administration Building.

PLEASE NOTE: All personnel engaged in human subjects research must undergo training in the protection of human subjects. The Institutional

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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/spr/

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 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.

student statutory leave

When a student receives a written notice to provide mandated community service as an election official, juror or witness, he/she must notify the course instructor of the time when the

student's service will be required, within five business days after notice of mandated service is received by the student (or at the start of the semester if notice is received prior to the semester). A copy of the notice must be provided to the instructor.

The instructor will allow the student summoned to mandatory community service an excused absence from the course on the day(s) required for Statutory Leave.

Upon request of the student taking leave, the instructor will ask the class for another student class member to take notes during the period of Statutory Leave.

If Statutory Leave occurs during a critical period in the course (e.g. and exam: in-class graded assignment, group project: participation-required day), the instructor will work with the summoned student to determine if the missed day(s) will likely have a negative impact on the student's grade and whether the assignment or exam can be accommodated at a later time.

If Statutory Leave causes an extensive loss of class time for the student or will likely negatively impact the student's grade or learning experience, the instructor and student will determine whether it is best for the student to receive a grad of 'Incomplete or 'Withdrawal' for the course.

If a grade of 'Incomplete is chosen, the instructor and student will formally document the procedure required to complete the course.

If a grade of "Withdrawal is chosen, the student should receive a prorated refund of tuition and fees paid for the course.

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" 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.

appeal of general academic matters related to student programs.

1. 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:
   a. Initially, the appeal may be submitted to the student's adviser.
   b. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
   c. 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).

2. 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:
   a. Initially, the appeal should be submitted to the student's adviser.
   b. If denied, the appeal may be submitted to the student's supervisory committee.
   c. If denied, the appeal may be submitted to the department/area Graduate Program Committee administratively responsible for the student's graduate program.
   d. 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).

3. 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.

4. 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.

a. 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:

i. 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);

ii. That the campus Graduate Council has failed to examine or give adequate weight to important evidence relevant to one party's position;

iii. That the campus Graduate Council has given undue weight to evidence not pertinent to the case; or

iv. 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.

b. 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).

c. 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.

d. 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.

e. 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.

Graduate student academic appeal policy

Introduction
This document outlines the UNO Graduate Council policies and procedures for student academic appeals in situations such as comprehensive exams, plagiarism, and reinstatements. For grade appeals, see the "Grade Appeal Policy at the Graduate College Level for Graduate-Level Courses."

The document is divided into three sections: 1) Documentation from Student and Faculty Representative (or Department?) 2) a description of the initial review of the appeal case by the Graduate Student Academic Appeals Committee; and 3) details of the operating guidelines for the UNO Graduate Council to follow in conducting a full appeal.

1.0 Documentation from Student and from Faculty Representative

1.1 Student Documentation
The student shall provide documentation that proves the student's appeal. In addition to the documentation deemed relevant by the student to prove the student's appeal and provided by the student, the student shall complete a single page cover sheet for the appeal. That cover sheet shall be designed by the Graduate Dean and provided to the student. On that cover sheet, in less than 2,000 characters (i.e., including spaces), the student shall specifically identify in three separate paragraphs:

    [a] the procedural error(s) being appealed;

    [b] the substantive error(s) being appealed, and

    [c] the remedy requested.

The student's appeal is not submitted until the Graduate Dean determines that the student's cover sheet has been completed as here required.

1.2 Faculty Representative Documentation
The Graduate Dean shall deliver the student's section 1.1. Cover sheet along with other notice of the student's appeal to the decision maker whose decision is being appealed. The decision maker shall promptly notify the Graduate Dean of the decision maker's appointment of a Faculty Representative.

Ordinarily the student's appeal necessarily is limited to an appeal of the decision of a single decision maker (e.g., graduate program committee). However, if the student is appealing decisions of more than one decision maker, then there might be more than one Faculty Representative. The Faculty Representative of a committee may be, but is not necessarily, a member of that committee. If no such notice of appointment is delivered to the Graduate Dean, then the Faculty Representative of an individual decision maker shall be that individual, and for a committee the current chair of that committee.

The Faculty Representative shall timely provide documentation relevant to the student's appeal as defined in the student's section 1.1 cover sheet. After the student has submitted an appeal and after the Faculty Representative has replied by providing relevant documentation, the Graduate

Dean shall review that documentation for completeness. Prior to the Graduate Dean delivering that documentation to the Graduate Student Academic Appeals Committee, the Graduate Dean, in the interest of completeness, may request the Faculty Representative(s) to provide specific additional documentation that the Graduate Dean reasonably believes is readily available to the decision maker whose decision is being appealed.

2.0 Graduate Student Academic Appeals Committee

2.1 Function of the Committee
The Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies shall appoint a committee which will review student academic appeals that are filed in the Office of Graduate Studies. The task of the Graduate Student Academic Appeals Committee will be to determine whether the appeal merits a hearing by the Graduate Council.

2.2 Composition of the Committee
The Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies shall appoint two faculty members from each of the two standing committees of the Graduate Council, and one of the student representatives on the Graduate Council, to serve on the committee. The duration of appointment to the committee shall be for one year. (In cases where a student from the home department of one of the members of the committee has initiated an appeal, the Dean shall appoint a replacement for that committee member from the Graduate Council to hear that specific appeal. All other cases of potential conflict of interest shall be treated in a similar fashion).

