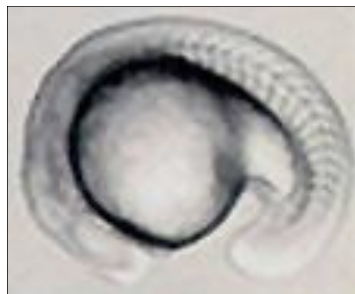


# 2009 - 2010 Graduate Student Manual



## DEPARTMENT OF ZOOLOGY



**University of Oklahoma**



University of Oklahoma  
[zoology.ou.edu/graduate](http://zoology.ou.edu/graduate)

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## I. THE FIRST ACADEMIC YEAR

### A. Admission

1. Applicants for admission to the department's graduate program must submit a departmental application, university application, official copies of transcripts, three letters of recommendation, and an official copy of the Report of Scores from the Graduate Record Examination (GRE). The Subject Test in Biology is not required but is highly recommended; this information may be used for consideration of supplemental financial awards.

Students whose native language is not English must submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

The Graduate College considers the recommendation of the department in arriving at its decision on the admissibility of an applicant. This recommendation is officially made by the departmental Graduate Liaison with direction from the Chair of the department.

2. Admission to the department can be either "Admission in Full Standing" or "Conditional Admission."
  - a. Admission in full standing: the student's record is fully acceptable to the Graduate College and department.
  - b. Conditional admission: the student's record is deficient in some respect, (e.g., courses required for full graduate standing, low grades, or incomplete application materials). The conditions for admission are specified by the department and approved by the Graduate College (see Section I.C.).

### B. Director of Graduate Studies/Graduate Liaison (GL) and Graduate Studies Committee (GSC)

1. Both the M.S. and Ph.D. programs in the Zoology Department are administered by the GSC. It shall function as follows:
  - a. The GSC will consider all questions relative to the graduate programs and make recommendations on policy to the Zoology faculty for their approval.
  - b. The GSC will be appointed by the Chair of the department and shall consist of at least three faculty members and a graduate student representative.
  - c. The GSC will coordinate the preparation of the Advisory Examination (see Section I.D).
2. The Chair of the GSC will be the Director of Graduate Studies, and will:
  - a. Administer departmental and Graduate College policies and regulations.

- b. Administer the Advisory Examination each semester, summarize the results, and prepare a report for the faculty and the students.
  - c. Organize, administer, and prepare reports of Advisory Conferences.
3. The Director of Graduate Studies serves as the official advisor for the student during the first year or prior to assignment of a Major Professor and Advisory Committee.\

### C. Full Graduate Standing

A student attains Full Graduate Standing, subject to the General Requirements of the Graduate College, when the following prerequisites have been fulfilled:

1. 24 semester hours of credit in biological science or completion of Baccalaureate degree in "biological sciences"
2. 1 course in calculus (equivalent of MATH 1823 or 1743)
3. 1 course in college physics
4. Introductory chemistry (2 semesters or equivalent prerequisite for organic chemistry or biochemistry)
5. 1 additional course in organic or biochemistry
6. 6 hours of additional physical sciences and/or mathematics (e.g., chemistry, physics, geology, meteorology, advanced calculus, or statistics)

### D. Advisory Examination<sup>1</sup>

1. The Advisory Examination for graduate students is intended to test the adequacy of the student's undergraduate background in the several areas into which zoology is commonly subdivided. An adequate background for competent performance in a given area of the examination would be that required for a student to obtain a "B" or better in the undergraduate core courses offered by the Zoology Department or in course work of comparable content and level at another institution. The areas covered by the examination are: Genetics/Evolution, Physiology/Anatomy, Ecology/Behavior and Cell Biology/Development.
2. All entering graduate students will take all parts of the Advisory Examination during orientation week of their first fall semester of graduate work in the department.
3. The results of the examination will be used for advisement purposes. The Director of Graduate Studies will evaluate a student's performance on the examination, along with the individual's complete academic record, for the purpose of advising the student during the initial semester(s). The objective of these early advisements is to ensure a broad

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<sup>1</sup> Continued use of ACAT as interim substitute for Advisory Exams approved by Zoology Faculty, 19 February, 2001.

baccalaureate-level background in zoology/biology. Later, the student's Major Professor and Advisory Committee will utilize the examination results in designing the student's degree program.

4. An undergraduate student of this department admitted to do graduate work must also take the Advisory Examination.

## E. Course Requirements and Recommendations

1. All graduate students are required to:
  - a. Complete an undergraduate or graduate statistics course broadly equivalent in content to ZOO 4913 (OU courses: ZOO 4913, MATH 4753, 5793; Psychology 5003 or 5013). Equivalency for additional OU courses, or those taught at other institutions, is to be judged by the Director of Graduate Studies or Department Chair.
  - b. Complete the Responsible Conduct of Research / Professional Ethics Training workshop offered through the Graduate College. This 2-day workshop is offered at various times each semester, with several offerings each August and January before classes start. Students will participate in the workshop during the week before their first semester if such participation is not precluded by attendance at other required orientation sessions. In such cases, students should plan to complete the workshop at its next offering.
  - c. Attend General Seminar each semester (Wednesdays at 4:30 PM). A total of 2 or 4 hours' credit (as ZOO 6970) may be counted on the M.S. or Ph.D. program of study, respectively.
2. It is strongly recommended that all graduate students have or obtain background in evolution and molecular biology.
3. Summer study at biological stations, research laboratories, or as a member of a field research party is strongly recommended.

## F. Advisement

The Director of Graduate Studies will usually advise new graduate students during the first and second regular semesters of their residency. Thereafter, advisement will be by the Major Professor (refer to Sections III.D or IV.F).

## G. Required Performance and Achievements for the First Year

1. A student who was admitted conditionally due to low grades must achieve a "B" average at the completion of 12 hours of graduate course work. Such work shall be completed in not more than two semesters or further enrollment will be denied.
2. A student who was admitted conditionally due to course work deficiencies shall satisfy such deficiencies within a period specified by the department, normally two semesters, "and must earn at least a C in each of the courses, and must have an overall B average in

deficiency courses.” (Graduate College Bulletin – available online at the Graduate College website).

3. M.S. and Ph.D. students are required to select a Major Professor, form an Advisory Committee and meet with that committee by the end of the second regular semester after entering the graduate program (refer to Sections III.D and IV.F). Annual committee meetings are expected to take place before April 1 (see Section II.H.4). Failure to meet these requirements will result in the dismissal of the student.

## II. POLICIES FOR ALL GRADUATE STUDENTS

### A. Pass-No Pass Option

At the discretion of the student's Advisory Committee, the Pass-No Pass grading system may be used for undergraduate and graduate level courses which will not apply toward a graduate degree. Courses taken to fulfill the departmental requirements for Full Graduate Standing may not be taken under the Pass-No Pass option.

### B. Publication by Graduate Students

The Department of Zoology strongly encourages students to publish the results of their thesis or dissertation investigations, as well as any investigations that are not formally part of the thesis or dissertation project. The department and scientific community generally view publication of research, thesis/dissertation or not, to be part of the student's educational experience and deserving of the same guidance and evaluation as the thesis or dissertation research. **If a student wishes to publish the results of thesis/dissertation research prior to final approval of the research by the department, he/she must submit the material to be published to his/her Advisory Committee for critical review and approval before submission to the publisher.**

### C. Completion of Degree during Summer Term

For several reasons, it is best for degree requirements to be completed during either the Fall or Spring semester rather than the Summer term. If the degree must be completed during the Summer term, these requirements are to be met:

1. Members of the Advisory Committee must agree to serve.
2. Replacement of Advisory Committee member(s) who cannot serve must be completed prior to the beginning of the Summer term.

### D. Procedure for Changing Membership of Advisory Committee

It is sometimes necessary to alter the membership of an Advisory Committee. The prime consideration is that the new member serves the same purpose on the committee as the initial member. For example, if the initial member represented the supporting field (refer to Sections III.E.2 or IV.F.4d) of ecology, then the new member should be an ecologist. Documentation of the changes will be entered in the graduate student's file.

If a member of the student's committee is on any type of leave for a period of one semester or more and will be unable to fulfill his/her responsibilities on that committee during this time period, the faculty member is required to inform the Graduate Dean in writing. The memorandum must contain the following information: 1) the name of the students who are likely to experience difficulties in their degree program because of the faculty member's absence; 2) the period of time involved (with specific starting and ending dates); 3) authorization for temporary changes on the committees; and 4) approval by the department's Graduate Liaison.

When a temporary replacement is necessary, a student should request that his/her Major Professor send the Graduate Dean a letter stating that a particular faculty member will be replacing the faculty member who is on leave for a particular period of time. This letter must be accompanied by an approval of the department Graduate Liaison. If the Graduate Dean has received written authorization for such action from the faculty member on leave, and if the temporary change is appropriate, the request will be approved.

