

East Central University

College of Education & Psychology



Graduate Handbook

2026-2027

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Graduate Education

Graduate education offers students the opportunity to build upon prior educational achievements to increase knowledge and related skills for career or personal goals. As such, graduate courses assume students possess the commitments and academic skills necessary to approach increased levels of content mastery and application. Correspondingly, faculty will create courses with grading, testing, research and related standards clearly exceeding those reflected in undergraduate education.

General Purpose

The College of Education and Psychology graduate degrees at East Central University offer educators and other professionals in-depth study in several specialization areas. Candidates can choose new program that prepares them for a job in an education related field such as Educational Leadership, Educational Technology, Secondary Education - Academic Discipline, Special Education, or Sports Administration; or in a psychology related field such as Counseling, Sports Psychology, School Psychometry, or School Psychology. Candidates can also choose a Post Masters Certification in School Superintendent. Each program offers courses based on best practices in the field and is designed to provide a research foundation from which candidates make informed decisions. Candidates graduate from these programs as professional, reflective, innovative leaders.

The College of Education and Psychology graduate degree programs that lead to new certification areas are accredited by the State of Oklahoma and by the Specialty Program Associations affiliated with The Council for the Accreditation of Education Preparation (CAEP). Each specialty program is designed to teach specific program standards which are addressed throughout the program of study. In addition to the specific program standards, all advanced degrees leading to certification are aligned with the following CAEP standards:

1. ECU will ensure that candidates develop a deep understanding of the critical concepts and principles of their discipline and, by completion, are able to use discipline-specific practices flexible to advance the learning of all students toward attainment of college and career-readiness standards.
2. ECU will ensure that effective partnerships and high-quality clinical practice are central to preparation so that candidates develop the knowledge, skills, and professional dispositions necessary to demonstrate positive impact on all P-12 students' learning and development.
3. ECU will demonstrate the quality of candidates is a continuing and purposeful part of its responsibility from recruitment, at admission, through the progression of courses and clinical experiences, and to decisions that completers are prepared to teach effectively and are recommended for certification.
4. ECU will demonstrate the impact of its completers on P-12 student learning and development, classroom instruction, and schools, and the satisfaction of its completers with the relevance and effectiveness of their preparation.
5. ECU maintains a quality assurance system comprised of valid data from multiple measures, including evidence of candidates' and completers' positive impact on P-12 student learning and development. The provider supports continuous improvement that is sustained and evidence based, and that evaluates the effectiveness of its completers. The provider uses the results of inquiry and data collection to establish priorities, enhance program elements and capacity, and test innovations to improve completers' impact on P-12 student learning and development.

Graduate Programs

East Central University (ECU) offers the following master's degrees, options, certificates, and pathways:

College of Education & Psychology	Program Number	Format	Credit Hours / Admit GPA
Education Doctorate (EdD)**	0630	Online	60/3.00
Education Specialist (EdS)	0620	Mixed	63/3.00
Master of Education (MEd)			
Educational Leadership [Degree Option]	0980	Online	32/2.50
Library Media [Degree Option]	0900	Online	32/2.50
School Counseling [Degree Option]	0843	Mixed	33/2.50
School Psychometry [Degree Option]	1060	Online	32/2.50
Special Education [Degree Option]	0850	Online	32/2.50
Sports Administration [Degree Option]	1050	Online	30/2.50
Master of Science (MS)			
Applied Psychology	1090	Online	30/3.00
Sports Psychology	1080	Online	45/3.00
Master of Science in Psychological Services (MSPS)			
Counseling Psychology [Degree Option]*	0860	Mixed	60/3.00
Non-Degree Seeking Education Pathways			
Alternative Principal [Pathway]	087A	Online	16/2.50
LPC Bridge [Pathway]	087D	Mixed	33/3.00
School Superintendent [Pathway]	0875	Online	16/2.50
Special Education Boot Camp [Pathway]	087B	Online	9/2.50

** Degrees Eligible for International Students*

***EdD degree is not eligible for out of state tuition waiver*

Admissions Requirements

Admission to University

Persons desiring admission to the School of Graduate Studies must first be admitted to the University.