2.3 Procedures for the Committee
The committee is charged with the responsibility of determining the merits of the student academic appeal, based on the letter of appeal and any other documentation requested and received by either the Dean for Graduate Studies or the Graduate Student Academic Appeals Committee. The committee shall vote on whether the appeal merits a hearing by the Graduate Council. Affirmative vote of the majority of the members is required to bring the appeal before the Graduate Council for a full hearing. The decision of the committee will be communicated to the Office of Graduate Studies for appropriate action.

3.0 UNO Graduate Council and Graduate Student Academic Appeals

3.1 Purpose and Limitation of Scope
The Graduate Council will hear only those appeals forwarded by the Graduate Student Academic Appeals Committee. The purpose of the hearing shall be to decide the merit of a student's request for redress of the academic issue being appealed. The appealing student bears the burden of proof to prove: (1) by clear and convincing evidence that the faculty member's decision being appealed was prejudicial or capricious; and 2) by the preponderance of the evidence that the Graduate Program Committee's decision being appealed was prejudicial or capricious.

3.2 Composition of the Council for Hearing Student Appeals
The full membership of the Graduate Council (quorum required) shall hear academic appeals of graduate students.

3.3 Possible Conflicts of Interest by Graduate Council Members
Graduate Council members who feel a conflict of interest might result from their participation in an academic appeal hearing shall exercise the necessary professional steps to avoid influencing the vote of the Council.

3.4 Timeliness of Council Decision
The Graduate Council shall hear appeals forwarded by the Graduate Student Academic Appeals Committee at its next scheduled meeting unless a delay is approved.

3.5 Student and Faculty Freedom to Present Arguments
The student and the faculty representative shall have freedom to present their viewpoints, limited only to the requirement that facts and opinions presented shall pertain to the academic issue being appealed.

3.6 Guidelines for Hearing Procedures
The following shall be made known to persons present at the hearing:
The time: _____ The date: _____ The place: _____.

This hearing will be conducted in compliance with the UNO Graduate Student Academic Appeal Policy. The student, _____, has filed an appeal in conformity with the policies of the Graduate Council pertaining to the findings of a Graduate Program Committee. The Graduate Program Committee or other designated committee consisted of Professor _____, Chair; and Professors _____ and _____ as members. That committee heard the appeal on _____ and denied the appeal. The student disagreed with the decision of the departmental appeals committee and continued the appeal process by submitting a letter detailing supporting reasons to the Dean for later consideration by the Graduate Student Academic Appeals Committee. That committee reviewed the student's request on _____ and, under conformity with its guidelines, has forwarded the student's appeal to the Graduate Council for action. The Graduate Council members present at this hearing have had an opportunity to review the documents provided by the person(s) involved. The agenda for the UNO Graduate Student Academic Appeal is:

> Student's presentation: 10 minutes
> Faculty Representative's presentation: 10 minutes
> Council Members' questions to Student and Faculty Representative: up to 20 minutes
> Student's concluding remarks: 5 minutes
> Faculty Member's concluding remarks: 5 minutes

The participants of this appeal shall leave following the above hearing and the Council will deliberate the issue(s) involved. The Council's decision will be determined by secret ballot of those members who were present and voted. As soon as the votes are counted by the Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies, the ballots shall be destroyed and the final decision announced to the Council by the Dean. In no case shall the number of votes cast on either side of the issue be disclosed.

3.7 Administration of the Council's Decision:
The Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies shall provide the parties of an appeal a written statement of the Graduate Council's decision within three working days.

grade appeals in graduate level courses recommendations for graduate programs/departments

I.   **Overview.**

A.   **Purpose.** A grade appeal policy seeks to articulate and to protect both the rights of students to fair and impartial evaluation of their academic performance and the responsibilities of faculty members as those who determine student grades. A course grade assigned in a manner consistent with University policy can be changed only by the instructor. University administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade in an arbitrary or capricious manner. An "arbitrary and capricious action" is an action taken without regard for the facts or circumstances of the appeal, without some basis which would lead a reasonable, informed, and honest person to the same conclusion.

Allegations that sexual harassment was the reason a final course grade was arbitrarily or capriciously assigned by the instructor must be addressed according to procedures set forth in the UNO Prohibited Discrimination policy [www.unomaha.edu/discrimination.php] rather than from the following procedures.

B.   **Faculty Responsibility**. It is a fundamental principle of higher education that faculty members are expected to:
1.   Exercise their professional judgment in evaluating student performance.
2.   Specify in each of their courses at the beginning of the academic term:

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a. Course requirements and expectations for academic performance; and
b. Procedures for evaluating performance (method(s) of evaluation and grading scales).
3. Communicate clearly to all students in the course any subsequent additions to or changes in these requirements, standards, and procedures.
4. Apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their age, color, creed, disability, gender, national origin, race, religion, sexual orientation, or other personal characteristics.

Departing faculty must document their last semester's grades and leave a copy with their Graduate Program Chair. Documentation should include a course syllabi and any other information distributed to their students concerning grading policies.

C. **Student Responsibility.** Students have the responsibility to know and adhere to the University policies and standards pertaining to them. As students willingly accept the benefits of membership in the University of Nebraska at Omaha academic community, they are obligated to uphold and observe the principles and standards articulated in the UNO student code of conduct (www.unomaha.edu/academicaffairs/documents/scc.pdf).

II. <u>**Course Grades that can be Appealed.**</u>

A. **A grade appeal policy applies to final course grades**. Course grades which result from alleged violations of the Code of Student Academic Integrity may also be appealed under this policy.