#### E. Time Limit on Completion of Degree

The Graduate College places limits of 5 calendar years on the M.S. degree and 9-10 years on the Ph.D. degree. See Sections III.C and V.C of this manual and the Graduate College Bulletin for specifics.

#### F. Maintenance of "B" Average

A graduate student must maintain at least an overall 3.0 grade point average and at least a 3.0 grade point average on all graduate course work attempted since the completion of the most recent degree earned at the University of Oklahoma. However, graduate students, who as undergraduates earned graduate credit that had been approved to form part of their graduate programs, will have these credits used in determining their grade point averages.

Any student who, at the end of a semester, has failed to maintain an overall "B" average in his/her graduate work will be placed on probation. If the average is not brought up to "B" in the next semester (or summer) of enrollment, further enrollment will be denied.

#### G. Enrollment: Full-time, Maximum (See also Sections II.1.8, III.H)

1. Full time enrollment for graduate students is 9 or more credit hours during the Fall and Spring semesters and 4 or more credit hours during the Summer semester. A Graduate Teaching or Research Assistant will be required to enroll in at least 6 hours during Fall and Spring semesters to be classified as a full-time graduate student.
2. A student may not carry more than 16 credit hours per regular semester or 9 credit hours per Summer semester without the permission of the Graduate Dean.
3. A graduate student who is gainfully employed, including those employed by the university should expect to reduce course enrollment in reasonable proportion to the actual amount of outside work involved.

4. A graduate student who desires to obtain full subsistence payments from the Veterans Administration must enroll in a minimum of 9 hours of course work (which may include ZOO 5980 or 6980).

#### H. Annual Review of Progress

A student's progress is evaluated by the Graduate Liaison (GL) until that student's advisement is assumed by a Major Professor and Advisory Committee. Thereafter, the Department and Graduate College require an annual report of progress.

1. The Advisory Committee will convene at least once annually for Ph.D. students (or may meet as many times as appropriate) to review and evaluate the student's professional growth, research competence, and progress towards the degree. A formal annual committee meeting for M.S. students is at the discretion of the Major Professor, although students are encouraged to take the initiative to schedule a meeting with their committee. This review and evaluation will not be restricted totally to thesis research but will include the broader aspects of the student's progress towards becoming a professional biologist.
2. The student will participate in a portion of the meeting, generally giving a progress report and an estimate of future plans and objectives.
3. The Advisory Committee will report the results of the Review/Evaluation meeting in writing to the student and to the GL (See Zoology Department form). In cases where the student is judged to be making unsatisfactory progress, deficient areas should be identified and remedial action must be specified in writing to the student. A second review at the end of the semester or specified period must be reported to the Graduate College. Based on the second review and recommendation of the department, the student will be either removed from probation, denied further enrollment, or continue on probation for an additional period. A student who receives an unsatisfactory evaluation for the third time will be denied further enrollment. Note: The Graduate College has the formal responsibility of admitting graduate students, thus, it also has the responsibility of formally dismissing students. Copies of the recommendation should be sent to the Chair of the department and to the Graduate Liaison. This procedure is as prescribed by the Graduate College.
4. The Annual Review of Progress should be reported to the GL no later than 1 April of each year. The results of the annual review will be discussed with the student; the student and Major Professor will sign the report. The GL will prepare the departmental report for the Graduate College.

#### I. Graduate Assistants

The general title "Graduate Assistant" will be used here to refer to Graduate Teaching Assistant, Graduate Teaching Associate, Graduate Research Assistant and Graduate Research Associate.

##### 1. Titles

Four titles will be used for graduate students on stipends. These titles and their definitions are:

- a. Graduate Teaching Assistant - any graduate student on stipend whose responsibilities are in teaching- or instruction-related activities. This title would also indicate a stipend range lower than that of the Graduate Teaching Associate.
- b. Graduate Teaching Associate - a competitively-selected Teaching Assistant who assumes additional responsibilities of coordinating and overseeing the day-to-day operation of the assigned course under the guidance of the faculty member responsible for the course. Associates are compensated for this extra work with additional stipend. Teaching Associates are selected by Committee A (the department Chair and two elected faculty). A student who seeks appointment to a Teaching Associateship should:
  - (1) have assisted in the course
  - (2) have demonstrated leadership ability
  - (3) be making satisfactory progress towards his/her degree (with corroboration by the Major Professor if requested by Committee A)
  - (4) be recommended by the instructor involved
  - (5) prepare a statement regarding the value of the appointment in relation to enhancement of his/her career goals.
- c. Graduate Research Assistant - any graduate student on stipend whose responsibilities are other than those of teaching or instruction-related activity. Research assistants will be employed to assist faculty members in their research and to assist faculty and administrators in the development of programs, curricula, educational materials, tests, and other curriculum-related activities.
- d. Graduate Research Associate – If funding is available, the Department awards Research Associateships. These awards allow the recipient to devote their full efforts to research and course work.
  - (1) Recipients are chosen on the basis of professional merit. Applications must include a brief research proposal.
  - (2) Committee A evaluates applications and selects the recipients.
  - (3) Because of the special nature of the Research Associate appointment, Sections H.2-4 does not apply.

## 2. Duties

The standard Graduate Teaching Assistant/Associate appointment requires 20 hours per week (0.50 FTE). Graduate students are exempt from FICA withholding taxes provided they do not work over 30 hours per week (0.75 FTE). International students on F-1 Visas may not work more than 20 hours a week (0.50 FTE) on campus, except during holidays and recesses. Assistants or Associates assigned to lab courses that meet once a week will teach two sections in that course or will teach a single section in each of two different courses, as enrollment dictates. Assistants or Associates assigned to courses which meet twice a week will teach one section. If enrollment or other circumstances allow the Associate's assigned teaching load to be reduced to one section, then the additional class time will be fulfilled by team teaching with less experienced Assistants. In addition to teaching, other duties of Assistants/Associates can include:

- a. Assisting the faculty in classes to which he/she is assigned. Teaching Assistants who have never taught the assigned courses should sit in on those courses prior to teaching

them whenever circumstances warrant. (Assistants in ZOO 1121 need not attend ZOO 1114 unless needed; this is to be established by checking with the ZOO 1121 instructor. New Assistants, however, are required to audit ZOO 1114, preferably during their first semester.)

- b. Grading papers for assigned courses
- c. Preparing teaching aids (outlines, drawings, tests, etc.) for assigned courses
- d. Preparation for classes (up to 4 hours per week), consultation with students, course staff meetings, etc.
- e. Performing certain departmental duties in addition to those duties associated with courses to which they are assigned. These departmental duties include proctoring examinations for other courses, assisting with departmental seminars, etc.
- f. Assistants are encouraged to participate in a variety of courses so as to broaden their teaching expertise. It is strongly recommended that all Assistants teach ZOO 1121 at some time during their tenure.

### 3. Time Records

Weekly time records of time spent working for the department are to be kept by each assistant and must be available upon request by the instructor assisted or by the Zoology Office.

### 4. Graduate Assistant Teaching Evaluation

Near the end of the semester, a form for Graduate Assistant evaluation is to be distributed to, and completed by, the instructor of the course assisted. The Graduate Assistant's advisor will be apprised of the results of this evaluation. Graduate Teaching Assistants will also be evaluated by their students in the regular student/teacher evaluation process.

### 5. Tenure

All Graduate Assistants must maintain a grade average of "B" in conformity with the Graduate College regulations on academic standards and must perform assigned duties in a manner satisfactory to the department. Extensions of maximum tenure (see below) will be made only by recommendation of the student's Advisory Committee and approval of Committee A; assistants should not plan on receiving stipends beyond these maxima.

#### a. Graduate Assistantships

- (1) A student beginning graduate work on a Master of Science degree can expect to be reappointed until the degree is completed or for 6 regular semesters (not summer sessions), whichever is the shorter time.
- (2) A student with a Master's degree who is awarded a Ph.D.-level assistantship may expect reappointment until the degree is completed or for 8 regular semesters (not summer sessions), whichever is the shorter time.

- (3) A student without a Master's degree who is awarded a Ph.D.-level assistantship may expect reappointment until the degree is completed or for 10 regular semesters (not summer sessions), whichever is the shorter time.
- (4) All periods of university-administered funding (e.g., Graduate Teaching Assistantships, grant- or contract-funded Graduate Research Assistantships, special instructorships) will be included when semesters of support are counted.

b. General Considerations

- (1) If the degree is not completed in the prescribed length of time, the student may apply to the department for extension of the assistantship for one additional year. Approval of an extension will be based upon (1) evaluation of the student's progress towards completion of the degree as indicated by the Annual Review of Progress and (2) evaluation of the student's performance as a graduate assistant as shown by the Graduate Teaching Assistant Evaluation.
- (2) If an individual interrupts an assistantship at the request of the department to assume other duties, the remainder of the assistantship time will not be affected.

