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2019-2021 UNDERGRADUATE & GRADUATE CATALOG



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Graduate Studies

Southeastern Oklahoma State University has been authorized by its governing boards, the Regional University System of Oklahoma and the Oklahoma State Regents for Higher Education, to grant master degrees in Aerospace Administration and Logistics, Business Administration, Clinical Mental Health Counseling, Curriculum and Instruction, Special Education, School Counseling, Educational Leadership, Native American Leadership, Occupational Safety and Health, Sports Administration, and Technology. The first graduate degree was authorized in 1954 and was called the Master of Teaching degree; in 1969 this degree was changed to Master of Education. To better serve Southeastern's clientele, the Regents, in 1973, approved a graduate program in business which recently became the Master of Business Administration. At the same time the Master of Behavioral Studies was added to the curriculum. In 1984, the Master of Technology program was added, followed by the Master of Science in Aerospace Administration and Logistics program in May 2000. In September of 2010, the Master of Behavioral Studies degree was changed to the Master of Arts degree.

The Master of Arts degree in Clinical Mental Health Counseling is designed for the graduate student who aspires to work in a variety of clinical mental health counseling settings. The Master of Business Administration degree is a professional degree program for those aspiring to responsible positions in business and industry. The Master of Education degree has several options: Curriculum and Instruction (English, Math, Science, Ed. Tech, and General), Special Education, School Counseling, Educational Leadership. The Master of Music Education degree is a new program beginning in Fall 2015. The Master of Science in Native American Leadership explores traditional and modern concepts of Indian education and leadership. The Master of Science in Occupational Safety and Health degree emphasizes the growing need for graduate credentialed safety professionals in the fields of occupational safety, industrial hygiene, and environmental safety. The Master of Science in Aerospace Administration and Logistics degree emphasizes the various challenges facing managers in the dynamic aviation environment with prominence placed on safety through technical and managerial education.

The Master of Science in Sports Administration provides a strong foundation in research methodology, sports administration, management, and finances. The Master of Technology in Biology develops a knowledge base in technology, statistics, and research with an emphasis in biological sciences.

In addition to the various master degrees, Southeastern offers graduate course work that will allow students to pursue the following certification with the Oklahoma Department of Education: School Counseling.

GRADUATE COUNCIL

The Graduate Council is composed of fourteen members: representatives from faculty senate, two graduate students, the Graduate Dean, and the coordinators of the graduate programs. A faculty chair of this committee will be elected by the current members in September of each academic year. The Graduate Dean will serve in an ex-officio non-voting capacity. The Graduate Council reviews graduate programs, makes recommendations for any needed policy changes and approves graduate faculty status. The Graduate Council also serves as an appeals committee. Graduate policies are administered by the Graduate Dean. All items submitted to the Graduate Council must be received one week prior to set meeting date. Items received after this deadline will be placed on the next meeting agenda.

GRADUATE FACULTY

Graduate courses at Southeastern Oklahoma State University are conducted by members of the graduate faculty. The Graduate Faculty is made up of those members of the faculty who are recognized for their scholarly activities, creativity, and ability to direct graduate research and study. Members of the Graduate Faculty are recommended by the program coordinator and the appropriate Department Chair to the Graduate Dean for approval.

ADMISSION AND ACADEMIC INFORMATION

It is the responsibility of the student to know and follow the graduate policies. Graduate students should study and refer to this catalog frequently. Note especially that [graduate admission](#) is a multi-step process in some instances. In the following programs, admission to the School of Graduate Studies is also admission to the graduate program: Master of Business Administration, Master of Education, Master of Science in Native American Leadership, and Master of Science in Sports Administration. However, for the Master of Science in Aerospace Administration and Logistics, Master of Arts in Clinical Mental Health Counseling, Master of Science in Occupational Safety & Health, Master of Music Education, and Master of Technology in Biology, admission to the School of Graduate Studies does not indicate admission to a program. Admission to the program will be conducted by the program coordinator at their discretion.