B. A course grade is deemed to have been assigned in an arbitrary or capricious manner if, by a preponderance of the evidence, a student establishes that:

1. The course grade was based upon the student's age, color, creed, disability, gender, national origin, race, religion, sexual orientation, other personal characteristic, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or

2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course outline (commonly called the course syllabus) (a course outline is primarily the information provided by the instructor at the beginning of the course, and not necessarily the master syllabus generated by the department which may be applied to multiple offerings of a course in time or place), but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or

3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual **elements** (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeals procedure. However, individual elements may be appealed under these procedures providing the following conditions are met:
   a. The student presents compelling evidence that one or more individual **elements** were graded on arbitrary or capricious grounds (defined above);

   b. Grounds can be established for determining a professionally sound grade for the appealed element(s); and

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c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

III. Grade Appeal Procedures

Each department or program will establish its own grade appeal procedures. These procedures must:

1. Articulate and protect both the rights of students for fair and impartial evaluation of their academic performance and the responsibilities of faculty members as those who determine student grades.
2. Include timelines.
3. Be made readily available to all students.
4. Be documented in the Office of Graduate Studies.

disability services.

The Disability Services office is committed to providing an equal educational 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 for students wishing to discuss eligibility, policies and procedures, services offered, and/or personal concerns. The coordinator is also available to help arrange services for qualified students with disabilities; i.e., reasonable academic adjustments, sign language interpreters, alternative print format, note takers, use of the Testing Center, assistive technology and more. Students must provide appropriate documentation regarding physical, emotional, learning, or other type of disability for consideration of services. Consultations with the coordinator may be scheduled at any time. For information, please call (402) 554-2872 or stop by the Disability Services office in the Eppley Administration Building, Room 117.

Part VIII:

the graduate faculty

Phyllis Adcock, Teacher Education, Ph.D., University of Kansas, 2001

Phani Tej Adidam, Marketing & Management, Ph.D., Texas Tech University, 1996

Randall Adkins, Political Science, Ph.D., Miami University, 1995

Omowale Akintunde, Black Studies, Ph.D., University of Missouri, 1996

Hesham Ali, Computer Science, Ph.D., University of Nebraska – Lincoln, 1988

Chris Allen, Communication, Ph.D., University of Missouri, 1996

David Ambrose, Marketing & Management, D.B.A., George Washington University, 1971

Samantha Ammons, Sociology & Anthropology, Ph.D., University of Minnesota, 2008

Amy Anderson, Criminology & Criminal Justice, Ph.D., Penn State University, 2003

Jessiline Anderson, Psychology, Ph.D., Utah State University, 1999

Ann Antlfinger, Biology, Ph.D., University of Georgia, 1979

Rami Arav, Religion, Ph.D., New York University, 1986

Maria Arbelaez, History, Ph.D., University of Miami, 1995

Jack Armitage, Accounting, Ph.D., University of Nebraska – Lincoln, 1987

Paul Audi, Philosophy & Religion, Ph.D., Princeton University, 2007

William Austin, Teacher Education, Ph.D., University of South Dakota, 2002

Azad Azadmanesh, Computer Science, Ph.D., University of Nebraska – Lincoln, 2003

Meredith Bacon, Political Science, Ph.D., University of Denver, 1975

Nora Bacon, English, Ph.D., University of California – Berkeley, 1997

Mahboub Baccouch, Mathematics, Ph.D., Virginia Tech University, 2008

Jeremy Baguyos, Music, M.M., Johns Hopkins University, 2005

Gail Baker, Communication, Ph.D., University of Missouri – Columbia, 1991

Kenton Bales, Music, D.M.A., University of North Texas, 1980

Paul Barnes, Counseling, Ph.D., University of Nebraska – Lincoln, 2000

Timi Barone, Sociology & Anthropology, Ph.D., Case Western Reserve University, 1997

Theresa Barron-McKeagney, Social Work, Ph.D., University of Nebraska – Lincoln, 1993

John Bartle, Public Administration, Ph.D., Ohio State University, 1990

Francis Basile, Health, Physical Education & Recreation, Ph.D., University of Illinois, 1988

Dhundy Bastola, Computer Science, Ph.D., University of New Hampshire, 1994

Candice Batton, Criminology & Criminal Justice, Ph.D., Vanderbilt University, 1999

Donald Baum, Economics, Ph.D., Claremont Graduate University, 1979

Christine Beard, Music, D.M.A., University of Texas, 2003

Kerry Beldin, Social Work, Ph.D., Case Western Reserve University, 2008

Jonathan Benjamin-Alvarado, Political Science, Ph.D., University of Georgia, 1998

Kris Berg, Health, Physical Education & Recreation, Ed.D., University of Missouri, 1974

Melissa Berke, Music, Ph.D., University of Arizona, 2000

Joseph Bertinetti, Counseling, J.D., Creighton University, 1987

Jayaram Betanabhatla, Physics, Ph.D., Indian Institute, 1983

Sanjukta Bhowmick, Computer Science, Ph.D., The Pennsylvania State University, 2004

Shereen Bingham, Communication, Ph.D., Purdue University, 1988

Michael Bishop, Geography/Geology, Ph.D., Indiana State University, 1987

Robert Blair, Public Administration, Ph.D., University of Nebraska – Lincoln, 1996

Daniel Blanke, Health, Physical Education & Recreation, Ph.D., University of Oregon, 1975

Jennifer Blaskovich, Accounting, Ph.D., University of Nebraska – Lincoln, 2005

William Blizek, Philosophy & Religion, Ph.D., University of Missouri, 1970

Bridget Blomfield, Philosophy & Religion, Ph.D., Claremont Graduate University, 2007