- c. Research Assistantships. Consistent with the above maximum tenures, the length of time a student is employed on a Research Assistantship will be left to the discretion of the professor by whom the student is employed.

6. Outside Employment

Regulations of the University require that Graduate Assistants may be employed for teaching duties or for duties which make it possible for full-time professors to carry a full teaching load in terms of laboratory instruction, etc. It is the policy of the Graduate College that the remainder of the Assistant's time must be spent in pursuing graduate studies and additional employment is not allowed. This policy is based on the premise that the Graduate Assistantship is primarily a subsidization of graduate studies, and the Graduate Assistant is obligated under it to take advantage of all time beyond assigned duties as an Assistant to pursue scholarly training.

In order to comply with University-wide regulations, some of which are bound by state law, the department will not permit a Graduate Assistant to carry additional employment.

In certain cases, it is essential that Graduate Assistants be absent from their assisting duties over extended periods of time in order to pursue thesis problems, etc. The Department of Zoology will approve such absences, but under the condition that in each case the Assistant must obtain permission from the faculty through the Chair. Except under unusual circumstances, the faculty will not grant permission for a Graduate Assistant to be absent from duties for more than a week unless a satisfactory replacement can be employed. If a replacement must be hired, the absent Graduate Assistant will not be paid during the time he/she is gone. Absence from the job for one week or less will be approved without the employment of a replacement if it can be arranged for another Assistant to take over the duties.

## 7. Tuition

Graduate Assistants pay the general tuition and fees for instruction, but are eligible for tuition waivers of resident and/or non-resident tuition. By state law, fees cannot be waived using university funds.

## 8. Enrollment

The University requires that each Graduate Assistant must register for a minimum of 6 credit hours in Fall and Spring semesters. This rule is strictly enforced.

Normally an Assistant working 20 hours per week will not enroll in more than 12 hours and is expected to reduce enrollment in reasonable proportion to the amount of work done.

## 9. International Students who are Teaching Assistants and for whom English is a Second Language

Before an international student may be appointed as a Teaching Assistant, he/she must pass an oral and written English proficiency examination. International students who do not display satisfactory English proficiency may not be appointed to teaching positions, but may be awarded Research Assistantships or other graduate appointments which do not involve direct instruction of students.

## J. Zoological Association of Graduate Students (ZAGS)

This organization is comprised of graduate students in Zoology and is recognized by the University as a constitutional student association. The organization elects two representatives each year to attend Zoology faculty meetings; these representatives have voting privileges in all except personnel matters. The Executive Committee of ZAGS meets regularly with the Chair of the department to discuss problems of mutual concern.

## K. Oklahoma Auto License Tags for Graduate Students

If a graduate student who is classified as a nonresident and owns an automobile licensed in another state receives notification from the Oklahoma Tax Commission that a current tag should be purchased, that student should write immediately and directly to the Oklahoma Tax Commission, Department of Motor Vehicles. This letter should explain that:

- a. The student is classified as a nonresident at the University of Oklahoma.
- b. The student or the student's parents own the automobile in question.
- c. The student is in the State of Oklahoma only as a graduate student and does not intend to remain permanently in Oklahoma.
- d. The student, upon completion of education, intends to leave the state.

There is no reason for the marital status to be mentioned unless the spouse is the owner of the automobile. However, a license tag will have to be purchased if the spouse is the owner and is gainfully employed in the state.

In the event that the Tax Commission still advises the student to purchase an Oklahoma tag, the student should then contact the University legal advisor who will then take the matter up with the Tax Commission.

#### L. Parking Permits

Graduate students may purchase Commuter parking permits and may park in designated commuter lots. A limited number of faculty/staff permits will be issued to Graduate Assistants whose responsibilities require the convenience of parking in faculty/staff lots.

#### M. Travel Authorization Forms

Graduate students traveling to conferences, for research or for other professional purposes must fill out the Zoology Personnel Request for Absence from Campus and Travel Pre-Authorization Form available in the Zoology Department office or the department website. The form must be submitted to the Chair at least one (1) week prior to departure. This form is required for insurance purposes. Reimbursement for travel costs is only possible if this form is on file.

Graduate students traveling outside the United States for professional purposes must complete the online notification form available on the Graduate College website.

#### N. Check-Out

When graduate students finish programs or enrollment with the department, they must obtain a check-out sheet (available on the department website) which covers all keys and departmental property that might be in their possession. A copy of the final examination report must also be given to the Graduate Liaison. The sheet must be properly completed and returned to the departmental secretary before the end of the semester. Degrees will not be awarded if all materials are not returned.

**ZOOLOGY DEPARTMENT  
GRADUATE STUDENT ANNUAL EVALUATION FOR 2009-2010**

Student Name: \_\_\_\_\_ Degree: M.S. \_\_\_\_\_ Ph.D. \_\_\_\_\_

Major Professor: \_\_\_\_\_

This annual evaluation should incorporate the comments and opinions of all committee members received by the student at their annual committee meeting. This evaluation must be submitted to the Sarah Forrestier **by May 14 (last day of final exam week)**.

**Date of annual committee meeting** (or MS or PhD oral exam) for the current academic year \_\_\_\_\_

**Research Progress** (Satisfactory) (Needs additional attention) (\*Unsatisfactory) *Please circle one*  
Comments:

\_\_\_\_\_  
\* Should be reported as U for ZOO 5980/6980 - Deficient areas must be specified and necessary corrective action must be outlined.

**Course Work** (Satisfactory) (Needs additional attention) (Unsatisfactory) *Please circle one*  
Comments:

**Professional Development** (Satisfactory) (Needs additional attention) (Unsatisfactory) *Please circle one*  
Comments:

**Milestones**

**Plan/timeline for addressing marginal or unsatisfactory performance**  
*Attach additional sheet if more space is needed.*

**Signatures**

Major Professor \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

## GRAD STUDENT CHECKLIST

Name \_\_\_\_\_

Major Professor \_\_\_\_\_ Year Entered \_\_\_\_\_ Deadline to Finish \_\_\_\_\_

### Master's Program

- 1. Full Graduate Standing \_\_\_\_\_
- 2. Area Concentration Achievement Test (ACAT) \_\_\_\_\_
- 3. Teaching Assistant Training (TA) \_\_\_\_\_
- 4. Responsible Conduct of Research (RCR) Workshop \_\_\_\_\_
- 5. Declare Major Professor \_\_\_\_\_ Date \_\_\_\_\_
- 6. Deadline for Committee \_\_\_\_\_
- 7. Advisory Conference \_\_\_\_\_
  - a. Institutional Animal Care and Use Committee (IACUC) (if applicable) \_\_\_\_\_
  - b. Plan of Study \_\_\_\_\_
  - c. Research Plan \_\_\_\_\_
- 8. Annual Review of Progress ( ) 1<sup>st</sup> Year ( ) 2<sup>nd</sup> Year ( ) 3<sup>rd</sup> Year
- 9. Thesis Topic and Committee Form \_\_\_\_\_
- 10. Admission to Candidacy Form \_\_\_\_\_
- 11. Application for Degree and Graduation Fee \_\_\_\_\_
- 12. Thesis review by Committee \_\_\_\_\_
- 13. Thesis reading copy to Graduate College \_\_\_\_\_
- 14. Authorization for Final Oral Examination \_\_\_\_\_
- 15. Final Oral Examination \_\_\_\_\_
- 16. Report of Examination and Thesis to Graduate College and to Graduate Liaison \_\_\_\_\_
- 17. Department Check-out Sheet \_\_\_\_\_

### Doctoral Program

- 1. Full Graduate Standing \_\_\_\_\_
- 2. Area Concentration Achievement Test (ACAT) \_\_\_\_\_
- 3. Teaching Assistant Training (TA) \_\_\_\_\_
- 4. Responsible Conduct of Research (RCR) Workshop \_\_\_\_\_
- 5. Declare Major Professor \_\_\_\_\_ Date \_\_\_\_\_
- 6. Deadline for Committee \_\_\_\_\_
- 7. Advisory Conference \_\_\_\_\_
  - a. Institutional Animal Care and Use Committee (IACUC) (if applicable) \_\_\_\_\_
  - b. Draft of Report of Advisory Conference (Student) and Major Professor \_\_\_\_\_
  - c. Research Plan \_\_\_\_\_ (Student & Major Professor)
  - d. Proposed Reading List (Student) \_\_\_\_\_
  - e. Academic Record (Graduate Liaison) \_\_\_\_\_
- 8. Annual Review of Progress ( ) 1<sup>st</sup> Year ( ) 2<sup>nd</sup> Year ( ) 3<sup>rd</sup> Year ( ) 4<sup>th</sup> Year ( ) 5<sup>th</sup> Year
- 9. Authorization for General Exams \_\_\_\_\_
- 10. General Exams (Written & Oral) \_\_\_\_\_
- 11. Candidacy \_\_\_\_\_
- 12. Teaching (2 semester required) \_\_\_\_\_
- 13. Research Seminar \_\_\_\_\_
- 14. Application for Degree & Graduation Fee \_\_\_\_\_
- 15. Report of Examination and Dissertation to Graduate College and to Grad Liaison \_\_\_\_\_
- 16. Departmental Check-out Sheet \_\_\_\_\_