ACCREDITATION INFORMATION

The School of Graduate Studies at Southeastern Oklahoma State University adheres to the Regional Accrediting Bodies as approved by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA). All transcripts being considered for admission/transfer must be approved by one of the following: Middle States Association of Colleges and Schools (M), New England Association of Schools and Colleges (EH), North Central Association of Colleges and Schools (NH), Northwest Commission on Colleges and Universities (NW), Southern Association of Colleges and Schools (SC), Western Association of Schools and Colleges (WC), or Western Association of Schools and Colleges (WJ). Graduate students should confirm degrees and/or coursework are from a regionally accredited institution prior to admission by calling 580-745-2200.

APPLICATION FOR ADMISSION

Admission to the School of Graduate Studies

In order to be considered for admission to the School of Graduate Studies at Southeastern Oklahoma State University, the applicant must submit the following items to the Graduate Office:

1. A completed application for admission to graduate study.
2. One official transcript from each college or university attended, including graduate and undergraduate work, and documentation of a baccalaureate degree from an accredited institution.
3. Application fee

The Application for Graduate Admission may be completed online at www.se.edu or in-person with the Graduate Office at Southeastern Oklahoma State University (Administration 307). Once the completed application and appropriate transcripts have been submitted to the Graduate Office, the applicant will be considered for one of the following categories of admission (full admission or provisional admission). Students intending to pursue non-degree seeking graduate coursework will need to contact and coordinate with the Office of Graduate Studies.

Students for Whom English is a Second Language

Students for whom English is a second language are required to meet the minimum English proficiency requirements designated by the Oklahoma State Regents for Higher Education.

A minimum score of 79 on the Test of English as a Foreign Language (TOEFL) or an International English Language Testing System (IELTS) score of 6.5 within two years of enrollment is required for full admission to a state college or university in the state system.

ADMISSION CATEGORIES AND CRITERIA

Full Admission to the School of Graduate Studies

In order to be considered for admission to the School of Graduate Studies at Southeastern Oklahoma State University, the applicant must: (1) have a baccalaureate degree from an accredited institution, (2) meet one of the following criteria of academic standing:

- A. Meet the grade-point average requirements of the respective program (refer to program-specific admission requirement).

- B. An undergraduate grade-point average of at least 3.00 on the last 60 hours of undergraduate course work.
- C. Two years of experience, approved by the program coordinator, in the proposed graduate field of study (must be able to provide documentation),
- D. Six graduate hours in the proposed field of study or related field at another accredited institution with at least a 3.00 overall grade-point average based on a 4.00 scale, or
- E. Scores on an appropriate nationally recognized battery of tests (Graduate Records Examination [GRE] or a similar test approved by the Graduate Dean) which would place the applicant at or above the seventy-fifth percentile of college graduates.

Provisional Admission to the School of Graduate Studies

An applicant not meeting the requirements for full admission may be given Provisional Admission (e.g. an undergraduate senior who meets requirements for admission to the School of Graduate Studies and is expected to graduate prior to the first day of graduate courses).

Non-Degree Seeking Admission

A **non-degree seeking** graduate student who wishes to enroll in a graduate level course should obtain written departmental permission from the department offering the course prior to reporting to the Office of Graduate Studies to request admission to graduate study as a non-degree seeking student at Southeastern Oklahoma State University.

Students should be aware that graduate course work taken through the non-degree seeking admission process (those who have not been admitted to the School of Graduate Studies and a specific degree program) may not subsequently be applied to a master's degree program.

Concurrent Graduate Study/Seniors in Graduate Courses*

Senior students at Southeastern Oklahoma State University, enrolling in their final semester of undergraduate study, may enroll in graduate courses with departmental approval and provided they have fulfilled the following criteria:

1. Meet the admission requirements of the intended graduate program.
2. Be enrolled in enough undergraduate course work to complete the requirements for the bachelor's degree.
3. Have a total credit hour enrollment not exceeding sixteen semester hours in a regular semester (fall or spring) or eight semester hours in a summer session with departmental approval.
4. Submitted up-to-date transcripts of all college work to the Graduate Office.
5. Obtained permission from the School of Graduate Studies, Administration Building, Room 307.

Seniors receiving permission to enroll in graduate courses are provisionally admitted to graduate study.