Melanie Bloom, Foreign Language, Ph.D., University of Texas, 2004

David Boocker, English, Ph.D., University of Nebraska – Lincoln, 1988

Judith Boss, English, Ph.D., Texas Christian University, 1971

Lisa Boucher, Biology, Ph.D., Ohio State University, 1995

Richard Box, Public Administration, Ph.D., University of Southern California, 1990

Larry Bradshaw, Art, M.F.A., Ohio University, 1995

Thomas Bragg, Biology, Ph.D., Kansas State University, 1974

Frank Bramlett, English, Ph.D., University of Georgia, 1999

Pauline Brennan, Criminology & Criminal Justice, Ph.D., State University of New York – Albany, 1999

Tracy Bridgeford, English, Ph.D., Michigan Technological University, 2002

Evangelina (Gigi) Brignoni, Teacher Education, Ph.D., Claremont Graduate University, 2004

Joseph Brown, Psychology, Ph.D., Michigan State University, 1991

Lisabeth Buchelt, English, Ph.D., Boston College, 2005

Dave Byers, Public Administration/Aviation, Ph.D., Florida Institute of Technology, 2004

Loree Bykerk, Political Science, Ph.D., Columbia University, 1977

Rex Cammack, Geography/Geology, Ph.D., University of South Carolina, 1995

Ana Carballal, Foreign Language, Ph.D., University of Missouri, 2004

Robert Carlson, Communication, Ph.D., Purdue University, 1978

James Carroll, Chemistry, Ph.D., Simon Fraser University, 1978

Michael Carroll, Goodrich, Ph.D., University of Nebraska – Lincoln, 1991

David Carter, Counseling, Ph.D., University of Nebraska – Lincoln, 1994

Juan Casas, Psychology, Ph.D., University of Minnesota, 2002

Chin-Chung Chao, Communication, Ph.D., Bowling Green University, 2008

Bruce Chase, Biology, Ph.D., Yale University, 1986

Zhengxin Chen, Computer Science, Ph.D., Louisiana State University, 1988

Xiaoyan Cheng, Accounting, Ph.D., University of Nebraska – Lincoln, 2009

John Christensen, University Chancellor, Special Education, Ph.D., University of Kansas, 1980

Richard Christie, Educational Administration & Supervision, Ed.D., University of Nebraska at Omaha, 2003

Parvathi Chundi, Computer Science, Ph.D., State University of New York – Albany, 1997

Samantha Clinkinbeard, Criminology & Criminal Justice, Ph.D., University of Nevada – Reno, 2007

Gwyneth Cliver, Foreign Language, Ph.D., University of St. Louis, 2008

Catherine Co, Economics, Ph.D., Rutgers University, 1995

David Conway, Special Education & Communication Disorders, Ed.D., University of Cincinnati, 1985

David Corbin, Health, Physical Education & Recreation, Ph.D., University of Pittsburgh, 1981

William Corcoran, Economics, Ph.D., Rutgers University, 1975

Michael Cortese, Psychology, Ph.D., University of Kansas, 1997

Ann Coyne, Social Work, Ph.D., University of Nebraska – Lincoln, 1980

John Crank, Criminology & Criminal Justice, Ph.D., University of Colorado, 1987

Ana Cruz, Communication, Ph.D., University of Nebraska – Lincoln, 2007

Elizabeth Dahl, Political Science, Ph.D., American University, 2006

Christina Dando, Geography/Geology, Ph.D., University of Wisconsin, 2000

Kathy Danielson, Teacher Education, Ph.D., University of Nebraska – Lincoln, 1987

Lana Danielson, Teacher Education, Ph.D., University of Iowa, 1992

Robert Darcy, English, Ph.D., University of Wisconsin, 2003

Joshua Darr, Chemistry, Ph.D., Washington University – St. Louis, 2006

Prithviraj Dasgupta, Computer Science, Ph.D., University of California – Santa Barbara, 2001

Paul Davis, Biology, Ph.D., Washington University – St. Louis, 2006

Sidney Davis, Information Systems & Quantitative Analysis, Ph.D., Indiana University, 1989

Gary Day, Art, M.F.A., Florida State University, 1976

Christopher Decker, Economics, Ph.D., Indiana University, 2000

William DeGraw, Biology, Ph.D., Washington State University, 1972

Julie Delkamiller, Special Education & Communication Disorders, M.S., University of Nebraska at Omaha, 2000

Michele Desmarais, Philosophy & Religion, Ph.D., University of British Columbia, 2001

Stanley DeViney, Gerontology, Ph.D., Rutgers University, 1983

Gert-Jan DeVreede, Information Systems & Quantitative Analysis, Ph.D., Delft University of Technology, 1995

Art Diamond, Economics, Ph.D., University of Chicago, 1978

James Dick, Teacher Education, Ph.D., Indiana University, 1974

Kenneth Dick, Computer Science, Ph.D., University of Nebraska – Lincoln, 1985

Henry D'Souza, Social Work, Ph.D., University of Michigan, 1989

Donna Dufner, Information Systems & Quantitative Analysis, Ph.D., Rutgers University, 1995

Karen Dwyer, Communication, Ph.D., University of Nebraska – Lincoln, 1995

Carol Ebdon, Public Administration, Ph.D., State University of New York – Albany, 1997

Nancy Edick, Educational Administration & Supervision, Ed.D., University of Nebraska at Omaha, 2001

Sarah Edwards, Teacher Education, Ph.D., University of Arizona, 2000

Dale Eesley, Marketing & Management, Ph.D., University of Wisconsin, 2002

Robert Egan, Biology, Ph.D., University of Colorado, 1971

Angela Eikenberry, Public Administration, Ph.D., University of Nebraska at Omaha, 1998