## CHECK-OUT SHEET

To be used when permanently leaving the Department of Zoology

As stated in the Graduate Student Manual, you are required to have this check-sheet initialed or signed by the appropriate individuals to assure the Department that you have returned all keys and departmental property which you might have in your possession. When you have completed this sheet, bring it to the Zoology Office. It will be the final item added to your file. Course credits and diplomas will not be issued until this clearance has been completed.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Date of exit interview with Departmental Chair \_\_\_\_\_

All stockroom supplies and equipment signed out in my name have been returned.

\_\_\_\_\_  
Stockroom Supervisor

All keys checked out in my name have been returned to the Zoology Department office, Richards Hall, Room 314

\_\_\_\_\_  
Assistant to the Chair

Copy of Report of the Final Examination to Graduate Liaison

\_\_\_\_\_  
Graduate Liaison

Office and/or lab space has been cleaned and cleared of all personal property.

\_\_\_\_\_  
Department Secretary

I have left my forwarding address with the departmental office.

\_\_\_\_\_  
Department Secretary

Forwarding Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
E-Mail Address

Date \_\_\_\_\_

### III. MASTER OF SCIENCE (M.S.) PROGRAM

#### A. Credit Requirement

1. The Master's degree requires the equivalent of not less than 2 semesters of satisfactory graduate work. The student must complete at least 30 hours of graduate courses beyond the undergraduate degree. No more than one half of the course work, excluding research for the thesis, may be S/U graded course work. **No more than 6 hours of Research for Masters Thesis (ZOO 5980) may be included in the total.**
2. A student may apply no more than a total of 12 credit hours of 3000- and/or 4000-level courses toward a 30-36 credit hour Master's degree. A maximum of three-fourths of the credit hours of 4000-level courses permitted by this Graduate College regulation may be from the department offering the degree (e.g., 9 credit hours of a 30 to 36 hour degree). No 3000-level courses from the department offering the degree may apply toward any of its graduate degrees.

#### B. Residency

All resident credits required for a master's degree must be taught by members of the OU Graduate Faculty (See Graduate College Bulletin for further information; available on Graduate College website).

#### C. Time Limits for Completion of Master's Degree

A master's degree will usually require no more than 5 calendar years after initial enrollment. Conditions for extensions of this limit are stated in the Graduate College Bulletin.

#### D. Major Professor and Advisory Committee

1. No later than the end of the second regular semester after entering the graduate program, the student will seek the approval of a member of the Zoology Department faculty who is a regular member of the Graduate Faculty to become his/her Major Professor. Earlier development of the committee is encouraged. The Major Professor will be the advisor, thesis director, and chair of the Examination Committee.
2. Normally, a student will have completed all of the requirements for Full Graduate Standing, either during the undergraduate program or early in his/her graduate career, before becoming associated with a Major Professor and deeply involved in a field of specialization. If circumstances make it appear advisable, a Major Professor may assume the guidance of a student before all prerequisites for Full Graduate Standing have been completed. Students admitted conditionally will not be allowed to complete more than 18 hours of graduate level course work until course deficiencies have been completed.
3. When the advisement of a student is transferred from the Graduate Liaison (GL) to a Major Professor (documented on the Declaration of Major Professor form), an M.S. Advisory Committee will be selected. Membership of the committee will be determined by the Major Professor and the student in consultation with the Graduate Liaison. It shall consist of the Major Professor as chairperson and at least two other members of the graduate

faculty representing the student's field of specialization and/or supporting field(s) (See below). This committee will normally become the thesis committee.

4. A committee meeting will be conducted to review the research plan and discuss course work. The departmental form (Proposed Plan of Study) should be used; this form is for in-house use and will not be sent to the Graduate College. Where research involves studies on vertebrates, a proposal for review by the Institutional Animal Care and Use Committee (IACUC) should be prepared as a component of the research plan. Instructions are available online at [iacuc.ou.edu](http://iacuc.ou.edu).

Students admitted conditionally may have a committee meeting before course work deficiencies are removed; progress toward removal of conditional status will be reviewed. The meeting will be conducted no later than the end of the second semester of enrollment. A report of this meeting will be provided to the GL; the report will include the items outlined above, including the discussion of conditional status, if applicable. The research plan and Proposed Plan of Study will remain as departmental planning documents until official university forms are submitted to the Graduate College by the relevant deadline (see Thesis Topic and Committee Form).

#### E. Field of Specialization and Supporting Field(s)

1. The student, in consultation with the Major Professor, will determine an area, termed the Specialty Field, that is of prime interest to the student and in which the student wishes to attain a high degree of expertise. The Major Professor and perhaps one member of the Advisory Committee will represent this field.
2. At least one Supporting Field will be specified by the student and Major Professor, and at least one member of the Advisory Committee will represent this field. A supporting field is one that relates to and supplements the field of specialization, such as biochemistry supporting physiology, or microbiology supporting genetics. The supporting field may or may not be within the immediate realm of zoology.

#### F. Admission to Candidacy

Before the deadline published in the Academic Calendar for the semester in which the student expects to graduate, he/she must file an "Admission to Candidacy" form. Note that this deadline falls in the semester prior to the semester in which the student plans to defend. This form should be obtained online and returned to the Graduate College Office (Robertson Hall). Please list on the "Admission to Candidacy" form only those courses needed to complete the Program of Graduate Work. If additional courses are listed, they will be considered as part of the degree program.

Any change (addition/deletion) on the Program of Graduate Work must be submitted to the Graduate College in writing and signed by the department GL. The student is solely responsible for contacting the GL and requesting that the addition/deletion to the program be authorized and forwarded to the Graduate College for approval. Failure to make the appropriate addition/deletion may delay graduation.

## G. Thesis Topic and Committee Form

Master's candidates should file the Thesis Topic and Committee Form in the Graduate College Office (Robertson Hall) as soon as they can get approval from their committee. In all cases, the Form must be on file not less than 14 days prior to the thesis defense. Dates for filing of the Admission to Candidacy Form, thesis defense, and other important dates are listed in the Norman Academic Calendar. All members of the student's thesis committee and the GL must sign the Thesis Topic Form (the members of the committee must be members of the Graduate Faculty, See IV.G.). Note: This form includes affirmation that an IACUC (Institutional Animal Care and Use Committee) proposal has been processed where appropriate; a copy of the approval from the IACUC must be attached.

If any change in the membership of the Thesis Committee becomes necessary, a new application must be filed, and a minimum waiting period of 14 days is required before the defense can be held; all members of the new committee and all members of the previous committee must sign the new form. A member who is removed from the committee must sign the back of the new form, indicating that he/she is willing to be deleted from the committee. If the member is no longer an employee of the University of Oklahoma, the Graduate College should be contacted for instructions on completing a new form. Minor changes in the thesis title can be made after the Thesis Topic Form is submitted *with the permission of the Dean* (prior to the deposit of the thesis).

## H. Special Requirements for Enrolling in Research for Master's Thesis

The initial enrollment in ZOO 5980 (Research for the Master's Thesis) must be for at least 2 credit hours. Thereafter, each graduate student must maintain continuous enrollment during each regular semester (not summer sessions) in at least 2 hours of ZOO 5980 until the requirements for the degree are completed or the degree candidacy is discontinued.

1. The continuous enrollment regulation will be waived for a student who is enrolled in at least 9 graduate credit hours per regular semester and who is not working on the thesis during the semester. However, if thesis work is being done during a regular semester or summer session a student must enroll in ZOO 5980 regardless of the number of other hours of enrollment. Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Dean of the Graduate College.
2. The number of thesis credit hours for each enrollment will be determined by the Major Professor on the basis of the amount of faculty and university services required by the individual student, but each enrollment will not be less than 2 hours. Such enrollments must be completed during the regular enrollment period.
3. In the event that the graduate student does not comply with the above provision, the enrollment for the semester in which graduation is expected must include the exact number of hours of ZOO 5980 which would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of these semesters. The final determination of the number of hours of ZOO 5980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and Office of Admissions and Records. The maximum charge for noncompliance with the continuous enrollment requirement in ZOO 5980 is set at the cost of tuition for 24 5000-level credit hours at the time of graduation.

