Dear OU Master’s Degree Student:

Congratulations on your accomplishments so far!

This Thesis Instruction Packet is intended to assist you in completing your master’s degree thesis. Please read it thoroughly. Should you have any questions about the information in this packet, or about any other degree requirements, please contact your academic counselor in the Graduate College to arrange an appointment to meet with him or her. We are here to assist you.

May you experience an exciting and affirming journey toward your master’s degree!
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A master’s thesis is the product of individual research. It should represent an original contribution to the academic field of knowledge, and it must represent original research by the student.

Students should review the current Graduate College Bulletin for complete information regarding all aspects of master’s degrees and theses.

**STEP 1: PROGRAM OF STUDY**

During your first semester of graduate study, meet with the Graduate Liaison of your academic unit to select, or be assigned, an adviser. Consult with your Graduate Liaison and/or adviser to discuss departmental procedures for planning your program of study and forming a committee. Check the master’s degree requirements for your academic unit and review the Graduate College Bulletin for enrollment standards. In conjunction with your adviser, select your thesis topic and the members of your committee no later than the semester in which you plan to start work on your thesis.

Complete the *Admission to Candidacy* form and the *Master’s Thesis Topic and Committee Membership* form. You obtain both forms from the Graduate College Web site. Many master’s degree programs have individualized *Admission to Candidacy* forms, so be sure to use the form specific to your program. If your master’s degree program does not have an individualized form, please complete the *General Candidacy Form*.

Obtain signatures from all members of your thesis committee and the Graduate Liaison in your academic unit. Staple the *Admission to Candidacy* form on top of the *Master’s Thesis Topic and Committee Membership* form. File both forms in the Graduate College at least one semester prior to your final/graduating semester.

<table>
<thead>
<tr>
<th>If you intend to graduate in…</th>
<th>Submit your forms no later than…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>the first Monday in March</td>
</tr>
<tr>
<td>Fall</td>
<td>the first Monday in April</td>
</tr>
<tr>
<td>Spring</td>
<td>the first Monday in October</td>
</tr>
</tbody>
</table>

**RESEARCH SUBJECTS**

For any research that includes human or vertebrate animal subject involvement of any kind, approval must be obtained from the appropriate office prior to beginning any research. This includes the administration of all surveys and the use of existing data collected on any human or animal subjects. For information about human subject involvement, the IRB web site can be accessed at [http://www.ouhsc.edu/irb-norman//default.asp](http://www.ouhsc.edu/irb-norman//default.asp). For information about vertebrate animal subject involvement, the IACUC web site can be accessed at [http://iacuc.ou.edu/](http://iacuc.ou.edu/). A copy of the approval letter should be submitted to the Graduate College along with the *Master’s Thesis Topic and Committee Membership* form during the semester before you intend to graduate.

**PATENTABLE MATERIAL**

If the thesis research contains inventions/discoveries owned by the University as defined by the University Patent Policy, a reading copy of the thesis must be submitted to the Office of Technology Development (OTD) for review and evaluation. You will not be permitted to defend or deposit until the Graduate College receives approval from OTD (see the *Research Issues* section of this packet for additional information).
**STEP 2: WRITING YOUR THESIS**

Following the initial enrollment in Thesis Research Hours (5980), you must maintain continuous enrollment in Thesis Research Hours until the thesis is defended and deposited in the library. The minimum enrollment in Thesis Research Hours is two hours each semester (spring and fall semesters). In the summer, the continuous enrollment requirement can be waived unless any one of the following applies:

- You are actively working on the thesis; or
- You are seeking committee advice on the thesis; or
- You are otherwise using university facilities; or
- You will graduate at the end of the Summer Session.

**STEP 3: APPLY FOR GRADUATION**

You must submit an *Application for Graduation* to the Office of Records by the deadlines posted on the form. These forms are available in the Graduate College. If you fail to apply by the stated deadlines, you will not be cleared for graduation until the semester that all requirements are completed. Deadlines for these requirements are listed in the [Norman Campus Academic Calendar](#) each semester.

Typically, these dates are:

<table>
<thead>
<tr>
<th>If you intend to graduate in…</th>
<th>Submit your Application no later than…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>July 1</td>
</tr>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring</td>
<td>March 1</td>
</tr>
</tbody>
</table>

If you will attend spring commencement ceremonies, the cap and gown fee must also be paid at the main campus bookstore in the Gaylord Family Oklahoma Memorial Stadium.