Griffith Elder, Mathematics, Ph.D., Ohio State University, 1993

Susan Eldridge, Accounting, Ph.D., University of North Carolina – Charlotte, 1997

George Engelmann, Geography/Geology, Ph.D., Columbia University, 1978

John Erickson, Marking & Management, Ph.D., University of Nebraska – Lincoln, 2004

Chris Eskridge, Criminology & Criminal Justice, Ph.D., Ohio State University, 2978

Karen Falconer Al-Hindi, Geography/Geology, Ph.D., University of Kentucky, 1993

Hassan Farhat, Computer Science, Ph.D., University of Nebraska – Lincoln, 1988

James Fawcett, Biology, Ph.D., University of Colorado, 1975

Richard File, Accounting, Ph.D., University of Texas, 1981

Roger Foltz, Music, Ph.D., University of Texas, 1977

Jeffrey French, Psychology, Ph.D., University of Wisconsin, 1982

Mary Friehe, Special Education & Communication Disorders, Ph.D., University of Nebraska – Lincoln, 1985

Steve From, Mathematics, Ph.D., University of Nebraska – Lincoln, 1985

Ann Fruhling, Information Systems & Quantitative Analysis, Ph.D., University of Nebraska – Lincoln, 2003

Robin Gandhi, Information Systems & Quantitative Analysis, Ph.D., University of North Carolina – Charlotte, 2008

Claudia Garcia, Foreign Language, Ph.D., University of Florida, 2007

Bruce Garver, History, Ph.D., Yale University, 1971

Carolyn Gascoigne, Foreign Language, Ph.D., Florida State University, 1997

Moshe Gershovich, History, Ph.D., Harvard University, 1995

Lorraine Gesick, History, Ph.D., Cornell University, 1976

Alan Gift, Chemistry, Ph.D., Purdue University, 2002

Kristin Girten, English, Ph.D., Rutgers University, 2006

D. Scott Glasser, Theater, M.F.A., Cornell University, 1973

Lourdes Gouveia, Sociology & Anthropology, Ph.D., University of Kansas, 1989

Neal Grandgenett, Teacher Education, Ph.D., Iowa State University, 1989

Donald Greer, Health, Physical Education & Recreation, PH.D., University of Illinois, 1986

Martina Greiner, Information Systems & Quantitative Analysis, Ph.D., University of Georgia, 2008

John Grigg, History, Ph.D., Kansas University, 2002

Raymond Guenther, Physics, Ph.D., Illinois Institute of Technology, 1969

Ramon Guerra, English, M.A., University of Nebraska – Lincoln, 2003

Hai-Feng Guo, Computer Science, New Mexico State University, 2001

Weiyu (Wendy) Guo, Finance, Banking & Law, Ph.D., University of Missouri, 1999

John Hafer, Marking & Management, Ph.D., University of Nebraska – Lincoln, 1979

James Hagen, Chemistry, Ph.D., University of Wisconsin, 1978

Matthew Harden, Music, Ph.D., University of Missouri – Kansas City, 2000

Jeanette Harder, Social Work, Ph.D., University of Texas – Arlington, 2004

Lynn Harland, Marking & Management, Ph.D., University of Iowa, 1991

Judy Harrington, Goodrich, Ph.D., University of Nebraska – Lincoln, 1990

Scott Harrington, Counseling, Ph.D., University of Colorado, 1971

Wayne Harrison, Psychology, Ph.D., University of North Carolina, 1978

Daniel Hawkins, Sociology & Anthropology, Ph.D., Penn State University, 2006

Dwight Haworth, Information Systems & Quantitative Analysis, Ph.D., Texas Tech University, 1990

Karen Hayes, Educational Administration & Supervision, Ed.D., University of Nebraska – Lincoln, 1996

Jack Heidel, Mathematics, Ph.D., University of Iowa, 1967

David Helm, Art, M.F.A., University of Illinois, 1984

Shelton Hendricks, Psychology, Ph.D., Tulane University, 1967

Kathleen Henebry, Finance, Banking, & Law, Ph.D., University of Illinois, 1994

Barbara Hewins-Maroney, Goodrich, Ph.D., University of Nebraska – Lincoln, 2003

John Hill, Educational Administration & Supervision, Ph.D., American University, 1974

Michael Hilt, Communication, Ph.D., University of Nebraska – Lincoln, 1994

Dennis Hoffman, Criminology & Criminal Justice, Ph.D., Portland State University, 1979

Bryce (Amy) Hoflund, Public Administration, Ph.D., Virginia Tech, 2009

Lyn Holley, Gerontology, Ph.D., University of Nebraska at Omaha, 1999

Jonna Holland, Marketing & Management, Ph.D., University of Nebraska – Lincoln, 1996

Aleksey Holloway, Physics, Ph.D., Moscow State University, 1979

Carson Holloway, Political Science, Ph.D., Northern Illinois University, 1998

Art Homer, Writer's Workshop, M.F.A., University of Montana, 1979

Jennifer Huberty, Health, Physical Education & Recreation, Ph.D., University of Utah, 2004

Lorine Hughes, Criminology & Criminal Justice, Ph.D., Washington State University, 2003

Ziaul Huq, Marking & Management, Ph.D., University of Wisconsin – Madison, 1975

Terry Hynes, Communication, Ph.D., University of Wisconsin – Madison, 1975

Jay Irwin, Sociology & Anthropology, Ph.D., University of Alabama – Birmingham, 2009