1. Complete an ECU Application for Admission/Readmission;
2. Submit one (1) official transcript from each undergraduate and graduate institution attended, other than East Central University.

Admission to the School of Graduate Studies

The School of Graduate Studies processes applications for admission to Graduate Studies. Students may be granted unconditional, conditional, provisional, or concurrent admission status. A student seeking admission to a Graduate Degree Program must complete the following steps:

1. Submit all other credentials required for admission to a specific Graduate Degree Program;
2. Develop a program of study in consultation with an assigned advisor.

Standards for Admission

1. Hold a baccalaureate degree from an accredited college or university.
2. Meet the academic admission requirements for the Graduate Degree Program sought:
 - a. Program GPA
 - All MEd programs require a minimum undergraduate cumulative GPA of 2.5.
 - All other programs require a minimum undergraduate cumulative GPA of 3.0.
 - b. Resume/Curriculum Vita
 - Must include contact information for three (3) references that can speak to your academic preparedness for graduate level work.
 - c. Writing Sample
 - d. Additional Program Specific Requirement

Admission to one graduate degree program/option does not imply admission to any other graduate degree program/option, nor does it imply admission to any undergraduate degree option.

Unconditional Admission

Unconditional admission to the School of Graduate Studies indicates that the applicant has submitted all relevant documents and met all requirements for admission to the University, the School of Graduate Studies, and the specific Graduate Degree Program.

Conditional Admission

Conditional admission to the School of Graduate Studies may be granted to an applicant who has met all academic requirements for unconditional admission, but has not submitted all documentation required by the Graduate Degree Program. Students with conditional admission may register for courses for one semester. Students must submit all program documentation and be admitted to the graduate degree program to enroll in subsequent semesters. No more than one semester of credit may be applied to a Graduate Degree Program; time limits apply to these credits.

Provisional Admission

Provisional admission to the School of Graduate Studies may be granted to an applicant who does

not meet all the requirements for unconditional admission to a Graduate Degree Program. Students must submit all required program documents and be approved by the Graduate Degree Program to be admitted. When a student admitted on a provisional basis successfully completes all program provisions, the student will be moved to unconditional admission status. Students failing to meet one or more program provisions will be suspended.

Transfer Credit

The School of Graduate Studies may accept the transfer of credit earned at other colleges and universities accredited for master's or higher-level study by the North Central Association of Colleges and Schools or a comparable regional accrediting association. No grade lower than "B" will be accepted. Any transfer credit must be approved by the Dean of the School of Graduate Studies.

All transfer hours must be appropriate to the particular program in which the student is enrolled. The graduate degree program determines if a course is acceptable for transfer. The Dean of the School of Graduate Studies gives final approval for all transfer work. All Transfer work may adhere to the time limit for completion of a degree.

**For complete policy, see ECU catalog*

Dual Enrollment Graduate Student Policy

A senior student who has successfully completed a minimum of 100 credit hours, may be permitted to enroll in courses applicable to a graduate degree program.

Approval is subject to the following requirements:

1. Senior standing and completed a minimum of 100 credit hours.
2. Students must apply to graduate school.
 - This creates a graduate record, allowing your courses to apply to a graduate degree.
 - Graduate credit hours earned **MAY NOT** be applied toward an undergraduate degree
3. Dual Enrollment Graduate Load Provisions:
 - Fall and Spring Semesters:
 - Students may take a maximum of fifteen (15) hours:
 - Nine (9) undergraduate and six (6) graduate credit hours.
 - or**
 - Twelve (12) undergraduate and three (3) graduate credit hours.
 - Summer Semester:
 - Students may take a maximum of six (6) hours:
 - Three (3) undergraduate and three (3) graduate credit hours.
 - or**
 - Six (6) graduate credit hours.
 - No more than six (6) hours in a semester may be applied to a Graduate Degree Program.
 - No more than twelve (12) semester hours earned under this policy may be applied to a graduate degree program.
4. Students seeking financial aid should meet with their Financial Aid Counselor before enrolling in both graduate and undergraduate courses.

