



The University of Oklahoma College of Liberal Studies Bachelor's Application Packet



This booklet provides application information for prospective students of the OU College of Liberal Studies. It contains an application and instructions for the preparation of a complete application package. Please read all instructions before completing the application. If you have questions, please contact the College of Liberal Studies:

Toll-Free: 800-522-4389
OKC Area: 405-325-1061
Tulsa Area: 918-660-3318
San Diego Area: 619-206-1515
Fax: 405-325-7132
E-Mail: clsinfo@ou.edu
Website: <http://cls.ou.edu>

Application Deadlines

100% Online and On-Site Options:

Fall Session I: July 15
Session II: September 15

Spring Session I: December 15
Session II: February 15

Summer: May 1

Applications and all required documentation must be received by the deadlines listed above to ensure an admission decision by the beginning of the corresponding academic session.

Self-Paced Independent Study Option:

No Application Deadline - Enrollment is allowed after admission to OU and CLS.

Financial Aid Services

If you are considering applying for financial aid, please visit the CLS Financial Aid Services website: <http://www.financialaid.ou.edu/ls/>.

When contacting the Financial Aid office (405-325-2929; lsaid@ou.edu), please identify yourself as a College of Liberal Studies student in order to receive accurate advisement.

BACHELOR'S APPLICATION INSTRUCTIONS

(preparing and sending your application materials)

If you are at least 21 years of age or an active-duty service member, you will need to follow the instructions listed below and submit the appropriate items. All applicants are required to submit items 1-3. If you have less than 24 hours of letter-graded college credits attempted, then you will need to submit items 4-7 as well. Individuals with less than a 2.0 GPA in their attempted college credits must submit items 8-10. (Applicants fitting into both of the latter two categories should submit their high school transcript and items 8-10.)

If you are under 21 years of age, are not active-duty military, and have fewer than 24 hours of letter-graded college credits attempted, you will need to follow the University of Oklahoma's criteria for first-time entering freshmen. You may view this information at: <http://www.ou.edu/admissions/home.html> You will also be required to provide items 1-7 listed below.

Required Materials to be Submitted by ALL Applicants (Items 1-3):

1. **Completed OU and CLS Supplemental Applications:** Pages 3-7 of this application packet.
2. **Transcripts:** Official transcripts from ALL academic institutions you have previously attended, even if no credit was awarded.
Military Experience: The University of Oklahoma requires one of the following transcripts: AARTS, CCAF, SMART, or US Coast Guard Institute. A DD-214 or DD-295 may also be used for assessment if discharged, separated, retired, etc.

For certification of VA entitlements, the University of Oklahoma requires VA application form 22-1990 or the request for change of program VA form 22-1995.
3. **Application Fee:** The \$40 non-refundable application fee is payable by cash, money order, check, credit card or debit card. This fee must accompany your application form. Make checks payable to: THE UNIVERSITY OF OKLAHOMA. International students are required to pay a \$90 application fee upon submission of their application file.

Additional Materials to be submitted by all applicants with less than 24 hours of letter-graded college credits attempted (Items 4-7):

4. **High School Transcript:** official copy.
5. **Statement of Purpose:** 300-500 word essay (1-2 pages, double-spaced) describing your reason(s) for wanting to earn a bachelor's degree and briefly discussing your educational goals and interests.
6. **Resume:** A resume showing relevant education, work, and community service. List two references (name, title, and contact information) that will attest to your academic and/or professional abilities.
7. **Letters of Recommendation:** Two letters of recommendation must be provided to the College that address the applicant's potential for success in the program and that attest to the applicant's academic and/or professional abilities.

Probationary Admission Materials to be submitted by applicants who have earned less than a 2.0 GPA in previous letter-graded college credits attempted (Items 8-10 and the possibility for Item 11):

8. **Letter of Appeal:** 500-1000 word essay (2-4 pages, double-spaced) describing your reason(s) for wanting to earn a bachelor's degree, explaining prior grade performance, and provide indicators for success in the Bachelor's program.
9. **Resume:** A resume showing relevant education, work, and community service. List two references (name, title, and contact information) that will attest to your academic and/or professional abilities.
10. **Letters of Recommendation:** Two letters of recommendation must be provided to the College that address the applicant's potential for success in the program and that attest to the applicant's academic and/or professional abilities.
11. **Interview:** Students may be required to be interviewed (either in-person or via telephone) before a decision is made.