Susan Jacobs, Criminology & Criminal Justice, J.D., University of Nebraska – Lincoln, 1976

Charles Johanningsmeier, English, Ph.D., Indiana University, 1993

Bruce Johansen, Communication, Ph.D., University of Washington, 1979

James Johnson, Music, D.M.A., University of Arizona, 1976

James Jones, Marketing & Management, Ph.D., University of Nebraska – Lincoln, 1998

Margaret Jones, Black Studies, M.F.A., University of Nebraska – Lincoln, 1993

Robbie Jones, Theatre, M.F.A., University of Kansas, 2006

Colleen Kadleck, Criminology & Criminal Justice, Ph.D., University of Cincinnati, 2001

Burch Kealey, Accounting, Ph.D., University of Oklahoma, 1996

Kay Keiser, Educational Administration & Supervision, Ed.D., University of Nebraska at Omaha, 2005

Christopher Kelly, Gerontology, Ph.D., University of Southern California, 2004

Nancy Kelley-Gillespie, Social Work, Ph.D., University of Utah, 2003

Lisa Kelly-Vance, Psychology, Ph.D., Indiana University, 1990

Tammie Kennedy, English, Ph.D., University of Arizona – Tucson, 2009

Kyle Kercher, Gerontology, Ph.D., University of Washington, 1984

Deepak Khazanchi, Information Systems & Quantitative Analysis, Ph.D., Texas Tech University, 1991

Charles King, History, Ph.D., University of Chicago, 1998

Lisa Knopp, English, Ph.D., University of Nebraska – Lincoln, 1993

Alan Kolok, Biology, Ph.D., University of Colorado, 1991

John Konvalina, Mathematics, Ph.D., State University of New York – Buffalo, 1975

Karl Kosloski, Gerontology, Ph.D., University of Nevada, 1984

Dale Krane, Public Administration, Ph.D., University of Minnesota, 1973

Jodi Kreiling, Chemistry, Ph.D., University of Nebraska Medical Center, 2005

Kenneth Kriz, Public Administration, Ph.D., Indiana University, 2000

Wilma Kuhlman, Teacher Education, Ph.D., University of Missouri, 1995

Wikil Kwak, Accounting, Ph.D., University of Nebraska – Lincoln, 1990

Teresa Lamsam, Communication, Ph.D., University of Missouri, 2003

Melodee Landis, Teacher Education, Ph.D., University of Nebraska – Lincoln, 1993

Paul Landow, Political Science, Ph.D., University of Nebraska – Lincoln, 1998

Frederic Laquer, Chemistry, Ph.D., University of Missouri, 1985

Joan Latchaw, English, Ph.D., University of Pittsburgh, 1991

Elizabeth Leader-Janssen, Special Education & Communication Disorders, Ph.D., University of Nebraska – Lincoln, 2006

Lynnette Leonard, Communication, Ph.D., University of Kansas, 2006

Darryll Lewis, Finance, Banking & Law, J.D., Creighton University, 1978

Shuanglin Lin, Economics, Ph.D., Purdue University, 1989

Jeremy Lipschultz, Communication, Ph.D., Southern Illinois University, 1990

Richard Lomneth, Chemistry, Ph.D., University of Cincinnati, 1988

Thomas Lorsbach, Special Education & Communication Disorders, Ph.D., University of Missouri, 1979

Betty Love, Mathematics, Ph.D., Southern Methodist University, 1991

David Low, Music, D.M., Northwestern University, 1973

Guoqing Lu, Biology, Ph.D., Laval University, 2000

Peter Madsen, Music, D.M.A., University of Illinois, 2000

Harmon Maher, Geography/Geology, Ph.D., University of Wisconsin, 1984

William Mahoney, Computer Science, Ph.D., University of Nebraska – Lincoln, 1994

Olivier Maisondieu-Laforge, Finance, Banking & Law, PH.D., University of Cincinnati, 2004

Eric Manley, Chemistry, Ph.D., University of New Mexico, 1976

Chris Marshall, Criminology & Criminal Justice, Ph.D., Iowa State University, 1978

Gary Marshall, Public Administration, Ph.D., Virginia Tech University, 1993

Thomas Martin, Marketing & Management, Ph.D., University of Iowa, 1977

Julie Masters, Gerontology, Ph.D., University of Nebraska – Lincoln, 1997

Dora Matache, Mathematics, Ph.D., University of Kansas, 2000

Valentin Matache, Mathematics, Ph.D., University of Kansas, 1998

Michael Matthews, Mathematics, Ph.D., University of Iowa, 2006

Cher Love McAllister, Black Studies, Ph.D., Temple University, 2009

John McCarty, Biology, Ph.D., Cornell University, 1995

Sheryl McGlamery, Teacher Education, Ph.D., Florida State University, 1993

Melanie McGrath, Health, Physical Education & Recreation, Ph.D., University of North Carolina – Chapel Hill, 2009

John McKenna, English, Ph.D., Ohio State University, 1970

Brian McKevitt, Psychology, Ph.D., University of Wisconsin, 2001

Susan McWilliams, Teacher Education, Ph.D., University of Colorado, 2001

Harrison Means, Teacher Education, Ph.D., University of Iowa, 1974

Patricia Meglich, Marketing & Management, PH.D., Kent State University, 2006

Wai-Ning Mei, Physics, Ph.D., State University of New York – Buffalo, 1979

Robert Meier, Criminology & Criminal Justice, Ph.D., University of Wisconsin – Madison, 1974