* This policy does not apply to Graduate Counseling courses (those with the COUN prefix) per program specialty accreditation requirements.

CHECKLIST FOR STUDENTS ADMITTED TO THE SCHOOL OF GRADUATE STUDIES

I. Admission

- ___ 1. Complete application for admission to Southeastern Oklahoma State University School of Graduate Studies either online at www.se.edu or in-person at the Office of Graduate Studies (A-307).
- ___ 2. Submit all official transcripts along with application to the Office of Graduate Studies (A-307).
- ___ 3. Be assigned a graduate advisor by Office of Graduate Studies and visit with advisor to discuss degree plan.

II. Master's Degree Plan

- ___4. Complete a Degree Plan (obtain this form from your advisor) and place it on file in the Office of Graduate Studies by the end of the first semester of graduate study.

III. Graduation (Apply between second and fifth week of semester in which you plan to graduate)

- ___5. Apply for graduation by emailing gradschool@se.edu or completing an application at the Office of Graduate Studies (A-307). You will need to apply for graduation even if you do not plan on attending the commencement.

IV. Requirements for Graduation

- ___6. GPA of 3.00 or better with no more than two grades of C. A grade below C is not acceptable in the graduate program and will not earn credit on the student's degree plan.
- ___7. Complete a minimum of appropriate graduate hours (depending upon which program you are in).
- ___8. Complete all requirements of specific program area.
- ___9. Complete a minimum 24 hours at SE including last 4 hours of the program.
- ___10. Hours must be completed within 6 years of graduation.
- ___11. Have all official transcripts on file.
- ___12. Complete Master's exit survey (if applicable).

ACADEMIC REQUIREMENTS**Academic Load**

A graduate student enrolled in three to five semester hours of coursework in a condensed format (e.g. course duration of eight weeks or less) will be considered a half-time student. A graduate student enrolled in six semester hours or more in a condensed format will be considered a full-time student during the condensed term. If a student is enrolled in a combination of regular and/or condensed formats that total 9 hours during the regular semester, they are considered full-time.

A regular semester (e.g. course duration of sixteen weeks) graduate student is classified as full-time if he/she is enrolled in nine (9) or more hours. A summer term graduate student is classified as either full-time or part-time in concordance with the aforementioned condensed format rules.

Normally, a graduate student may not enroll in more

than fourteen (14) semester hours during any regular semester or seven (7) semester hours in any condensed term. Overloads (loads in excess of the above) must be approved by the program coordinator and Dean of Graduate Studies.

Graduate assistants are allowed to teach a maximum of six semester hours each term or perform equivalent services up to 20 hours/week. A full course load for a Graduate Assistant is considered to be six hours, and a maximum load is nine hours. Graduate assistants must enroll in a minimum of three hours/semester (RUSO Policy).

Academic Time Limitations

The graduate student has a six-year window of opportunity to complete their degree program. All course work taken during that six-year period will be applied toward the master's degree for acceptable graduate work. Course work beyond the six-year window must be approved by the program coordinator and department chair. If the coordinator is the department chair, the Dean of the Graduate School must also approve. It is the student's responsibility to provide the coordinator with a course description and, if possible, course syllabus. If a determination cannot be made on the information given, the default decision will be to deny the request. All decisions can be appealed to the Graduate Council and the Council's decision is final.

Assessment

To assure that graduate study at Southeastern Oklahoma State University is of the highest quality, each graduate degree program uses appropriate assessment procedures to monitor both the progress of each student and the overall effectiveness of the program itself. As part of this process graduate students are required to participate in a variety of assessment activities in order to improve their learning experiences.

Correspondence/Advance Standing Credit

No graduate credit earned by correspondence or advance standing may be applied toward any master's degree.

Course Level

For students admitted prior to Fall 2007, the student's degree plan may include approved 4000-level courses taught by members of the graduate faculty. However, a minimum of either sixteen hours or one-half of the total required hours, whichever is greater, must be at the 5000-level.

Effective Fall 2007, 3000 and 4000-level courses are no longer approved for graduate credit.

Examinations

The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or similar examinations are **NOT** required for admission to the School of Graduate Studies; however, test scores may also be used as an alternative for admission to the School of Graduate Studies.