**STEP 4: SUBMISSION OF A READING COPY AND AUTHORITY TO DEFEND**

You are responsible for providing every member of your committee with a draft of the thesis. The thesis committee will determine the timing of your submission of the draft in order to give your committee members sufficient time to review the thesis prior to submitting a reading copy to the Graduate College. The members of the committee must read and decide whether the thesis demonstrates your ability to conduct original research and makes significant contribution to your discipline. They may accept or reject it.

Once the Thesis Committee has approved the draft, you must present a complete, unbound, typed draft (reading copy) of the thesis to the Graduate College for review. The reading copy should be in acceptable thesis format and must include all figures and tables, required pages, text, and a complete bibliography. It should not contain grammatical or spelling errors. The reading copy must be presented in person (not by mail or by dropping off) to the Graduate College at least one week prior to the defense. The reading copy will be reviewed at the time of submission and returned immediately to the student. Reviewing the reading copy will take approximately 30-45 minutes, and you are not permitted to simply drop off the reading copy.
Please plan accordingly and arrive no later than 4:30 pm. Once the Graduate College approves of the thesis reading copy, the Authority Report Form for Thesis Defense will be issued. You may not defend until the appropriate authority form has been issued and failure to obtain the authority may negate the results of a successful defense. Thesis defense deadlines are printed in the academic calendar for each semester.

**STEP 5: DEFEND YOUR THESIS**

The oral defense is conducted by the thesis committee and is open to the public. All committee members must be in attendance. Any changes in the master’s committee must be approved by the Graduate College at least 14 days prior to the thesis defense. Changes to the committee require that a new be submitted with all necessary signatures.

The Authority Report Form for the Thesis Defense is used to report the results of the thesis defense. These results should be reported to the Graduate College within 72 hours after the examination. A unanimous report from the thesis committee is expected; however, on occasion some dissenting reports are received.

- If one member of the thesis committee dissents, the dissent is recognized as a minority report.
- If two members dissent, the graduate dean will investigate and make the final decision.
- If more than two members vote unsatisfactory, the defense is judged to be a failure.

Only one attempt is granted in defending the thesis. If the defense is determined to be unsatisfactory (failure), the decision is final and the defense cannot be repeated.

**STEP 6: DEPOSIT YOUR FINAL COPIES**

After the successful completion of your thesis defense, you should make all necessary corrections to your thesis. You must submit three unbound copies of the thesis, printed on white, 100 percent cotton paper, 20- to 24-pound weight, and with original signatures of the entire committee on each copy, to the Graduate College. The copies cannot be sent through the mail.

The defense of the thesis is valid for 60 calendar days; you must deposit the thesis in the Library no more than 60 calendar days from date of the final defense. Please remember that you may not have the full 60 days to deposit your thesis if you are trying to meet a semester deadline for depositing. It is the depositing of the thesis that marks the completion of the degree and not the defense of the thesis. If the thesis is not deposited in the Library in the semester in which it is defended, enrollment in Thesis Research Hours is required for the following semester.

If you fail to deposit the thesis in the Library by 4:30 p.m. on the sixty-first calendar day following the defense, then the results of the defense will be set aside and you must re-defend the thesis in person.

If you have obtained IRB approval for your thesis research, you will need to contact the IRB office to inactivate your account. At that time, they will send an inactivation memo via e-mail to the Graduate College. You will not be permitted to deposit until this memo has been received by your academic counselor in the Graduate College.

* If the sixtieth day following the defense does not fall on a university working day, then final copies must be deposited no later than 4:30 p.m. on the next working day. If that date falls within the next semester, you will be considered for graduation for the semester in which the thesis is actually deposited.
After a final review by the Graduate College, you will take the three copies of the thesis and your Master’s Thesis Topic and Committee Membership form (on file with the Graduate College) to the Acquisitions Department, which is located in lower level 2 of Bizzell Memorial Library. The Acquisitions Department will accept theses from 8 a.m. – 4:30 p.m., Monday through Friday. After the Library accepts the final thesis copies, the Master’s Thesis Topic and Committee Membership form will be signed and returned to you.