William Melanson, Philosophy & Religion, Ph.D., Ohio State University, 2006

Josie Metal-Corbin, Health, Physical Education & Recreation, M.Ed., University of Pittsburgh, 1970

Zebulon Miletsky, Black Studies, Ph.D., University of Massachusetts – Amherst, 2008

Carol Mitchell, Teacher Education, Ph.D., University of Nebraska – Lincoln, 1995

Graham Mitenko, Finance, Banking & Law, D.B.A., University of Memphis, 1987

Anna Monardo, Writer's Workshop, M.F.A., Columbia University, 1983

Owen Mordaunt, English, Ph.D., Indiana University, 1981

Rebecca Morris, Marketing & Management, Ph.D., University of Nebraska – Lincoln, 1988

Suzanne Moshier, Biology, Ph.D., University of Chicago, 1971

Lotfollah Najjar, Information Systems & Quantitative Analysis, Ph.D., University of Nebraska – Lincoln, 2002

Jody Neathery-Castro, Political Science, Ph.D., Rice University, 1998

Andrew Newman, Philosophy & Religion, Ph.D., University College, 1984

Jinlan Ni, Economics, Ph.D., Purdue University, 2004

John Noble, Health, Physical Education & Recreation, PH.D., University of Colorado, 1997

Philip Nordness, Special Education & Communication Disorders, Ph.D., University of Nebraska – Lincoln, 2003

Tatyana Novikov, Foreign Language, Ph.D., Florida State University, 1995

Bonnie O'Connell, Art, M.A., University of Iowa, 1985

Michael O'Hara, Finance, Banking & Law, Ph.D., University of Nebraska – Lincoln, 1983

Patrick O'Neil, Public Administration, Ph.D., University of Nebraska at Omaha, 2008

David Ogden, Communication, Ph.D., University of Nebraska – Lincoln, 1999

Robbin Ogle, Criminology & Criminal Justice, Ph.D., Penn State University, 1995

Imafedia Okhamafe, Goodrich, Ph.D., Purdue University, 1984

Elliott Ostler, Teacher Education, Ph.D., University of South Dakota, 1993

Robert Ottemann, Marketing & Management, J.D., Creighton University, 1984

A. Olu Oyinlade, Sociology & Anthropology, Ph.D., South Dakota State University, 1987

Juliette Parnell, Foreign Language, Ph.D., University of California – Los Angeles, 1982

Rebecca Pasco, Teacher Education, Ph.D., Emporia State University, 2000

Doug Paterson, Theatre, Ph.D., Cornell University, 1972

Petr Pavlinek, Geography/Geology, Ph.D., University of Kentucky, 1995

Jeffrey Peake, Geography/Geology, Ph.D., Louisiana State University, 1977

Julie Pelton, Sociology & Anthropology, Ph.D., The Pennsylvania State University, 2006

David Peterson, English, Ph.D., University of Georgia, 1998

Michael Peterson, Geography/Geology, Ph.D., State University of New York – Buffalo, 1982

Gregory Petrow, Political Science, Ph.D., University of North Carolina, 2005

Stacie Petter, Information Systems & Quantitative Analysis, Ph.D., Georgia State University, 2006

Cynthia Phaneuf, Theatre, Ph.D., Texas Tech University, 1981

Barbara Pickering, Communication, Ph.D., University of Southern California, 1992

Leah Pietron, Information Systems & Quantitative Analysis, Ph.D., University of Northa Dakota, 1979

Iulia Podariu, Physics, Ph.D., Kansas State University, 2002

Louis Pol, Business Administration, Ph.D., Florida State University, 1978

Oliver Pollak, History, J.D., Creighton University, 1982

Mary Ann Powell, Sociology & Anthropology, PH.D., Ohio State University, 1999

John Price, English, Ph.D., University of Iowa, 1997

Marshall Prisbell, Communication, Ph.D., University of Nebraska – Lincoln, 1981

Patrice Proulx, Foreign Language, Ph.D., Cornell University, 1991

Sajda Qureshi, Information Systems & Quantitative Analysis, Ph.D., London School of Economics and Political Science, 1995

Amanda Randall, Social Work, Ph.D., University of Nebraska – Lincoln, 2002

Claudia Rauter, Biology, Ph.D., University of Zurich, 1996

Jeanne Reames, History, Ph.D., Pennsylvania State University, 1998

Janice Rech, Mathematics, Ph.D., University of Nebraska – Lincoln, 1990

BJ Reed, Public Administration, Ph.D., University of Missouri, 1977

Christine Reed, Public Administration, Ph.D., Brown University, 1983

Hugh Reilly, Communication, M.A., University of Nebraska at Omaha, 1997

Roni Reiter-Palmon, Psychology, Ph.D., George Mason University, 1993

Dana Richter-Egger, Chemistry, Ph.D., University of Missouri, 2001

Richelle Roiblatt, Social Work, Ph.D., University of Minnesota, 2007

Beth Ritter, Sociology & Anthropology, Ph.D., University of Nebraska – Lincoln, 1999

Mitzi Ritzman, Special Education & Communication Disorders, Ph.D., University of Nebraska – Lincoln, 2006