Grades and Grade-Point Calculations

Grade Points Per:

<u>Grade</u>	<u>Semester Hour</u>
A Excellent	4
B Good	3
C Average	2
D Below Average	1
F Failure	0
P Passed	*
NP No Pass	*
S Satisfactory	**
U Unsatisfactory	*

* GPA Neutral

**GPA Neutral – used for zero-level courses only

Other Symbols

I An incomplete may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. To receive an "I", the student should have satisfactorily completed a substantial portion of the course work for the semester but be unable to complete remaining work due to extenuating circumstances. The "I" will become permanent within one year of the date of its posting. An "I" is GPA neutral.

AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to gain course information. Enrollment in a course under audit status requires permission of the academic department offering the course.

The allowable time to change an enrollment status from audit or from credit to audit is within the first ten class days of a regular semester and within the first five days of the summer term. An "AU" is GPA neutral.

- N Used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" must be replaced by the appropriate letter grade prior to the end of the subsequent semester. An "N" is GPA neutral.
- W Withdrawals transacted during the first two weeks of a regular semester or during the first week of a condensed term will not be recorded on the student's transcript. A "W" will be recorded on the transcript for all withdrawals occurring during the third through the twelfth week in a regular semester or during the second through sixth week in a condensed term. No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term. These deadlines are for regularly scheduled, full-term courses. All other courses will have proportional withdrawal timelines. A "W" is GPA neutral.
- AW An administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn for disciplinary or financial reasons or for inadequate attendance. An "AW" is GPA neutral.
- X Indicates that graduate thesis or dissertation is in progress; will be subsequently replaced by appropriate grade. An "X" is GPA neutral.

Grade-Point Average

The student must maintain a 3.00 average or better in all graduate work attempted with no more than two grades of C. A grade below C is not acceptable in the graduate program and will not earn credit on the student's degree plan.

Appeal of an Assigned Grade

The Graduate Council acts upon appeals received in writing from faculty or students who seek to have grades or records altered. The chain of command is expected to be followed as indicated on the appeal application. The decision of the Graduate Council will be final. The procedure for submitting a grade appeal is as follows:

1. Request an “Application for Graduate Appeal” from the Office of Graduate Studies, Administration Building, Room 307, (580) 745-2200.
2. Submit the application form along with a letter stating the reason for the appeal to the Office of Academic Affairs.
3. After the application is received, the Office of Graduate Studies will inform the student in writing of the meeting date. The Graduate Council meets several times during each semester.
4. The student has the option of appearing before the Graduate Council.
5. The final decision of the Graduate Council will be submitted to the student by mail.

Changes and Withdrawals

Students finding it necessary to terminate their work in any class before the last day to drop a class should contact their academic advisor for appropriate forms and instruction concerning withdrawal procedures. Students terminating their entire enrollment should initiate the complete withdrawal with the Office of the Registrar.

Class withdrawals, including complete withdrawals, when transacted as a change of schedule during the first five days of a regular semester or during the first three days of a condensed term, will not be recorded on the academic transcript.

Any student reported by their instructors as “never attended” in 100% of the courses in which they are enrolled may have their enrollment cancelled as a “No Show” student for the semester. In these cases, there will be no grade record or charges for the courses.

Any student who withdraws from a course during the sixth day through the twelfth week in a regular semester or the fourth day through the sixth week in a condensed term, will receive a grade of “W” in the course.

No course withdrawals, including complete withdrawals, are permitted during the last two weeks of the term.

It should be noted that the preceding deadlines for class withdrawals are for regularly scheduled, full-term classes. Shorter duration (condensed) courses—interim courses and intensive courses (length less than sixteen weeks, fall or spring; eight weeks, summer)—will have proportional timelines and refund periods.

Residence Requirement

A minimum of twenty-four semester hours, including the last four hours of the program, must be completed in residence at Southeastern.

Second Master’s Degree

Students with a master’s degree from an accredited institution may complete a second master’s degree at Southeastern Oklahoma State University by completing all requirements (admission, residence, time limitations, etc.) for the second master’s degree. The second master’s degree plan, in consultation with the Academic Advisor and approval from the Dean of the School of Graduate Studies, must contain a minimum of twenty-four graduate hours not applied toward any other master’s program.