Retention Information

Overall GPA

Graduate students must maintain an overall ECU graduate retention grade point average (GPA) of 3.0 or higher to remain academically in good standing with the School of Graduate Studies. For more information concerning academic standing within the School of Graduate Studies, please see the full academic policy section of this catalog.

Course Grades

Master's and Educational Specialist (EdS) degree students can earn no more than two (2) C's in their master's degree program to remain academically in good standing with the School of Graduate Studies. Master's students earning a grade of D or F in a course may not count that course toward their master's degree program requirements. Some master's programs have more stringent grade requirements.

Doctor of Education (EdD) students must earn grades of A, B, or P in their coursework. Doctoral students earning a grade of C, D, or F in a course may not count that course toward their graduate degree program requirements. Students will be placed on probation and/or suspension if their GPA falls below 3.0 or if a student earns a grade below a B in any course in the EdD.

Seminar and Pass/Fail Credit Limits

Credit earned in seminars must be germane to the student's degree program and approved by the program director in order to count toward a master's degree. No more than three (3) hours of course work graded as pass/fail may count toward a master's degree. Specific programs may have exceptions for practicums and internships.

Doctor of Education students will take a required fifteen (15) hours of course work graded as pass/fail, which will count towards their doctoral degree. Doctoral students may not transfer, nor substitute, more than three (3) hours of course work graded as pass/fail towards courses other than the required fifteen (15) hours in the program of study.

Certification Courses

Graduate certificates may satisfy some requirements for Licensed Professional Counselor and others. For further information, contact the Dean or Graduate Program Coordinator of the College of Education and Psychology or the Graduate Program Coordinator of the Professional Programs in Human Services Department.

Time & Progress to Degree Completion

Time Limit for Completion of Degree

Graduate credit applied towards a graduate degree must be completed within six (6) years prior to the completion of the degree, exclusive of any time spent in the Armed Forces of the United States of America. Work completed more than six (6) years prior to completion of the degree may not be counted toward the degree but may count toward professional certification.

Progress Toward Degree

Students who have not successfully completed coursework after one year must reapply to the University and the School of Graduate Studies. Students who have not successfully completed course work for two years must reapply to the graduate degree program.

Application for Degree

A student must apply for award of a degree according to the deadline specified by the university for the semester in which the degree will be awarded. (Failure to graduate necessitates reapplication.) Application for graduation may be found on Colleague Self-Service. For more information about the graduation application process, please see the relevant policy in the full academic policy section of this catalog.

Earning a Second Master's Degree

First Degree From Another Institution

Students with a graduate degree from an accredited institution may complete a subsequent graduate degree at East Central University by completing all requirements for that degree. The subsequent graduate degree must include a minimum of twenty-one (21) graduate credit hours not applied toward any other graduate degree. All credit hours accepted from the first graduate degree must be reviewed and approved by the graduate program faculty and the Dean of Graduate Studies. Only courses with a minimum grade of B will be accepted from the first graduate degree. Students may petition for an exception to this policy in certain situations (such as completion of licensure requirements). All exceptions must be reviewed and approved by the graduate program faculty and the Dean of Graduate Studies.

First Degree From East Central University (ECU)

The second graduate degree must include a minimum of twenty-one (21) credit hours not applied toward the first graduate degree. In the following two scenarios, the programs have been designed so that credits earned while completing the first program can be applied toward the second, while allowing students to remain in compliance with the 21-credit hour rule.

- Scenario_1: School Psychometry (MEd) *followed by* Master of Science in Psychological Services (MSPS) or Education Specialist (EdS)
- Scenario_2: Education Leadership (MEd) *followed by* a Doctor of Education (EdD)

Information Specific to Graduate (Advanced) Education Programs

CEP Graduate Programs leading to direct certification maintain Council for the Accreditation of Educator Preparation (CAEP) accreditation.

Professional Dispositions

Candidates must develop and demonstrate the professional dispositions appropriate of a professional educator. ECU's College of Education and Psychology's professional dispositions are developed through the Advanced Professional Education Committee (APEC) to ensure that ECU is producing quality completers.

Disposition Concern

If a candidate exhibits behaviors and professional dispositions undesirable of a future completer, then a Dispositional Concern may be filled out and turned into the Chair of the Department of Education or into the Chair of the Department of Psychology. This assessment is completed by anyone who has a concern about a candidate in a CEP graduate program.