This form must be returned to the Graduate College the same day that you deposit your final copies. You cannot graduate if the form is not on file in the Graduate College office. The complete process, from the time you bring the three copies to the Graduate College to review, take the copies to Acquisitions and return the deposit form to the Graduate College, can usually be completed in less than one hour. This process cannot be completed through the mail, but you can appoint someone to walk your thesis copies through this process for you.

Please note: Because the Acquisitions Department stops accepting theses at 4:30 p.m. each day, you must bring your final copies to the Graduate College no later than 4 p.m. to allow sufficient time for review by your counselor.

Tulsa campus students should contact the Tulsa Graduate College for more specific instructions.

DEADLINES FOR COMPLETION

Complete lists of completion deadlines for degree requirements are available at the Graduate College Web site, http://gradweb.ou.edu.

Please note that individual departments may require forms to be filed earlier than the dates listed in this packet. If you have questions about any degree deadlines, please contact the Graduate College at 325-3811, or through e-mail, gradinfo@ou.edu.

PART II – FORMATTING THE THESIS

The thesis may be prepared in any format acceptable to your department and committee, with the exceptions indicated below. If you wish to use a form accepted by a national, professional-refereed journal, you may do so with the consent of your department. Otherwise, the Graduate College suggests you follow the most recent edition of The Chicago Manual of Style. The final document should be professional in appearance and free of typographical and printing errors. It should also be double-spaced throughout its entirety, with the exception of the Table of Contents, Bibliography, footnotes, and quotations of more than four lines and of two or more sentences. Final copies should be printed single-sided and submitted unbound. If you have any questions about the thesis production, you should contact the Graduate College. Most requirements concerning the thesis production are set by the Graduate College, and any exceptions must be approved in the Graduate College before being submitted to the Library.
ORDER OF THESIS CONTENTS

The following items must appear in this exact order (Items in **bold** are mandatory. Items that are not in bold may be used at the discretion of the author.):

- **Title Page**
- Signature Page
- **Copyright Page**
- Dedication Page
- Acknowledgments
- **Table of Contents**
- List of Tables
- List of Illustrations/Figures
- Abstract
- **The Text of the Thesis**
- Bibliography or Literature Cited
- Appendix
- Index

Any items not specifically mentioned above should be included as an Appendix.

If you have any questions about the appropriate order of material, please contact the Graduate College. Regardless of the general format used in producing the thesis (Chicago, Turabian, MLA, etc.), the following format requirements must be met for the thesis to be accepted by the Graduate College.

GENERAL Formatting

PAGINATION

The first three pages are counted but not numbered. If you are including a Dedication Page, it should be the fourth page in your thesis, but it should not be counted or numbered. You will begin using Roman numerals on the Acknowledgements Page or the Table of Contents, if no Acknowledgements Page is included. Begin with Roman numeral “iv” and continue through the last page prior to the start of the text of your thesis. Begin using cardinal numbers on the first page of thesis text.

FONTS

Font sizes and typefaces should be selected carefully and should enhance the professional publication quality of the thesis. A standard 12 point font should be used throughout the document. You may use up to 14 point font for page, chapter or section titles. Suggested typefaces are Times New Roman, Arial, Courier or Helvetica.

MARGINS

Left = 1.5” (may be set at 1.6” to ensure adequate margin)
Top, Bottom* & Right = minimum 1.0”; maximum 1.5”

*Bottom margin is measured from bottom edge of paper to bottom line of text; not page number.
Leave at least 0.5” between the edge of the paper and the nearest edge of the page number.
MATERIALS

PAPER
Final copies of the thesis, including the signature page, must be printed on white, 100% cotton paper (clearly watermarked as such on each page). 20- to 24-pound weight is the acceptable weight of the paper. Use only the front of each page; do not print on both sides.

If a computer printout is used within the thesis or Appendix, the paper must be all white, and the left margin should be adjusted. If it is not possible to adjust the margins, or the printout, photo or other material cannot be copied to the required bond, please contact the Acquisitions Department. It may be necessary to place some of these materials in a separate pocket.

If photos or other materials are attached to the bond, they must be secured ONLY with rubber cement. Do not use any other type of adhesive to affix attachments.