Semester Hours (Including Pass/Fail Hours)

The master’s degree programs at Southeastern Oklahoma State University require the completion of a minimum of thirty-two semester hours of acceptable graduate credit. The maximum number of semester hours of “P” grades acceptable in a master’s degree program is nine. **No more than three workshop/seminar hours are allowed.**

Thesis

A thesis option may be undertaken at the recommendation of the department involved. Guidelines for thesis preparation may be obtained in the Graduate Office. The thesis is not an option in the Master of Business Administration program.

Transfer of Credit

The University is required to transcribe ALL coursework beyond the Bachelor’s degree. Only grades of C or better are acceptable to be considered for course equivalency and are subject to departmental approval. A maximum of nine (9) semester hours of equivalency credit may be accepted from another accredited School of Graduate Studies toward the master’s degree at Southeastern Oklahoma State University (see residence requirements). These hours, or any part thereof, may be applied when, in the judgment of the Dean of the School

of Graduate Studies and the program coordinator, they contribute to the planned program of the student. Course equivalencies must also meet the time limit regulation. It is the student's responsibility to provide the coordinator with a course description and, if possible, course syllabus. If a determination cannot be made on the information given, the default decision will be to deny the request. All decisions can be appealed to the Graduate Council and the Council's decision is final.

Program-Specific Admission

Acceptance in a graduate program at Southeastern Oklahoma State University **does not assure** admission to certain master degree programs (Master of Arts in Clinical Mental Health, Master of Science in Occupational Safety and Health, Master of Aerospace Administration and Logistics, Master of Music Education, and Master of Technology in Biology). **The program coordinator will conduct the proper in-department admission requirements with the student at their discretion.**

The applicant must have satisfied the following requirements prior to filing for admission to a program.

1. Full admission to the School of Graduate Studies and the specific graduate program.
2. An approved plan of study filed with the Graduate Office.
3. A 3.00 grade point average in all graduate course work attempted.

Retention Policies

A graduate student is required to maintain a minimum grade point average of 3.00 in all graduate course work attempted in order to be considered in good standing in a graduate program (**see grade-point average**). If a student's cumulative graduate GPA falls below a 3.00, the student is automatically placed on probation. A student on probation must accomplish both of the following to remain in good standing in the graduate program:

1. Achieve a minimum of 3.00 each term of enrollment while on probation, and
2. Achieve a cumulative graduate GPA of 3.00.

Failure to accomplish either of these requirements will result in an automatic suspension from the graduate studies for one semester (fall, spring, or summer). Reinstatement requires re-application for admission to graduate study at Southeastern. A second such

suspension results in permanent dismissal of the student from graduate study at Southeastern Oklahoma State University.

Appeal for Immediate Readmission after Suspension from Southeastern

Students who feel that they have had extraordinary personal circumstances which contributed to their academic difficulties may petition for immediate reinstatement by requesting an "Application for Academic Appeal" from the Office of Graduate Studies, Administration Building, Room 307, (580) 745-2200, or gradschool@se.edu. If approved by the Graduate Council, the student will be reinstated for one semester on a probationary basis and must meet the retention requirements at the end of the semester for continued enrollment at Southeastern Oklahoma State University.

GRADUATE ACADEMIC FORGIVENESS POLICY

Southeastern provides three Graduate Academic Forgiveness options to help eligible students overcome low academic standing. Although the transcript will still be a full and accurate reflection of the student's academic performance/history, the retention/graduation grade point average (GPA) will reflect any academic forgiveness. The academic forgiveness options available are: Repeated Courses, Academic Reprieve, and Academic Renewal. A student may only receive one academic reprieve or renewal in his/her academic career and only one option can be used. The repeated course provision may be used independently within the limits listed below.

Repeated Courses

A student may repeat any graduate level course. Both attempts will be recorded on the transcript with the earned grade for each listed in the semester earned. If a student repeats an individual course more than once, only the most recent grade will be used to calculate the graduate retention/graduation GPA. This policy only applies to graduate work, no matter when or where it was completed.