Felony Charges

No person shall receive a certificate or license for instructional, supervisory or administrative position in an accredited school in Oklahoma, who has been convicted of a felony, any crime involving moral turpitude or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the preceding ten-year period.

Plan of Improvement

If it is determined that a candidate needs a plan of improvement, the following process will be followed:

- The Department Chair or designee will form a review committee
- The committee will develop a plan of improvement as guided by the template
- The committee or representative will meet with the candidate to discuss the developed plan and obtain signature(s)

Complaints or Concerns

If a student has concerns or issues, below is the chain-of-command or order of communication for any and all concerns.

- First point of contact: Instructor
- Second Point of Contact: Education or Psychology Department Chair
- Third Point of Contact: College of Education and Psychology Dean
- Fourth Point of Contact: Graduate College Dean

(Note: If the issue has not been resolved by this point, you will be provided with detailed information about the next steps for communication.)

Handbook Checkpoints for CEP

CAEP Approved Programs

Checkpoints for Educational Leadership

Program Checkpoints and Requirements

Beginning Checkpoints

- 1) Contact Advisor: Once the School of Graduate Studies has notified the candidate of acceptance into the Educational Leadership Program, candidates should contact their designated advisor. At this time, the candidate and advisor will discuss a beginning Program of Study for the Candidate.
- 2) Program Requirements: The Educational Leadership Program consists of 32 graduate hours, including a two-hours practicum course designed to meet the internship requirements (which includes a 146-hour internship experience with time spent in each of the 2011 ELCC Building Level Administrator Standards) which is intended to be the capstone of the program.
- 3) Complete EDUC 5113, Techniques of Research and EDUC 5533, Fundamentals of Public School Administration within the first 8 hours of the program (timing may cause deviation from this, but students should be aware that this is the natural intent or “flow” of the Program of Study), become familiar with the Program of Study, and familiarize themselves with the e-portfolio requirements (currently Blackboard Outcomes) for the final candidate capstone.

Mid-Program Checkpoints

- 1) Exhibit a completed CEP mid-program self-evaluation instrument (this is designed to familiarize the candidate with expectations of program director and on-site mentors during the Practicum component). This instrument may be replaced by the state approved McRel evaluation instrument used for Oklahoma public school administrators by statute.
- 2) Indicate that a review Program of Study with academic advisor has occurred to monitor your progress in the program.
- 3) Ensure that you have completed EDUC 5623, The Principalship (the program Mid-Point course) in preparation for EDUC 5832, Practicum and Capstone in Public School Administration. It should be completed as close to the mid-point as possible, but this may be altered with advisor approval.
- 4) Indicate plan for enrollment in EDUC 5832, Practicum and Capstone in Public School Administration, as the program capstone experience.
- 5) Provide preliminary evidence that on-site mentor has agreed to participate in your eventual Public School Administration Practicum (Mentor and/or site may change prior to actual Practicum or Internship experience).
- 6) Provide a simulated proposal for Internship Experience for Public School Administration Practicum.
- 7) Provide a simulated Practicum Log for Public School Administration Practicum to demonstrate understanding of required tasks during the actual capstone experience completed in EDUC 5832, Practicum and Capstone in Public School Administration. While it is likely to change in the actual Internship, please try to include a similar amount of hours for each standard in this exercise.
- 8) Provide a list of acceptable potential, similar or sample Practicum activities (specific to each of the 2011 ELC Standards) to be undertaken during the actual EDUC 5832, Practicum and Capstone in Public School Administration course.

End-of-Program Checkpoints

- 1) Complete Capstone (including ELCC Specific Program Assessments or SPA assessments embedded in specific program assignments throughout the required courses).
- 2) Complete the final School Administration Candidate Assessment Instrument (the same as the mid-point self-evaluation instrument, only after real experience this time).
- 3) Have your on-site Administration Mentor complete and sign the School Administration Candidate Assessment Instrument.
- 4) Have Administration Mentor complete the CEP final disposition evaluation.
- 5) Ensure completion of Final Program of Study for graduation with advisor.
- 6) Complete the program assessments provided by the ECU School of Graduate Studies.
- 7) Complete (or make plans to successfully attempt) the OSAT School Principal Exam.
- 8) File for graduation with the School of Graduate Studies.