Barbara Robins, English, Ph.D., University of Oklahoma, 2001

Cynthia Robinson, Communication, Ph.D., University of Nebraska – Lincoln, 2005

Amy Rodie, Marketing & Management, Ph.D., Arizona State University, 1995

Jimmy Rogers, Mathematics, Ph.D., Albert Einstein College of Medicine, 1993

Tomm Roland, Music, D.M.A., State University of New York – Stony Brook, 2001

Karen Rolf, Social Work, Ph.D., University of Chicago, 2003

Troy Romero, Psychology, Ph.D., University of Nebraska – Lincoln, 2009

Randall Rose, Communication, Ph.D., Purdue University, 1977

Andrzej Roslanowski, Mathematics, Ph.D., Wroclaw University, 1991

Wei Rowe, Finance, Banking & Law, Ph.D., Southern Illinois University, 1999

Donald Rowen, Biology, Ph.D., University of Minnesota, 1992

Carol Rozansky, Teacher Education, Ph.D., University of Arizona, 1984

Brigette Ryalls, Psychology, Ph.D., Indiana University, 1994

Carey Ryan, Psychology, Ph.D., University of Colorado, 1989

Vyacheslav Rykov, Mathetmatics, Ph.D., Moscow State University, 1977

Anita Saalfeld, Foreign Language, Ph.D., University of Illinois – Urbana-Champaign, 2009

Renat Sabirianov, Physics, Ph.D., Urals Academy of Sciences, 1993

James Saker, Music, Ph.D., University of Iowa, 1982

Lisa Sample, Criminology & Criminal Justice, Ph.D., University of Missouri – St. Louis, 2001

Thomas Sanchez, Sociology & Anthropology, Ph.D., University of Nebraska – Lincoln, 2005

Lisa Sandin, Writer's Workshop, M.F.A., Norwich University, 1990

Jonathan Santo, Psychology, Ph.D., Concordia University, 2009

Jukka Savolainen, Criminology & Criminal Justice, Ph.D., State University of New York – Albany, 1996

Lisa Scherer, Psychology, Ph.D., Ohio State University, 1989

Mark Scherer, History, Ph.D., University of Nebraska – Lincoln, 2003

Mark Schoenbeck, Biology, Ph.D.,University of Minnesota, 1997

Jeannette Seaberry, Counseling, Ph.D., University of Nebraska – Lincoln, 1994

Michael Sherer, Communication, Ph.D., Southern Illinois University, 1982
Yong Shi, Information Systems & Quantitative Analysis, Ph.D., University of Kansas, 1991

Saundra Shillingstad, Teacher Education, Ed.D., Kansas State University, 2001

John Shroder, Geography/Geology, Ph.D., University of Utah, 1967

Steven Shultz, Economics, Ph.D., University of Arizona, 1993

Robert Shuster, Geography/Geology, Ph.D., University of Kansas, 1985

Peter Simi, Criminology & Criminal Justice, Ph.D., University of Nevada – Las Vegas, 2003

Jerold Simmons, History, Ph.D., University of Minnesota, 1971

Birud Sindhav, Marketing & Management, PH.D., University of Oklahoma, 2001

Roger Sindt, Economics, Ph.D., Texas A&M University, 1972

Harvey Siy, Computer Science, Ph.D., University of Maryland, 1996

Michael Skau, English, Ph.D., University of Illinois, 1973

Dustin Slivka, Health, Physical Education & Recreation, Ph.D., Ball State University, 2006

Kenneth Smith, Teacher Education, Ed.D., Loyola University of Chicago, 1979

Pamela Smith, Goodrich, Ph.D., University of Washington, 1986

Peter Smith, Educational Administration & Supervision, M.S., Creighton University, 1981

Robert Smith, Chemistry, Ph.D., Oregon State University, 1989
Russell Smith, Public Administration, Ph.D., University of Tennessee, 1977

Deborah Smith-Howell, Communication, Ph.D., University of Texas, 1993

Courtney Snyder, Music, D.M.A., University of Michigan – Ann Arbor, 2009

Scott Snyder, Biology, Ph.D., University of Nebraska – Lincoln, 1996

Sharon Sobel, Theatre, M.F.A., Carnegie Mellon University, 1984

Suzanne Sollars, Psychology, Ph.D., University of Washington, 1994

Glenn Sowll, Physics, Ph.D., Florida State University, 1982

Joanne Sowell, Art, Ph.D., Florida State University, 1985

Arwiphawee Srithongrung, Public Administration, D.P.A., University of Illinois – Springfield, 2006

Douglas Stack, Chemistry, Ph.D., University of Nebraska – Lincoln, 1993

Richard Stacy, Health, Physical Education & Recreation, Ed.D., University of Virginia, 1985

Richard Stasiak, Biology, Ph.D., University of Minnesota, 1972

Larry Stephens, Mathematics, Ph.D., Oklahoma State University, 1972

Nicholas Stergiou, Health, Physical Education & Recreation, Ph.D., University of Oregon, 1995

Rosemary Strasser, Psychology, Ph.D., Bowling Green State University, 1998

Mahadevan Subramaniam, Computer Science, Ph.D., State University of New York – Albany, 10997

Jeanne Surface, Educational Administration & Supervision, Ed.D., University of Wyoming, 2006

Kristine Swain, Special Education & Communication Disorders, Ph.D., University of Nebraska – Lincoln, 1998

Marc Swatt, Criminology & Criminal Justice, Ph.D., University of Nebraska at Omaha, 2003

Andrew Swift, Mathematics, D.Sc., George Washington University, 2001

Peter Szto, Social Work, Ph.D., University of Pennsylvania, 2002

William Tapprich, Biology, Ph.D., University of Montana, 1986

Scott Tarry, Public Administration/Aviation, Ph.D., University of Michigan, 1993

Michael Tate, History, Ph.D., University of Toledo, 1974

Amy Teten, Special Education & Communication Disorders, Ph.D., University of Southern Alabama, 2002

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