It is the student's responsibility to notify the Office of the Registrar when a repeated course situation occurs,

whether the original course or the repeat course was taken at SE or any other institution. If either course (original or repeat) was taken at another institution, it may be necessary for the student to obtain verification from the appropriate SE academic department that the original course and the repeat course are in fact deemed to be equivalent courses. To comply with this policy, the student should request a "Repeated Course Notification" form from the Office of the Registrar, Administration Building, Room 100 or registrar@se.edu. This form should be filed with the Registrar as soon as a repeated course situation occurs.

Academic Reprieve

A student may request and be granted an Academic Reprieve for a maximum of two consecutive terms of enrollment at any institution subject to the following guidelines:

1. A minimum of one year must have elapsed since the end of the semester(s) being considered for reprieve.
2. Prior to requesting the reprieve and subsequent to the semester(s) for which the reprieve is being requested, the student must have completed at least nine semester hours of regularly graded course work, excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
2. The student must have earned no grade below "B" subsequent to the semester(s) for which the reprieve is requested.
4. The student must be currently enrolled at Southeastern.

Further information and appropriate forms regarding academic reprieves are available in the Office of Graduate Studies, Administration Building, Room 307.

Academic Renewal

A student may request and be granted an Academic Renewal of previous terms of enrollment from any institution subject to the following guidelines:

1. A minimum of six years must have elapsed since the end of the semester(s) being considered for renewal.
2. Prior to requesting the renewal and subsequent to the semester(s) for which the renewal is being requested, the student must have completed at least nine semester hours of regularly graded course work, excluding activity or performance courses. This course work may have been completed at any accredited higher education institution.
3. The student must have earned no grade below "B" subsequent to the semester(s) for which the reprieve is requested.
4. The student must be currently enrolled at Southeastern.

For the academic renewal, the student must indicate the term from which all prior course work is requested to be excluded from the retention/graduation GPA calculation.

Further information and appropriate forms regarding academic renewals are available in the Office of Graduate Studies, Administration Building, Room 307.

GRADUATION REQUIREMENTS

Application for Graduation

Graduate students must apply for graduation within the second and the fifth weeks of the semester in which they plan to graduate. It is the responsibility of the student to initiate and complete the process for graduation. *It is also the responsibility of the student to notify the Graduate Office if, for any reason, the graduation process has not been completed.*

Honor Graduates

Students in the graduating class with a 4.00 grade-point average are recognized as honor graduates at the commencement exercises. For consideration as an honor graduate, a student must be completing the requirements for his/her first master's degree.

In determining honor standing, the cumulative grade-point average is used which includes all courses attempted, including those from other institutions attended and those forgiven by repeating, academic reprieve, or academic renewal. All honor designations for the commencement ceremonies are tentative until the review of the student's final grade and the conferral of the degree.

Graduation Check List

The process for the Application for Graduation is a multi-step process and will take about 1 to 1.5 hours to complete. It is highly recommended that you contact your major advisor to schedule an appointment before coming to campus. You can also contact your advisor via email or phone to initiate the process. Complete the following steps in sequential order.

1. Email gradschool@se.edu or visit the Office of Graduate Studies (A-307) to obtain an Application for Graduation. A review of your file will be made at that time to ensure you have completed all requirements for the master's degree program. You will be informed of any deficiencies at that time and if a hold will be placed on your diploma.
2. Pay the \$25.00 Graduation Fee either on CampusConnect or over the phone with the Business Office at 580-745-2850.
3. If you have taken out any student loans, you will need to complete Exit Counseling with the Office of Financial Aid. You can contact the Office of Financial Aid either via email at financialaid@se.edu or via phone at 580-745-2186.

4. You will receive a letter from the Registrar's Office informing you of graduation practice, graduation time and date, and how to purchase a cap and gown. You may also check the website www.se.edu or BlackBoard for this information approximately two weeks prior to the ceremony.

You will receive your diploma in the mail approximately 8-10 weeks after graduation if you have met all of the requirements for a master degree program at Southeastern Oklahoma State University. If you have any questions, please contact the Office of Graduate Studies at 580-745-2200 or gradschool@se.edu.