PRINTER
Letter quality printers, including 24 pin dot matrix printers, have been approved for printing the thesis. In general, nine-pin dot matrix printers are not acceptable. If you are in doubt about the quality of your printer or proposed fonts, the Graduate College will be pleased to review sample pages.

FORMATTING THE UNNUMBERED PAGES

The following group of pages should adhere to precise formatting specifications (see Part III of this packet for examples). All margin requirements outlined above should be followed. No bold font should be used on these pages. These pages will not have any page numbers.

TITLE PAGE
(Required)
- Spacing on this page is approximate. Leave the same space between the top margin and your first line as you do the bottom margin and the bottom edge of your last line.
- The title of your document should be in ALL CAPS.
- Type the exact name of the degree for which you have been admitted to candidacy, e.g., MASTER OF SCIENCE, MASTER OF ARTS. The degree name should be typed in ALL CAPS. If you are uncertain of the name, contact the Graduate College.
- Your name should conform to university records, and should be typed in ALL CAPS.
- The city and state will always be “Norman, Oklahoma”
- Use the year in which you deposit the thesis. Do not indicate a month or day.

SIGNATURE PAGE
(Required)
- The first line of title should be approximately 2” below the top of the page. The title should be centered and single-spaced.
- Skip two lines and center the section containing the name of the school. If you are uncertain of the exact name of your school, contact the Graduate College.
- Approximately 10-12 single-spaced lines below the “APPROVED FOR” line, type the word “BY”. This should be centered on the page.
- The number of signature lines will correspond to the number of committee members.
- Type each committee member’s name and prefix (Dr./Mr./Mrs.) under the signature lines. Do not include the faculty’s professional titles or degrees after their names. You may identify the chair by typing “Chair” after his or her name, but other members should not be identified with anything other than their name and prefix.
- Committee members should not date their signature or put any additional information on their signature line.
- All copies must bear original signatures of all committee members.

COPYRIGHT PAGE
(Required)
- If you do not have access to the international copyright symbol ©, use only the small letter “c”. Do not attempt to manually circle the “c”.
- Your name should conform to university records, and should be typed in ALL CAPS.
- The year should be the same as that appearing on your title page and will be the year in which the thesis is deposited in the library.

DEDICATION PAGE
(Optional)
If you choose to include a Dedication Page, it should be placed directly after the Copyright Page. The Dedication Page should not be numbered or counted.

FORMATTING THE FRONT MATTER

The next group of pages is referred to as the “Front Matter.” This is where the page numbering will begin with Roman numeral “iv”. The formatting for the titles used in the Front Matter should be consistent throughout and should match the formatting for those titles used in the Back Matter.

ACKNOWLEDGEMENTS PAGE
(Optional)
- You may format the Acknowledgements Page in any manner you choose as long as you meet the font, margin and spacing requirements described in the General Formatting section of this packet.
- This section should be double-spaced.
- Title the page “Acknowledgements”.

TABLE OF CONTENTS
(Required)
- All margin requirements mentioned in the General Formatting section must be strictly followed.
- This section may be single-spaced or double-spaced.
- Title the page “Table of Contents”.

LIST OF TABLES
(Required if you have tables)
- Margin requirements mentioned in the General Formatting section must be strictly followed.
- This section may be single-spaced or double-spaced.
- Title the page “List of Tables”.

7
LIST OF ILLUSTRATIONS/FIGURES  
(Required if you have illustrations)
- Margin requirements mentioned in the General Formatting section must be strictly followed.
- This section may be single-spaced or double-spaced.
- Title the page “List of Illustrations” or “List of Figures”.

ABSTRACT  
(Optional)
- Margin requirements mentioned in the General Formatting section must be strictly followed.
- This section should be double-spaced.
- Title the page “Abstract”.

FORMATTING THE THESIS TEXT

The text of your thesis begins with either the Introduction or your first chapter.

CHAPTERS, SECTIONS AND SUBHEADINGS
- All headings and subheadings within the text should be consistent with regards to formatting.
- No font larger than 14 point should be used.
- Margin requirements mentioned above in the General Formatting section must be strictly followed.