English Proficiency: All new applicants to the University for whom English is a second language, including those holding permanent resident status, are required to present evidence of proficiency in the English language prior to admission. The applicant may satisfy this requirement by taking the TOEFL test and earning a score of 550 or higher on the paper-based test (213 on the computer-based test or 79 on the internet-based test), receiving an IELTS score of 6.5 or higher, by completing high school in the United States, or by earning a minimum of 24 credit hours of college level work from an accredited United States college.

Mail application and all materials to: CEAR (Cont. Education Admissions & Records)
The University of Oklahoma
1700 Asp Avenue, Suite B-1
Norman, OK 73072-6400

CLS SUPPLEMENTAL APPLICATION

Name _____ SSN or OU ID# _____

1. Please check the box next to the Degree Option, Delivery Option, and Area of Concentration (if you select the BA in Liberal Studies) that you plan on utilizing for your degree.

Bachelor of Arts in Administrative Leadership

- 100% Online (B003)
- or -
- On-Site (B003) - *choose one location option:*
 - OCCC - Thursday Evenings
 - OU-Tulsa - Thursday Evenings
 - OU-Norman - Tuesday Evenings

Bachelor of Arts in Liberal Studies - and - Area of Concentration - *choose one option:*

- | | |
|--|---|
| <input type="checkbox"/> 100% Online (B645) | <input type="checkbox"/> Humanities |
| - or - | <input type="checkbox"/> Natural Sciences |
| <input type="checkbox"/> Self-Paced Independent Study (B640) | <input type="checkbox"/> Social Sciences |

Bachelor of Science in Criminal Justice

- 100% Online (B647)

2. Enter the Major Code (B003, B640, B645, or B647 listed above) of your chosen Delivery Option in the corresponding Major Code field on page two of the OU Application.

3. Please check the box below that best describes your situation. You can review the College's military and homeland security non-resident tuition waiver criteria on our website at:

http://www.ou.edu/cls/prospective/ba_military.shtml

- I am an Oklahoma resident, or I am an active duty service member/spouse stationed in Oklahoma.
- I am not an Oklahoma resident, but I believe I qualify for the military or homeland security tuition waiver.
- I am not an Oklahoma resident, and I do not believe I qualify for the military or homeland security tuition waiver.

*Note: receipt of the military or homeland security non-resident tuition waiver is contingent upon the submission of required documentation listed on the CLS website and verification of a student's eligibility.

4. Please tell us how you heard about the degree programs offered by the OU College of Liberal Studies:

5. Review the following application checklist to ensure you have prepared all required materials:

- Completed CLS Supplemental and University of Oklahoma Applications (signed and dated)
- Official academic institution and/or military transcripts enclosed or ordered for delivery
- \$40 non-refundable application fee enclosed (international students remit \$90)

Additional materials needed if less than 24 graded college hours attempted or GPA is below 2.0:

- Statement of Purpose (less than 24 hours) or Letter of Appeal (less than 2.0 GPA)
- Resume w/ two references
- Two letters of recommendation
- High School Transcript (less than 24 hours)

6. Mail application and materials to:

CEAR (Continuing Education Admissions & Records)
The University of Oklahoma
1700 Asp Avenue, Suite B-1
Norman, OK 73072-6400

THE UNIVERSITY OF OKLAHOMA APPLICATION FOR ADMISSION

COLLEGE OF CONTINUING EDUCATION (CCE)
1700 ASP AVENUE, NORMAN OK 73072-6400
<http://www.outreach.ou.edu>



COLLEGE OF LIBERAL STUDIES (CLS)
1700 ASP AVENUE, NORMAN OK 73072-6400
<http://www.ou.edu/cls>

NON-REFUNDABLE APPLICATION PROCESSING FEE:

- \$40 U.S. citizens and permanent residents
 - \$90 international students
 - \$50 Continuing Education Advanced Programs only
- May be paid by check or money order payable to the University of Oklahoma, or credit card

PLEASE PRINT OR TYPE. USE DARK INK.