Checkpoints for School Superintendent

Program Checkpoints and Requirements

Beginning Checkpoints

- 1) Contact Advisor: Once the School of Graduate Studies has notified the candidate of acceptance into the Superintendent Certification Program, candidates should contact their designated advisor. At this time, the candidate and advisor will discuss a beginning Program of Study for the Candidate.
- 2) Program Requirements: The superintendent certification program consists of 16 required course hours, including 2 two-hour practica courses designed to meet the internship requirements with 120 logged Internship hours each for a total of 240 hours for the entire Practicum capstone exercise, along with other required courses designed to inform and reinforce success in the Practicum/Internship experience. These administrative practicum courses should be completed during simultaneously in the spring semester of the academic year, it is required that the Internship hours be reasonably equally divided between each of the 2011 ELCC District Level Administrator Standards. If course rotation timing makes some requirements impossible, adjustments may be made with Program approval, including the amount of time spend on each Standard, however some time must be spent in each Standard.
- 3) Begin program coursework based on the semester begun and course availability due to the posted rotation and familiarize themselves with the capstone requirements (currently Blackboard Outcomes) for the program capstone, the candidate portfolio.

Mid-Program Checkpoints

- 1) Complete the CEP mid-program self-evaluation instrument in Complete EDUC 5723 (this is designed to familiarize the candidate with expectations of the program director).
- 2) Provide a Capstone Review (ideally before candidate begins EDUC 5062 and EDUC 5072 Administration Practicum I and II).
- 3) Provide a simulated proposal for Internship Experience for EDUC 5062 and EDUC 5072 Administration Practicum I and II.
- 4) Provide a simulated proposal Practicum Log for EDUC 5062 and EDUC 5072 Administration Practicum I and II.
- 5) Provide a simulated Log of Practicum Activities for EDUC 5062 and EDUC 5072 Administration I and II.

End-of-Program Checkpoints

- 1) Complete Capstone (including ELCC Specialized Program Associations (SPA) assessments embedded in specific program assignments throughout require courses).
- 2) Complete the final CEP candidate self-evaluation instrument (the same as the mid-point self-evaluation instrument, but post-Internship at this juncture) for inclusion in the capstone.
- 3) Have your on-site Administration Mentor complete and sign the School Administration Candidate Assessment Instrument for inclusion in the capstone.
- 4) Have your on-site Administration Mentor complete the CEP final disposition evaluation, as deployed by the ECU School of Graduate Studies, (not included in the capstone).
- 5) Personally complete CEP final program satisfaction forms for program and advisor, as deployed by the ECU School of Graduate Studies, (not included in the capstone).
- 6) Ensure completion of Program of Study for Graduation with advisor.
- 7) Complete (or make plans to successfully attempt) OSAT School Superintendent Exam.

Checkpoints for Library Media

Program Checkpoints and Requirements

Beginning Checkpoints

- 1) Contact Advisor: Once the School of Graduate Studies has notified the candidate of acceptance into the Library Media Program, candidates should contact their designated advisor, ssharber@ecok.edu or phone (580-559-5576) for permission to enroll in program classes and to schedule an appointment. At this time, the candidate and advisor will establish a Program of Study for the candidate.
- 2) Program Requirements: The Library Media Program includes a two-hour practicum-capstone course designed to meet the internship requirements. This course should be taken in the candidate's final semester.
- 3) Complete EDUC 5113, Techniques of Research in the first 8 hours of the program.

Mid-Program Checkpoints (14 to 18 hours completed)

- 1) Candidates will have two opportunities to complete the CEP mid-program self-evaluation instrument during the beginning modules (LIBSC 5973, Curriculum and the Media Center, or in LIBSC 5952, Practicum and Capstone in Library Media).
- 2) Review Program of Study for graduation with advisor to monitor your progress in the program.
- 3) Compile electronic capstone per assigned criteria.