PAGE NUMBERING
- You will begin the first page of the text with cardinal number “1” and continue sequentially to the final page of the document.
- Page numbers should be placed consistently throughout the document – typically in the bottom margin, centered and no less than 0.5” from the bottom of the page.

TABLES, ILLUSTRATION AND FIGURES
- Margin requirements mentioned in the General Formatting section must be strictly followed.
- When necessary, a smaller font may used to allow the entire table to fit on one page. However, the text must be large enough that it is still easily legible.
- When placing tables or illustrations horizontally (landscaped):
  - They must face the reader when turned 90 degrees to the right/clockwise (i.e., when in standard reading orientation, the top of the table should be on the left side of the page).
  - Page numbers must remain in the same position as the pages of regular text, i.e., at the bottom of the un-rotated page.
    - When using Word, this may require a section break or that you manually cover the automatically formatted number with a white-filled text box and insert another page number at the appropriate place at the bottom of the page.
- Margin requirements in the General Formatting section must be strictly followed.

USE OF COLOR
- You may use colored graphics when appropriate. However, all copies of the thesis must be identical and adhere to printing specifics outlined in the General Formatting section of this packet.
The next group of pages is referred to as the “Back Matter.” Page numbers must appear in the same place throughout the Back Matter as on all pages in the previous text. The formatting for the titles used in the Back Matter should be consistent throughout and should match the formatting for those titles used in the Front Matter.

**BIBLIOGRAPHY OR REFERENCES**
*(Required)*

- All sources used by the author should be included.
- Margin requirements mentioned in the *General Formatting* section must be strictly followed.
- Each entry should be single-spaced, with a double space between the entries.

**APPENDICES**
*(Optional)*

- Margin requirements mentioned in the *General Formatting* section must be strictly followed.
- Appendices should be used for all supplemental information (anything not listed in the *Order of Thesis Contents* section of this packet).
- Each appendix must have a title.
PLEASE CHECK YOUR THESIS OR DISSERTATION FOR THE FOLLOWING:

_____ Use only standard 12 point fonts (Times, Arial, Courier, Helvetica, Symbol, Zapf Dingbats) on the first three pages and no more than 14 point font on any other page. For Ph.D. students: All other fonts must be embedded before your electronic copy will be accepted.

_____ Left margin must be 1½" throughout thesis/dissertation.

_____ Top, bottom and right margins must be 1" to 1½" throughout the manuscript.

_____ The first three pages are counted but not numbered. Do not use bold font on these pages.

_____ Make sure words that appear in ALL CAPS are spelled correctly. Microsoft Word does not spell check words that appear in ALL CAPS.

_____ My title page matches the Sample Title Page in the Thesis/ Dissertation Instruction Packet

_____ My signature page matches the Sample Signature Page in the Thesis/ Dissertation Instruction Packet

_____ My copyright page matches the Sample Copyright Page in the Thesis/Dissertation Instruction Packet

_____ Begin Roman numerals on the fourth page (i.e., iv). This page is generally the Acknowledgements or Table of Contents. The Dedication page is not counted or numbered.

_____ Table of Contents and references are mandatory.

_____ First page of text must be numbered as page “1”.

_____ Page numbers must be consistent in numbering format and placement.
   ___ Page numbers must be located ½” to 1” from the bottom of pages.
   ___ Page numbers must be in the same position at the bottom of all pages.

_____ Titles should be consistent throughout front and back matter in format and placement.

_____ Charts, tables, or pictures must fall within the margin boundaries listed above.
   ___ Landscaped charts, tables or pictures must face the reader when turned 90 degrees to the right (clockwise).

_____ File Graduation Application.

Each student is responsible for the correct formatting of his or her thesis or dissertation.
UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

TITLE OF YOUR THESIS (BE SURE TO DOUBLE-SPACE IF TWO OR MORE LINES ARE NEEDED)

A THESIS

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

NAME OF DEGREE

By

YOUR NAME
Norman, Oklahoma
Year
TITLE OF YOUR THESIS (BE SURE TO SINGLE-SPACE IF TWO OR MORE LINES ARE NEEDED)

A THESIS APPROVED FOR THE DEPARTMENT OF NAME OF DEPARTMENT

BY

______________________________
Dr. John Doe, Chair

______________________________
Dr. Jane Smith

______________________________
Dr. Bob Jones
PART IV – RESEARCH ISSUES

The following information has been compiled from a variety of sources and covers only very general copyrighting legislation. For specific University of Oklahoma thesis and dissertation requirements, refer to the instruction and sample pages.