## I. Application for Degree and Graduation Fee

To graduate, a student must apply for the degree early in his/her final semester. A card must be filed with the registrar indicating the student's name exactly as it is to appear on the diploma and giving the exact degree for which the student was admitted to candidacy. The student must also pay the graduation fee and, if attending commencement, the cap and gown fee in the Bursar's Office (1st floor, Buchanan Hall). The fee payment card and other forms necessary for filing for graduation may be obtained from the Graduate College. The student should check the Class Bulletin for fee payment deadlines.

## J. Final Oral Examination

1. This examination covers the area of specialization, supporting field(s), and the defense of the thesis. It is administered by the Thesis Committee and may be held only when classes are in session. Instructions for thesis preparation are available at the Graduate College. The thesis will be reviewed by the Major Professor and revised as necessary before submitting to other committee members. The student is responsible for allowing every member of the examining committee ample time (minimum of 2 weeks) to read the thesis before the examination. Once the thesis is approved and a date established for the defense, the student must present a reading copy of the completed thesis to the Dean of the Graduate College for review 2 working days before the defense date. The thesis must be presented at least 10 days before the beginning of the scheduled final examination period (5 days in the summer). The exact beginning date will be indicated in the Academic Calendar for each semester. A student not in residence may request that their Major Professor deliver the reading copy. An Authority for the Final Examination will be issued at this time, provided that an approved Admission to Candidacy Form and Thesis Topic and Committee Form (including, if appropriate, the approved IACUC notification) are on file.
2. Within 72 hours after the Final Examination is held, the Major Professor will report the decision of the committee to the Graduate Dean with a copy to the Graduate Liaison. A unanimous vote at the defense of the thesis is expected; however, some dissenting reports are received. If one member dissents, the dissent is recognized as a minority report. If the committee consists of more than three members and two dissent, the Graduate Dean investigates and his/her decision will be final. If more than two votes unsatisfactory, the defense is judged to be a failure. Only one attempt is afforded the candidate in defending the thesis.

The student must deliver 3 originally signed, unbound, final copies of the thesis (on 100%, watermarked cotton paper) to the Graduate College and the Report of Thesis Defense to the Graduate College with a copy to the Graduate Liaison.

## K. Thesis Receipt Card

Once a final degree check is accomplished, the student will be issued a Thesis Receipt Card which will accompany the three copies of the thesis to Bizzell Library (Acquisitions, lower level 2). Note: The Acquisitions Department is open to receive theses and dissertations from 8 a.m. - 4:30 p.m., Monday thru Friday.

After checking the thesis for deposit, a representative of the Library will sign the Thesis Receipt Card which the student must return to the Graduate College Office for permanent record.

*NOTE:* A student must deposit the 3 final copies of his/her thesis in the Library by the semester deadline or within 60 days following successful defense of the thesis, whichever is earlier. If this is not done, the results of the first defense will be set aside and the student must present a new reading copy of the thesis, which has received preliminary approval of the major professor, to the Graduate College. When this new reading copy has been accepted by the thesis committee, the student can then schedule the Thesis Defense.

If you have any further questions, or need assistance, please contact the Graduate College or the Graduate Liaison.

**PROPOSED PLAN OF STUDY  
Zoology Department -- MASTER'S DEGREE**

*This form should list all planned courses.*

Candidate \_\_\_\_\_ I.D. \_\_\_\_\_ Date \_\_\_\_\_

Title of proposed Research Project: \_\_\_\_\_

Animal Care and Use Proposal Required? YES \_\_\_\_\_ NO \_\_\_\_\_

**COURSES REQUIRED TO REMOVE CONDITIONAL STATUS (Note 18 hour cap)**

Dept. Course No.	Course Name	Semester/Year	Hours

**TRANSFER CREDIT**

Institution	Course Name and Number	Year	Hours	Grade

**UNIVERSITY OF OKLAHOMA COURSES**

Dept. & Course No.	Course Name	Semester/Year	Hours

Total Hours \_\_\_\_\_ (must be 30-36)

**Advisory Committee**

Signature	(Printed) Name	
1. _____	_____	Major Professor
2. _____	_____	Member
3. _____	_____	Member

## **IV. DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM**

### **A. Credit Requirements**

The proportion of work toward the Ph.D. degree devoted to research for the dissertation (ZOO 6980) or to course work, will be determined by the Advisory Conference (see Section IV.F.).

1. A minimum of 90 graduate credit hours beyond the baccalaureate degree is required.
2. Of the 90 credit hours:
  - a. 30 must be from course work.
  - b. a minimum of 30 hours of Zoology 6980 is recommended.
  - c. no more than one half of the coursework for a doctoral degree, excluding research for the dissertation, may be S/U graded coursework.
3. Up to 44 credit hours of acceptable graduate work taken as a master's student may be applied to the Ph.D. No more than 6 hours may be thesis research. At least half of the non-thesis hours must be letter graded.

Graduate courses taken at the University of Oklahoma more than 5 years before admission or readmission to a doctoral program cannot be applied toward the doctoral degree unless the courses are part of a completed Master's degree, all of which is to be used toward satisfying the doctoral requirements. In special cases, graduate courses more than 5 years old may be used if recommended and validated by the student's doctoral committee, the Graduate Liaison and approved by the Graduate Dean.

4. A student may apply up to 16 credit hours of 3000- and/or 4000-level courses toward the 90 hours required for a doctoral degree. A maximum of 12 credit hours of the 4000-level courses may be from the department offering the degree; no 3000-level courses from the department offering the degree may apply toward the degree.

### **B. Residency**

The department endorses the spirit of the residence requirement set forth in the Graduate College Bulletin under General Requirements for the Degree of Doctor of Philosophy and authorizes the Advisory Conference to specify the minimal work that should be done in residence for each prospective candidate.

### **C. Time Limit for Completion of Doctoral Degree**

1. Graduate students in zoology are expected to take their General Examination no later than their fifth (5<sup>th</sup>) regular semester in the program (see Section IV.H).
2. Usually all degree requirements will be completed within 5 calendar years after passing the General Examination.
3. Procedures for obtaining time extensions are given in the Graduate College Bulletin.

#### D. Required Teaching Experience

The department requires that all graduate students in a Ph.D. program serve as Teaching Assistants for 2 semesters while enrolled.

#### E. Selection of Major Professor

Ph.D. students are required to select a Major Professor, form an Advisory Committee and meet with that committee no later than the end of the second regular semester after entering the graduate program (see Section IV.F). Annual committee meetings are expected to take place before April 1 (see Section II.H.4). Subsequent advising will be done by the Major Professor who will be formally appointed by the Advisory Conference.

#### F. Advisory Conference

The membership of the Advisory Conference will be determined by the Graduate Liaison (GL) in consultation with the student and Major Professor. The membership of the conference will include representatives from the student's field of specialization and relevant supporting fields. Prior to the Advisory Conference, the student, Major Professor and Graduate Liaison will meet to evaluate the student's academic performance and results of the advisory exam. This meeting will also include preliminary discussion of the student's major and minor areas of specialization and plan of study.

The Advisory Conference will function as follows:

1. The Graduate Student will consult with the Major Professor and arrange a time for an Advisory Conference that is agreeable to all members. A summary of the student's academic record should be prepared by the Graduate Liaison for each conference member prior to the meeting.
2. The Graduate Student will notify all members of a time and place of the meeting and at the same time provide each member with a draft of the Report of Advisory Conference (available on the Graduate College web site).
3. The Advisory Conference will decide the student's status:
  - a. Prospective Candidate: The student will have fulfilled all requirements for Full Graduate Standing and there is a reasonable expectation of success in a doctoral program. In this case, the Conference will plan the minimal program necessary to fulfill degree requirements.
  - b. Conditional Candidate: The student has not met the requirements for Full Graduate Standing or the Committee may wish to reserve judgment for any other reason. The reservations should be explained in the Advisory Conference Report and conditions specified for achieving Prospective Candidacy. The Conference may or may not proceed to plan a provisional program.