End-of-Program Checkpoints

- 1) File for graduation with the School of Graduate Studies.
- 2) Complete Program of Study for graduation with advisor.
- 3) Complete site approval forms to begin LIBSC 5952, Practicum and Capstone in Library Media.
- 4) Complete Practicum Agreement and Cooperating Library Media Specialist Information form.
- 5) Schedule a site visit with university supervisor.
- 6) Complete and log 40 hours at approved site.
- 7) Complete assigned activities for LIBSC 5952, Practicum and Capstone in Library Media.
- 8) Complete Capstone.
- 9) Complete the Library Media Exit Survey.
- 10) Have the Cooperating LMS complete the practicum evaluation.
- 11) Have the Cooperating LMS complete the CEP final disposition evaluation.
- 12) Complete OSAT Library Media exam.

Checkpoints for School Counseling

Program Checkpoints and Requirements

Beginning Checkpoints

- 1) Contact Advisor: Once the School of Graduate Studies has notified the candidate of acceptance into the School Counseling Program, candidates should contact their designated advisor. At the time, the candidate and advisor will establish a Program of Study for the candidate.
- 2) Program Requirements: The School Counseling Program includes a six-hour course block consisting of EDUC 5483, Counseling Intervention Strategies and EDUC 5493, Practicum and Capstone in School Counseling. All other coursework must be completed before this block may be started. This course block must be completed concurrently in the candidate's final semester. The courses require a 150-clock hour practicum (75 contact hours and 75 non-contact hours) and the completion of a capstone.
- 3) Complete EDUC 5113, Techniques of Research and EDUC 5413, Introduction to School Counseling in the first 8 hours of the program.
- 4) Contact advisor about the capstone.

Mid-Program Checkpoints (14 to 18 hours completed)

- 1) Complete the CEP mid-program self-evaluation instrument in EDPSY 5433, Affective Theories and Techniques.
- 2) Review Program of Study with academic advisor to monitor your progress in the program to ensure the completion of necessary coursework before beginning EDUC 5483, Counseling Intervention Strategies and EDUC 5493, Practicum and Capstone in School Counseling.
- 3) Complete approval forms needed for EDUC 5493, Practicum and Capstone in School Counseling.

End-of-Program Checkpoints

- 1) Complete and log 150 practicum hours at approved site for EDUC 5493, Practicum and Capstone in School Counseling.
- 2) Complete assigned activities in Practicum and Capstone in School Counseling.
- 3) Submit Capstone.
- 4) Have course instructor/site supervisor complete practicum evaluations.
- 5) Have supervisor complete the CEP final disposition evaluation.
- 6) Complete Final Program of Study for graduation with advisor.
- 7) File for Graduation with the School of Graduate Studies.

Checkpoints for School Psychometry

Program Checkpoints and Requirements

Beginning Checkpoints

- 1) Once the School of Graduate Studies has notified the candidate of acceptance into the School Psychometrist Program, candidates should contact their designated advisor, by email croring@ecok.edu or by phone (580-559-5676), for permission to enroll in program classes and to schedule an appointment. At this time, the candidate and advisor will discuss a beginning Program of Study for the candidate. See the Program Appendices for the coursework included in the Program of Study.
- 2) Consult the program Required Course Sequence and your advisor before enrolling each semester (see Program Appendices for Program of Study Course Sequence).
- 3) Consult advisor about the capstone.

Mid-Program Checkpoints (14 to 18 hours completed)

- 1) Consult advisor about Capstone Committee during your third semester of courses.
- 2) Complete the CEP mid-program self-evaluation instrument during PSYCH 5433.
- 3) Capstone Review completed before candidate begins EDPSY 5693.

End-of-Program Checkpoints

- 1) Complete Site Agreement form before starting EDPSY 5693.
- 2) Obtain Supervisor Final Evaluations for EDPSY 5693, Practicum in School Psychometry.
- 3) Complete the OSAT School Psychometrist Exam (034) if so desired.
- 4) Complete EDPSY, Practicum in School Psychology Approval forms (if continuing on to the school psychology certification).
- 5) Complete Site Agreement Form before starting EDPSY 5493 (if continuing on to the school psychology certification).