COPYRIGHT LEGISLATION

Under the present U.S. copyright law, copyright protection begins when the copyrightable material is created – that is, when the author has fixed the work in a tangible medium of expression. In other words, when a thesis or dissertation is reduced to tangible form, it automatically becomes protected by copyright, and the copyright in the work immediately becomes the property of the author. No publication, registration, or other action is required to secure copyright protection.

When a thesis or dissertation is published or otherwise made available to the public, a copyright notice should be prominently displayed on the material. The copyright notice consists of the international copyright symbol "©" (or the word "Copyright," the abbreviation "Copr.," a small letter "c" or any combination of these), plus the creator's name and the year in which the material was created. For example: © Copyright by John Jones 1992. The copyright notice should be displayed on the third page of the thesis or dissertation, following the cover sheet and signature page.

Finally, at the author's option, the copyright may be registered with the U.S. Copyright Office. Whether an author chooses to do this will depend on the author's own circumstances. The law provides several inducements or advantages to encourage copyright owners to make registration, including:

- Registration establishes a public record of a copyright claim.
- Registration is necessary before an infringement suit may be filed in court.
- If made before or within five years of publication, registration provides prima facie evidence in court of the validity of the copyright and of the facts stated in the registration certificate.
- If registered within three months after publication or prior to an infringement of the work, an author may be able to collect statutory damages and attorneys' fees in court actions. Otherwise, relief to a copyright owner may be limited to actual damages and profits.

In general, if the author chooses to register the work, he/she must submit to the Copyright Office a properly completed application form, any fees that are applicable, and two copies of the best edition of the work.

This information is provided as a general guide for printed theses/dissertations and may not be applicable for other media. If you have any questions, you should consult with the University Legal Counsel, the Office of Research Services, or the Graduate College.

(Effective - 1991)

DISCLOSURE OF PATENTABLE INVENTIONS

The purpose of this section is to remind you of the University of Oklahoma’s policy concerning ownership of certain inventions and the patent rights thereto, and to make you aware of the University procedures to prevent inadvertent enabling disclosures of patentable inventions during the thesis/dissertation publication process.
The basic University Intellectual Property Policy provides, among other things, that all discoveries or inventions, whether patentable or unpatentable, including all patents (domestic and foreign) and patent applications based thereon, which are made or conceived by any member of the faculty, staff, or student body of the University of Oklahoma, either in the course of employment by the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University are the property of the University.

Directives promulgated under the Intellectual Property Policy require that all inventions or discoveries falling within the purview of the policy must be disclosed in writing to the Office of Technology Development as soon as possible after the discovery or invention. The Intellectual Property Policy also affords substantial benefits and protection to inventors. The full policy may be found in various University publications, and copies of it and the implementing directives may be obtained from the Office of Technology Development, Three Partners Place, 201 David L. Boren Blvd, Suite 120, or www.otd.ou.edu.

When a thesis or dissertation is based wholly or in part on research from which an invention or discovery has resulted or may result, the thesis or dissertation may require special handling to prevent enabling disclosures which could damage or eliminate U.S. or international patent rights, or both. These special procedures will in no way impede progress toward the degree, affect acceptance of the thesis/dissertation, create a restriction on the publication of the thesis/dissertation, or delay the granting of the degree. They are aimed solely at protecting the rights of the University and the inventor.

The key to these protections is the student inventor. The student must provide both timely disclosure of the invention itself, and timely notification to the Graduate College of the requirement for handling of the thesis or dissertation. If you have any questions concerning either disclosure or the protection of your thesis or dissertation, please see your major professor and the Technology Transfer Administrator, Regina McNabb (rmenabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu) at 405.325.3800.

Revised 7/16/02

### PROCEDURES FOR RESEARCH HOLDS AND IP HOLDS

If the student/adviser signs or the University signs on behalf of the student/adviser a contract or similar type of legally binding document with a company, educational institution or individual person involved in the research to withhold the publishing of the thesis for a specified amount of time, a Research Hold may be placed on the thesis. A determination of research hold shall be made by the Office of Research Services based upon review of the research agreement. The student/adviser should contact the Executive Director, Andrea Deaton, regarding research holds.