- c. Candidacy Denied. The Committee may make this decision if it is apparent that the student could not succeed in a doctoral program. A report of this action should be prepared and submitted as the Advisory Conference Report.
4. The Advisory Conference will plan the doctoral program, and in so doing:
    - a. a report of the student's compliance with the Graduate College and departmental requirements for Full Graduate Standing will be prepared by the GL including the student's academic record, results of the Graduate Record Examination, and results of the Advisory Examination.
    - b. will specify Research Skills (if required) courses and any other necessary preparations.
    - c. may make recommendations of course work and other preparation which would be desirable.
    - d. will determine and designate at least one specialty field and two supporting fields in which the student will be examined during the General Examination and will specify requirements or recommendations for preparation in these fields. See Section III.E. for definition of Specialty and Supporting Fields.
    - e. will appoint the Advisory Committee.
    - f. will assign an appropriate list of required readings.
    - g. will include initial discussion of the nature and extent of the General Examination, a portion of which will be devoted to examining the candidate on the assignments set forth in the Advisory Conference.
    - h. The General Examination and final list of required readings will be discussed in more detail during the second year's annual committee meeting.
  5. The student and Major Professor will prepare a Report of the Advisory Conference. This report will eventually bear the approval of all members of the Advisory Committee and GL.
    - a. Reports for Prospective Candidates will be submitted to the Dean of the Graduate College and shall constitute formal notice that the student is a Prospective Candidate for the Ph.D. degree.
    - b. Reports for Conditional Candidates will reflect the 18 hour limit for graduate courses - requisite to removal of conditional status.
    - c. Copies of the Report of the Advisory Conference are sent to members of the Advisory Conference and Committee and to the student.
  7. Change of Field of Specialization

If the student decides to change the field of specialization the Graduate Liaison must be notified and another Advisory Conference will be held.

## 8. Change in Membership of Advisory Committee

“If a doctoral student decides it is appropriate to change the composition of the doctoral committee, the student will seek counsel from the academic unit’s graduate liaison and the chair of the doctoral committee (the major professor). If it is determined that a committee change is appropriate, the student must process the change of committee form.” [Request for Change in Doctoral Advisory Conference Report]. The GL may request a meeting with the student and the Major Professor, and may seek advice from the Department Graduate Studies Committee. “If the major professor or a committee member from outside the academic unit is being replaced, the signatures of all current members of the committee, the new committee member(s), and the graduate liaison are required. If any other committee member is being replaced, only the signatures of the major professor, the new committee member, and the graduate liaison are required. The Graduate Dean will inform all current and proposed members of the doctoral committee of the decision made on the composition of the doctoral committee. No change in membership is permitted within 30 days of the General Examination or the dissertation defense.”<sup>2</sup>

## G. Major Professor and Advisory Committee

The committee will normally consist of 5 members of the graduate faculty representing the field of specialization and supporting fields. The Graduate College requires that all doctoral committees include "at least one regular graduate faculty member (not retired) at the University of Oklahoma from outside the major department/school." The College interprets "regular graduate faculty member" to mean a faculty member holding an M2 or M3 appointment on the graduate faculty who also holds at least a 0.50 FTE faculty position at the University of Oklahoma. See the Graduate College web site for current list of graduate faculty. An Advisory Committee may, with approval of the Graduate Dean, contain a special member (SM or M1 appointment) of the graduate faculty (e.g., adjunct faculty or person from another institution who represents the field of specialization or supporting fields). The Major Professor will be Chair of the Advisory Committee. If the Major Professor cannot be determined at the time of the conference, the GL will serve as Chair until a Major Professor can be selected.

SM: May perform the duties specified

M0: May teach graduate level courses

M1: All M0 privileges and serve on or chair Master’s Committees

M2: All M1 privileges and serve on Doctoral Committees

M3: All M2 privileges and chair Doctoral Committees

1. Members of the Advisory Committee should have interests close to those of the student so that consultation may be beneficial to the student.

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<sup>2</sup>*This Policy change was passed by the Graduate Council and was effective in February, 1999. The policy was subsequently discussed with Graduate Studies Committee of Zoology and concerns by the committee were reported to the Graduate Dean in the Graduate Liaison meeting of 9 March, 2001 and in Zoology Faculty meeting of 2 May, 2001. The GL, Major Professor and student should discuss proposed substantive committee changes prior to being approved. Note the requirement for the student to “seek counsel of the Graduate Liaison”. It is clear that this policy can be abused and warrants more discussion by Zoology Faculty.*

2. The Graduate Dean normally appoints members of this group to conduct the General Examination, read the dissertation, and conduct the Final Oral Examination.
3. The Major Professor will direct the dissertation research and will advise the student at each enrollment consistent with the requirements set forth in the Report of the Advisory Conference. The Major Professor will also inform other members of the Advisory Committee of the student's research and progress.
4. It is the responsibility of the Advisory Committee to determine that the requirements set forth in the Report of the Advisory Conference have been fulfilled.
5. The Advisory Committee will conduct the annual review of progress (see Section II.L).

#### H. The General Examination

The General Examination consists of both a written and an oral portion. It should be taken as early as possible in the doctoral program but not later than the fifth regular semester after entering the doctoral program so that a substantial amount of time can be devoted solely to research and writing of the dissertation. Normally, the degree will not be conferred in less than 12 months after completion of the General Examination.

1. To take the General Examination, the student must:
  - a. have substantially fulfilled the course requirements specified in the Report of the Advisory Conference and have maintained at least a "B" average in all graduate courses undertaken.
  - b. apply for authority to take the examination at least 2 weeks before it is to be held, using the Application for the General Examination for the Doctoral Degree form available on the Graduate College web site. The Advisory Committee and Graduate Liaison must sign the application.
  - c. receive approval of the application from the Graduate Dean. The Graduate Dean formally appoints a General Examination Committee (usually the same as the Advisory Committee) to conduct the examination. The examination cannot begin without the dean's approval.

Note that the General Examination must be completed within the semester authorization is given.

#### 2. Format of the General Examination

The General Examination will be prepared and administered by the General Examination Committee. In accordance with Graduate College requirements, the Examination is comprised of Written and Oral portions.

##### a. Written Portion

The written portion of the Examination for all Zoology, Ecology and Evolutionary Biology-Zoology, and Cellular and Behavioral Neurobiology-Zoology PhD students

consists of questions from General Examination Committee members that cover the student's field of specialization and supporting fields (a Graduate College requirement).

Committee members submit their questions to the student's major professor prior to the examination. The major professor will check for duplication. The exact format of the questions(s) is at the discretion of the individual committee member. Typically, questions from a given committee member can be answered within a day. External committee members are not required to submit written questions, but the Zoology Department encourages them to do so.

The entire committee will receive copies of the student's answers to all of the questions. Each committee member contributing questions for the Written Examination will grade the student's answers to his/her questions as "pass", "marginal" or "fail". The committee will then discuss the results of the written examination. If the written examination is judged to have been satisfactorily completed, the student may proceed to the Oral Examination. If a student's performance is marginal, but not failing, and the examining committee wishes the student to do further reading, course work, etc., in a set time period, the results of the examination can be held in abeyance with the approval of the Graduate Dean. If the student is judged to have failed the Written Examination, the student may apply to repeat the examination in a subsequent semester.

b. Oral Portion

The Oral portion of the General Examination should be conducted in the presence of all Committee members as soon as practical after completion of the Written portion. Generally, the Oral portion of the General Examination is more free-ranging and covers broad aspects of the field of specialization and supporting areas. Within these broad constraints, individuals on the Committee may ask as many questions as necessary to thoroughly evaluate the student's performance.

A portion of the Oral Examination must include defense of a dissertation research proposal. The dissertation research proposal should be submitted to the General Examination Committee when the student is ready to answer the committee's Written Questions (see above.) The proposal should be developed in consultation with the student's major professor and Advisory Committee and should reflect the scholarship of the student. It should be a minimum of 8 single-spaced pages in length, excluding references; students do not need to include budgets or other supplemental information as would be required for actual submission of such a proposal to a funding agency.

A portion of the Written and/or Oral components of the General Examination will also cover the Reading List assignment set forth by the Advisory Committee.

3. Within seventy-two (72) hours after the Oral portion of the examination, a written report signed by all members of the committee must be submitted to the Graduate Dean. The report should indicate whether the student has passed or failed the examination.
  - a. If the student passes the examination, the Graduate Dean will admit the student to candidacy for the doctoral degree.

- b. If all or any portion of the general examination is failed, a report must be submitted to the Graduate Dean indicating a failure on the examination. The student, at the discretion of the committee, may seek authority from the Graduate College to repeat those portions of the examination failed the first time. If a student fails any portion of the general examination on the second attempt, he/she will be terminated from the doctoral program. No portion of the examination may be taken a third time.
- c. If a student's performance is marginal, but not failing, and the examining committee wishes the student to do further reading, course work, investigations, etc., in a set time period, the results of the examination can be held in abeyance with the approval of the Graduate Dean. At the end of the time limit (usually no more than one semester) the committee must file the report with the Graduate College.