LEGAL NAME							
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name			
OTHER NAMES UNDER WHICH YOUR RECORDS MAY APPEAR							
Other Name 1	Other Name 2	Other Name 3	Maiden Name				
STUDENT INFORMATION							
U.S. Social Security Number*	Birth Date MM/DD/YYYY	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Sooner ID# (to be assigned by OU)				
STUDENT PERMANENT HOME ADDRESS							
Number	Street	City	State	Zip Code	County (if OKLA)	Country	
MAILING ADDRESS FOR REPLY							
Number	Street	City	State	Zip Code	Country		
PHONE NUMBERS AND E-MAIL ADDRESS							
Home Telephone () ()	Cell Phone () ()			Email Address			
PARENT OR GUARDIAN INFORMATION							
Parent/Guardian 1-Last Name	First Name	Middle Name			Phone () ()		
Number	Street	City	State	Zip Code	Country		
Parent/Guardian 2-Last Name	First Name	Middle Name			Phone () ()		
Number	Street	City	State	Zip Code	Country		
CITIZENSHIP INFORMATION: Please check the appropriate box							
U.S. Citizen <input type="checkbox"/> U.S. Permanent Resident <input type="checkbox"/> Non U.S. Citizen <input type="checkbox"/>			Country of Birth	Country of Citizenship (If Not U.S.)			
RESIDENCE STATUS							
Resident of Oklahoma <input type="checkbox"/> How Long: YRS _____ MTHS _____ Non Resident <input type="checkbox"/>							
ETHNICITY							
Hispanic Of Any Race <input type="checkbox"/> Not Hispanic <input type="checkbox"/>							
RACE INFORMATION							
The following information is voluntary and is requested for reporting purposes only in accordance with the 1964 Civil Rights Act as amended. (U.S. citizens only)							
White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/>							
American Indian or Alaskan Native <input type="checkbox"/> Indicate Tribe of Enrollment _____							
Please list your American Indian or Alaskan Native Tribal Affiliation in the space provided, and submit a copy of your tribal membership card to the Office of Admissions for the purpose of eligibility for programs and services.							
U.S. VETERAN INFORMATION							
Veteran <input type="checkbox"/> YES <input type="checkbox"/> NO							
MILITARY INFORMATION							
Check one of the following if applicable: Active Duty Military? <input type="checkbox"/> YES <input type="checkbox"/> NO PAY GRADE _____ <input type="checkbox"/> Active Duty <input type="checkbox"/> Civilian Contractor <input type="checkbox"/> Civilian DAC <input type="checkbox"/> Civilian <input type="checkbox"/> Family Member <input type="checkbox"/> Civilian Service				Indicate Appropriate Branch of Service: <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> NATO <input type="checkbox"/> DOD <input type="checkbox"/> National Guard <input type="checkbox"/> Coast Guard <input type="checkbox"/> Other			
AREA BELOW FOR OFFICE USE ONLY							
TERM ENTER	ADMIT TYPE	STUDENT TYPE	RES	APPL FEE <input type="checkbox"/>	EX	FEL	

* Not required for admission, but it is used for IRS reporting and Financial Aid. It will not be your student ID. You will be notified of your permanent Sooner ID once it has been assigned. Cube CCE-CLS (08/11)

LEGAL NAME				
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name

TERM YOU PLAN TO ENTER THE UNIVERSITY OF OKLAHOMA (SEE DEADLINES LISTED AT TOP OF PAGE 1)

<input type="checkbox"/> Fall Semester _____ (YEAR) <input type="checkbox"/> Spring Semester _____ (YEAR) <input type="checkbox"/> Summer Term _____ (YEAR)	Interession: May <input type="checkbox"/> August <input type="checkbox"/> December <input type="checkbox"/> Year _____ (short session offered between terms)
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COLLEGE OR PROGRAM	APPLYING FOR
<input type="checkbox"/> CCE Advanced Programs <input type="checkbox"/> College of Liberal Studies <input type="checkbox"/> College of Continuing Education	<input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> Second Undergraduate Degree <input type="checkbox"/> Special Non Degree, Visiting Student <input type="checkbox"/> Graduate Degree (Check One) <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Graduate Unclassified <input type="checkbox"/> Graduate Visitor

MAJOR - See Major Code Sheet	MAJOR CODE	Applicants interested in Pre-Dentistry, Pre-Medicine, Pre-Optometry and Pre-Veterinary Medicine please indicate code - see code sheet	CODE

HAVE YOU EVER ATTENDED OU?	IF YES, LAST OU CAMPUS ATTENDED	HAVE YOU EARNED A DEGREE AT OU?
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Former OU ID Number _____	<input type="checkbox"/> Norman <input type="checkbox"/> Health Sci Center <input type="checkbox"/> Tulsa <input type="checkbox"/> Cont Educ <input type="checkbox"/> CESL From Mo/Yr _____ To Mo/Yr _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Degree _____ Date _____