If the student/adviser composes a thesis which contains new inventions/discoveries, it may become property of the University of Oklahoma in accordance with the University’s Intellectual Property Policy. Since the copyright law only protects the written portion of the document, formal patent applications may need to be filed to protect the intellectual property. Therefore, an Intellectual Property Hold may be placed on theses or dissertations which contain intellectual property, i.e., patentable information.

The student should contact the Office of Technology Development (OTD) at 405/325-3800 to speak with Regina or Ruth Ann. OTD will need a copy of the thesis/dissertation or the title pages. The student will be asked to answer the following questions:
Does the dissertation or thesis contain intellectual property that was obtained in the course and/or scope of employment from the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University?

Who is the faculty adviser?

What is the name of the research that the dissertation or thesis is related to?

Is the information contained in the dissertation or thesis directly related to an invention disclosure that has been filed with the Office of Technology Development previously?

To which invention disclosure is it related?

If no current disclosure exists, will an invention disclosure be filed with the OTD? Will it include the adviser or other OU faculty, staff or students?

Who is the sponsor and is there a research agreement to which the publication is subject?

The Master’s Thesis Topic and Committee Membership form for master’s degree students is due the semester prior to graduating. On this form, the student/adviser should indicate whether the thesis contains intellectual property (patentable information) or requires a research hold.

OTD will send the Graduate College a memo which allows the student to defend the thesis/dissertation and yet protects the Intellectual Property or Research. The OTD shall provide copies of the memo to the student, the Library and the adviser(s). The student will still be responsible for requesting the authority to defend from the Graduate College.

When the defense date is set, the student should bring a reading copy of his or her thesis to the Graduate College for their review. If the memo from OTD to permit the defense has not been received by the Graduate College, the Academic Counselor should contact Regina or Ruth Ann for more information. The Academic Counselor must receive a copy of the letter before he/she can release the authority for the defense. Please see the academic calendar for reading copy deadlines.

When ready to file the final copies – within 60 days of the defense or by the semester deadline, whichever comes first – the student should contact OTD.

OTD shall provide a memo/notice to Graduate College and the Library that OTD is aware of the filing and working on the technology associated therein. Proper protection should be afforded the paper.

OTD shall work with the Library and provide a memo, with a copy to the Graduate College, to allow for OTD to pick up the paper and maintain it for protection purposes.

Graduation will not be hindered by this procedure; it simply provides proper protection for the technology/paper.

OFFICE OF TECHNOLOGY DEVELOPMENT
Three Partners Place, Suite 120, 201 David L. Boren Boulevard
Norman, OK 73019
(405) 325-3800
PART V – OTHER IMPORTANT INFORMATION

Providing all tuition and fee payments are resolved and all degree requirements have been met by the appropriate date, you will graduate in the semester in which your final thesis copies are deposited. Please see the academic calendar for exact deadlines.

DIPLOMAS AND LETTERS OF COMPLETION

Degrees are posted to the transcript record approximately six weeks after the close of each semester. The Office of Records mails diplomas to students approximately 120 days after the close of each semester.

If you need proof of graduation prior to the delivery of the diploma or posting of the degree, you may request a Letter of Completion. The Letter of Completion is an official University of Oklahoma document, bearing the University seal and can be used as proof of graduation for purposes of potential employment, updating current personnel records, etc.

If you need a Letter of Completion, please complete a Request for Letter of Completion and submit it to the Graduate College at your convenience. The letter will be mailed to you (or the address stipulated) as soon as possible after all degree requirements (including resolution of all tuition/fee payments) have been satisfied.

If you owe fees or tuition, you will be cleared for graduation, but you will not receive your diploma until all such fees/tuition payments have been resolved through the Office of the Bursar. In addition, your degree will not be posted to your transcript if you have any outstanding financial obligations.

COMMENCEMENT EXERCISES

The OU Graduation Commencement Ceremony is held only once a year in the spring. All summer graduates, fall graduates and May graduation candidates participate in this ceremony. Please contact the Main Bookstore by April 1 to purchase a cap and gown for the ceremonies. Please visit the Graduation Office for additional information.