## I. Dissertation

Completion of the dissertation provides evidence of the student's ability to develop and conduct an original investigation. The content and internal format of the dissertation is decided by the student's Major Professor and Advisory Committee. Graduate College rules that specify margins, title pages, etc., must be followed.

### 1. Reading Copy Accepted by Graduate College

The doctoral candidate should prepare and distribute reading copies of the dissertation to each doctoral committee member. The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages and a complete bibliography. It should not contain grammatical or spelling errors. A Dissertation Information Packet, which contains format instructions for the dissertation, is available on the Graduate College web site. At least five members of the committee must read and determine whether the dissertation demonstrates the student's ability to conduct original research and makes a significant contribution to the student's discipline. They may accept or reject it. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. If they accept it, they may require changes and corrections. When the reading copy has received preliminary approval of the Major Professor, it should be submitted to the Graduate College along with the Request for Authority Form signed by the Major Professor and the Graduate Liaison.

The signature of the GL will not be interpreted as his/her approval of the reading copy but his/her acknowledgment that all department requirements have been satisfied. Reading copy deadlines are printed in the Academic Calendar for each semester or summer session. The Graduate Liaison will not sign the form until the student has provided the Graduate Staff Assistant with the dissertation title and date, time and location of the dissertation defense. The Graduate Staff Assistant will prepare announcement flyers and notify the department of the defense.

### 2. Final Copies

Two final copies of the dissertation on 100% cotton bond paper with original signatures of the committee and one electronic copy must be submitted to the Graduate College within 60 days of the final defense or by the Graduate College deadline, whichever is earlier. If all is

in order, the copies of the dissertation and a Thesis Receipt Card are given to the student. After depositing final dissertation copies with the Library, the candidate must return the thesis receipt card, properly signed, the Survey of Earned Doctorates form, the completed Dissertation Topic Card, and the Data Entry Form to the Graduate College. Only then will the candidate be cleared for graduation.

#### J. Special Requirements for Enrolling in Research for Doctor's Dissertation

The initial enrollment in ZOO 6980 (Research for Doctor's Dissertation) must be for at least 2 credit hours. Thereafter, each graduate student must maintain continuous enrollment during each regular semester (not summer sessions) in at least 2 hours of ZOO 6980 until the requirements for the degree are completed or the degree candidacy is discontinued.

1. The continuous enrollment regulation will be waived for a student who is enrolled in at least 9 graduate credit hours per regular semester and who is not working on the thesis during the semester. However, if thesis work is being done during a regular semester or summer session a student must enroll in ZOO 6980 regardless of the number of other hours of enrollment. Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Dean of the Graduate College.
2. The number of thesis credit hours for each enrollment will be determined by the Major Professor on the basis of the amount of faculty and University services required by the individual student, but each enrollment will not be less than 2 hours. Such enrollments must be completed during the regular enrollment period.
3. In the event that the graduate student does not comply with the above provision, the enrollment for the semester in which graduation is expected must include the exact number of hours of ZOO 6980 which would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of these semesters. The final determination of the number of hours of ZOO 6980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and Office of Admissions and Records. The maximum charge for noncompliance with the continuous enrollment requirement in ZOO 6980 is set at the cost of tuition for 24 6000-level credit hours at the time of graduation.

#### K. Application for Degree and Graduation Fees

A student must apply for the degree early in the semester in which he/she proposes to graduate. A card is filed with the Registrar indicating the student's name exactly as it is to appear on the diploma and giving the degree for which the student was admitted to candidacy. Graduation fees must be paid by the date printed in the class schedule.

#### L. Final Oral Examination

The Final Oral Examination, which is a defense of the dissertation, must be announced and open to the public. The defense must be held during normal working hours in a room that can accommodate at least 30 people and has open access to the public. The defense must be announced at least 2 weeks prior to its occurrence, but preferably earlier. Students must provide the Graduate Liaison with the date, time and location of the defense at the time they request his/her signature on the form that accompanies submission of the reading copy to the Graduate

College. The Graduate Liaison will prepare and distribute the announcement in a standard format.

The defense begins with a presentation by the student summarizing the dissertation. The general public will then have an opportunity to ask questions. After these questions are finished, the examination will continue in private, with only the student, committee members and any interested Zoology faculty members present. When the additional questions are finished, the committee members will confer in private to reach the committee's decision regarding the outcome of the examination.

1. The candidate applies for the Final Oral Examination at the Graduate College as soon as he/she presents a copy of the dissertation showing preliminary approval by the Major Professor and co-signed by the Graduate Liaison and receipts showing that all fees have been paid. At this time, the candidate will be issued the Authority of the Comprehensive/Final Examination form by the Graduate College.
2. At least 4 members of the Dissertation Committee (the Advisory Committee) including the outside member must be present at the examination. All substitutions must be approved by the Graduate Dean, and only those substitutions judged absolutely necessary will be permitted. Any changes in the committee must be approved by the Graduate College at least 30 days prior to the final oral examination.
3. The bottom of the Authority for the Final Oral Examination (Dissertation Defense) is the Report of Comprehensive/Final Oral Examination, which is used to report the results of the Final Oral Examination. These results must be reported to the Graduate College within 72 hours after the examination. The Graduate Liaison should be notified of the results of the examination via a copy of the Report of the Final Oral Examination.

A unanimous vote of the defense of the dissertation is expected. However, dissenting reports should be submitted by those members of the committee judging the candidate's performance unsatisfactory. If one of four or five members dissents, the dissent is recognized as a minority report. If two of four or five members dissent, the Graduate Dean will investigate and make the final decision. If more than two members dissent, the performance is judged to be a failure. Only one attempt is afforded the candidate in defending the dissertation. If the defense is determined to be unsatisfactory (failure), the decision is final and the defense cannot be repeated.

#### M. Conferral of an M.S. Degree on Full Ph.D. Candidates

Students who do not hold the master's degree in the same field, but who have passed the general examination for the doctoral degree, may be admitted to candidacy and awarded the appropriate master's degree provided they meet the following conditions: make formal application for the degree within required filing dates, meet all academic unit requirements, and secure the recommendation of the major academic unit. Because the Department of Zoology does not offer a Non-thesis Option, conferral of a Master's degree on a Ph.D. Candidate can be accomplished only by using the thesis option.

## V. FORM OF THESIS/DISSERTATION

Please see the Graduate College web site for paper specifications and before formatting your thesis/dissertation. The thesis/dissertation may be prepared in any format acceptable to the Graduate College, student's department and committee. If the student wishes to use a form commonly used by a national, professional refereed journal he/she may do so with consent of the department. Otherwise, the Graduate College Office suggests the student follow the most recent edition of *A Manual for Writers* by Kate L. Turabian (available at most book stores).

## VI. DEPARTMENTAL FACILITIES

### A. Equipment and Supplies

#### 1. Stockroom

(Richards Hall, Room 4). All equipment and supplies used by graduate students are to be checked out by the Coordinator, Materials Control in the stockroom. Materials that are routinely stocked either in the stockroom or office may be checked out at those locations. Unusual requests for routinely stored materials and for materials unique to a research problem should be made to the Chair by the faculty member directing the research.

Use of other equipment, such as refrigerators, ovens, incubators, centrifuges, balances, spectrophotometers, etc., located in various laboratories is contingent upon approval of the faculty member in charge of the respective item.

#### 2. Vehicles

Individuals wishing to use departmental vehicles must fill out a Vehicle Usage Request form. This form must then be presented to the departmental Chair for consideration at least 2 weeks prior to the date the vehicle is needed. Fill out the form completely, adding any comments required for explanation. Forms may be obtained in the Zoology Departmental Office or the Zoology Stockroom Office. Questions concerning this procedure may be directed to the Assistant to the Chair or the Coordinator, Materials Control.

A person must be an employee of the State of Oklahoma or a student at the University of Oklahoma and possess a valid driver's license to be allowed to operate these vehicles. This is necessary for insurance purposes.

#### 3. Camping Equipment

The Department has various types of camping equipment available for short term check-out. Lists of equipment and forms requesting usage may be obtained from the stockroom. Requests need to be turned in to and approved by the Coordinator, Materials Control at least one (1) week prior to usage date to facilitate scheduling.

#### 4. Office Supplies

Office supplies (located in Richards Hall, Room 314) will be provided to graduate students for the execution of departmental business. These include, but are not limited to stationery

for communications about research and job applications and manila envelopes for mailing reprints (of work done at OU). ALL office supplies must be checked out through one of the departmental secretaries.

Closely allied to the subject of office supplies is the question of postage. Postage will be paid by the department when it is for departmental business (including reprints of work done here and job applications when you are completing your degree). All packages must be submitted to the Zoology Office for approval before mailing.