PARENT/GRANDPARENT ALUMNI INFORMATION

IF YOUR PARENT(S) OR GRANDPARENT(S) GRADUATED FROM THE UNIVERSITY OF OKLAHOMA, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Father/Grandfather:	Last Name	First Name	Middle Name	Date of Birth	Year Graduated
Mother/Grandmother:	Last Name	First Name	Middle Name	Date of Birth	Year Graduated

HIGH SCHOOL INFORMATION

Graduation Date: (MM/YY)	Name of High School	City	State	High school completed by Certificate of General Educational Development (GED)?	High School Code
				<input type="checkbox"/>	

OTHER COLLEGES OR UNIVERSITIES ATTENDED (include current or future enrollments as well as concurrent college enrollment while in high school)

If you have not attended any colleges, indicate "None" in the first space below. **New students** must list and provide official credentials from **ALL** colleges or universities attended prior to entering the University of Oklahoma, **including a current or anticipated enrollment**, if applicable. **Former students** must list all colleges or universities attended **including** the University of Oklahoma. Official credentials must be provided from all colleges or universities attended **since leaving** the University of Oklahoma. **Please include any current or anticipated enrollment**, if applicable. If you attend another institution after you have enrolled at OU, you must submit an official transcript from that school. **Failure to list any colleges as instructed will result in expulsion from the University.** All transcripts, test scores, correspondence or other materials submitted in conjunction with an application for admission become the permanent property of the University and will not be returned. Should you need copies of your transcripts for other purposes, you must obtain them from the originating institution(s). If space provided is insufficient, please list additional schools on a separate piece of paper. Please do not write in shaded area.

Code	Name of Institution	City and State	Start	End	Graduated or Will Graduate	Diploma or Degree	Level of Enrollment
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS
			MO/YR	MO/YR	MO/YR		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> ELS

All undergraduate transfer students please check YES or NO: Will you have attempted 24 or more semester hours of COLLEGE-LEVEL (non-remedial) coursework prior to attending OU? _____ YES _____ NO Cube CCE-CLS (08-11)

Signature and Affirmation

LEGAL NAME				
Last Name	First Name	Middle Name	Suffix (Jr, Sr, II)	Preferred First Name

I understand that, subsequent to submitting this application, I have an affirmative obligation to report to the Office of Admissions at the University of Oklahoma: (1) any suspension or expulsion from any college or university for non-academic reasons within fifteen (15) days of such action becoming final; and/or (2) any felony conviction attributed to me within fifteen (15) days of such conviction being filed with the appropriate court clerk's office.

I affirm by my signature that I have furnished all information requested in this application. I understand that submitting any false information to the University, including but not limited to, false transcripts, test scores or any information contained on this form, or withholding information about my previous academic history will make my application for admission to the University, as well as any future applications, subject to denial, or will result in expulsion from the University. If I am accepted and enroll, I pledge to conduct myself with academic integrity and abide by the tenets of The University of Oklahoma's Integrity Pledge (www.ou.edu/honorcouncil/)

Applicant Signature: _____ Date _____
Unsigned applications will be returned to the applicant for signature and will delay further processing of the Application

NOTIFICATION TO STUDENTS: The University of Oklahoma reserves the right at all times to modify admission requirements and to discontinue, modify, or otherwise change its degree programs when it determines it is in the best interest of the University to do so.

The University of Oklahoma is committed to the goal of equal educational opportunities for students with disabilities. Requests for reasonable accommodation for disability-related needs should be submitted to the Disability Resource Center. Phone (405) 325-3852 or (405) 325-4173 (TTY), drc@ou.edu; www.drc.ou.edu.

THIS IS MANDATORY INFORMATION. Failure to complete this section will delay the processing of your application.

Have you ever been expelled from a high school?
 YES NO

Have you ever been expelled or suspended from a college or university as a result of a non-academic issue?
 YES NO

Are you currently under a felony indictment, have you ever been convicted of a felony, entered a plea of guilty or nolo contendere, received a suspended/deferred sentence to a felony charge, or have you ever had a protective order issued against you?
 YES NO

Are you or have you ever been a "prohibited person" within the meaning of 18 U.S.C.A. §922(g) who cannot possess a firearm?
 YES NO

If YES to any of the above questions, please write a description of the circumstances and submit it to the Office of Admissions with your application. Please include your full legal name, date of birth, and current mailing address. No decision will be made on your application until you provide this documentation.