Copying of materials for courses a graduate student is teaching will be done at no charge. Dissertations or theses will be copied for the committees as needed at no charge. Final copies of theses and dissertations will be copied for \$.03/page, provided the student supplies the paper. Anything not dealing with teaching is considered personal and will cost \$.05/page.

## 5. Instructional Media

Microscopes, illuminators, AV equipment, projection bulbs, and AV programs may be checked out from the Department by contacting Beverly Hall or George Martin, depending on the item. After teaching needs are satisfied, microscopes will be checked out to individual students on a first come-first served basis for up to one semester (or for the summer). In most cases, check-out can be extended if teaching needs permit. Every effort will be made to provide adequate equipment, subject only to limitations of the departmental inventory. It is expected that reasonable care will be given to all equipment and adequate security will be provided by the user. All equipment checked out to students should remain in their assigned location so that they can be located for inventory, maintenance, etc. Loss, damage, repair needs, and location changes should be reported immediately to the department. All equipment is subject to recall if teaching needs so require or if equipment is being abused.

A variety of AV/TV equipment and software is available for use by faculty, staff, and graduate students for both research and teaching. In most cases, equipment is immediately available, but advance notice to the Department is requested. Under no circumstances should equipment be removed from classrooms without the express Departmental approval. Such equipment has been consigned for specific use in these rooms and is not generally available. Audio/visual aids are available in the AV Services area in accordance with proper check-out procedures. Prompt return of items is expected after use.

Departmental A/V equipment may be used for presentations off-campus with the completion and approval of an Off-Campus Use of Equipment Form, available in the Zoology Office. The user assumes full responsibility for breakage, loss, etc. Equipment may also be assigned for extended periods of time (up to one semester). All equipment so allocated must be returned promptly when no longer needed.

All losses, breakdowns and malfunctions of equipment should be reported immediately to the Department.

## 6. Facilities Maintenance and Utility Shop

(Richards Hall, Room 1 & 13). Maintenance is available for routine minor repairs of mechanical equipment, carpentry, furniture, etc. The Utility Shop is under the direct supervision of the Maintenance Supervisor. All tools must be used in the shop. All power tools are available for faculty and graduate student use, but only under supervision and with the special permission of the Maintenance Supervisor. A work order (available in the Zoology shop) should be completed and approved by the Chair of the department.

## B. Animal Facility

Animal facilities are available to all faculty and graduate students for housing and care of laboratory or research animals. The supervisor of the animal facility is in full charge of the animal facility. Discuss your animal needs with him. All normal care of the laboratory animals will be performed by the animal facility personnel. Any special feeding, breeding, or ongoing research will be handled by the faculty member or graduate student. No animals, cages or equipment are to be removed from the facility unless previously authorized.

1. Project Approval - Any faculty member or graduate student requiring live animals or space for live animals for research is required to supply a written description of the space needed, types and numbers of animals (wild or lab supplied), caging, and duration of the research project. Those faculty members or graduate students requiring animals for class use are required to give advance notice in writing to the Coordinator of Materials Control (Stockroom) with the annual classroom supply request. All projects, research or teaching, involving the use of vertebrates must also be approved by the Institutional Animal Care and Use Committee (IACUC). Appropriate forms may be obtained online at [iacuc.ou.edu](http://iacuc.ou.edu).
2. Animal Waste Disposal - Carcasses and tissue from live or preserved animals used in class or research in which no radioactive or infective agents are involved will be wrapped tightly in plastic bags and brought to the animal facility freezer to be held for incineration. Animals or other materials that are radioactive must be disposed of as prescribed by the OU Radiation Safety Officer for individual projects. Carcasses and tissues containing infective agents will be wrapped tightly in plastic bags and placed in the designated section of the animal facility freezer.
3. Infectious Animal Rooms - Do not remove carts, racks, or similar equipment from the infectious animal room to the main facility or your laboratory. Do not transport infected animals to the main facility or into other animal rooms. It is the responsibility of the investigator to remove any dead infectious animals in his/her use. Caging for infected animals, including bottles and bedding, which has been temporarily transferred to a laboratory is to be returned to the infectious room after use.
4. Policy on Venomous Animals, Laboratories and Holding Facilities - For the purposes of this policy "venomous animals" are those species whose bites or stings may induce toxic or allergic reactions that are serious enough to require medical treatment. Copies of this policy must be posted in any area where venomous animals are maintained and must be given to each person who directs department-sponsored activities in the field.
  - a. Venomous animals may be kept in departmental facilities for legitimate scientific purposes only. Written permission to keep such animals must be obtained from the Chair of the department. Permission must also be obtained from the Chair to hold or use venomous animals in the Animal Behavior Laboratory.

- b. All venomous species must be housed in areas with controlled access. Such areas must be locked and limited to authorized personnel.
- c. Cages housing venomous animals must be constructed of Plexiglas or plate glass (double thick window glass alone is not permissible) with wire mesh lining suitable for containing the animal. Mesh must be ½" or 1/4" or small enough to prevent escape.
- d. The housing or use of neurotoxic animals, especially elapid snakes (cobras, mambas, coral snakes, etc.), in any departmental facility is strongly discouraged. In the event such animals are allowed, double housing (cages within cages) and locked rooms will be required.
- e. Personnel maintaining or working with venomous animals must know the emergency medical treatment for envenomation and be familiar with the nearest source of emergency information and antivenin. Norman Regional Hospital maintains a depository of antivenins. Victims of bites or stings should be taken to Norman Regional Hospital as quickly as possible. The offending animal must also be taken because antivenins will not be administered without positive identification of the animal.
- f. Personnel must demonstrate a proper knowledge of first aid techniques and emergency procedures for bites or stings of venomous animals before they are allowed to handle any venomous animals in departmental facilities. Dr. Hutchison is available to certify that this requirement has been met.
- g. Supervisors and all personnel who work in facilities that house venomous animals must be aware of appropriate emergency treatment of individuals experiencing severe allergic responses to bites or stings. Individuals who work in such facilities are required to inform the supervisors of any known hypersensitivity to bites or stings. Hypersensitive individuals should insure that any emergency kits prescribed by their physicians are available at all times.
- h. All cages housing venomous animals should be labeled with a prominent warning and with the common and Latin names of the species. Warning signs and emergency contact numbers must be posted in all facilities.

## 5. Policy on Venomous Animals in the Field

- a. It is the responsibility of instructors or project supervisors to insure that students or other personnel receive appropriate instruction concerning the hazards that may be posed by venomous animals in the field.
- b. Individuals who participate in department-sponsored field activities should be taught to identify venomous animals and the type of site in which they are likely to occur. Audio-Visual materials and a list of venomous species in Oklahoma are available from the Safety Committee.
- c. Individuals who direct department-sponsored activities in the field must know the emergency medical treatment for envenomation and be aware of the nearest source of emergency medical care. Victims of bites or stings should be taken to the nearest

emergency medical facility as quickly as possible. The offending animal must also be taken because antivenins will not be administered without positive identification of the animal.

- d. Individuals who direct department-sponsored activities in the field must demonstrate a proper knowledge of first aid techniques and emergency procedures for bites or stings of venomous animals. Dr. Hutchison is available to certify that this requirement is met.
- e. Individuals who direct department-sponsored activities in the field must be aware of appropriate emergency treatment of individuals experiencing severe allergic responses to bites or stings. Individuals who participate in such activities are required to inform the director of any known hypersensitivity to bites or stings. Hypersensitive individuals should insure that any emergency kits prescribed by their physicians are available at all times.

### C. Keys to Departmental Buildings

Every graduate student who is currently enrolled in the department is entitled to a key to his/her office, the entrance to the building in which the office is located, and an entrance/mailroom/seminar room key for Richards Hall. Students will receive keys for the rooms for their assigned teaching areas each semester. Keys may be obtained from the department office after submitting a Key Request form with the appropriate signatures.

### D. Bulletin Boards, Mail Boxes and Email

Bulletin boards are located at various places in Sutton Hall and Richards Hall, and they usually carry announcements of seminars, research opportunities, etc. There are clipboards in the third floor hallway of Richards Hall that contain notices of available jobs and fellowships.

Mail boxes are located on the third floor of Richards Hall and the basement of Sutton Hall. Students should check their boxes regularly for mail, messages, etc. **Graduate students are expected to check their OU email account regularly for important departmental information.**

### E. Library

Most of the volumes in the OU Bizzell Library are on open shelves available to students and faculty. Graduate students have certain privileges not enjoyed by undergraduates. Please see the OU Libraries web site for current policies.

### F. Animal Behavior Lab (North Campus) and Aquatic Research Facility (South Campus)

These facilities are available to departmental personnel. All requests for use of ponds or for laboratory space must be made through the Major Professor or the Chair of the Department. Regulations for use of the facility established by the Chair must be followed.