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PART I – FORMATTING the DOCUMENT

This packet contains important information about research-related issues and copyright. It is also a tool to help you make sure your document meets the Graduate College formatting requirements. Follow all of the instructions carefully, look closely at the sample pages and templates, and use the checklist on page 6. Your final document should be professional in appearance and free of errors.

Do not try to copy the format from someone else’s document, and do not rely on formatting instructions from other departments on campus. As a graduate student, you are responsible for formatting your document correctly. You have worked hard to make your document an original contribution to your academic field, and it is also important to make your document professionally presentable.

If you have any questions about defending, formatting, printing or submitting your document, contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

GETTING STARTED

DEADLINES and POLICIES
Visit http://ou.edu/gradweb/ to review degree deadlines and the Graduate College Bulletin. If you do not follow the policies in the Bulletin, your graduation could be delayed.

**IMPORTANT:**
Make sure your signature page is formatted correctly before your committee signs it.

If the final document you bring to the Graduate College has formatting errors, you will not be permitted to submit your final document it until you have corrected the errors. If your signature page needs corrections, and one of your committee members is not available to sign again by the submission deadline, your graduation could be delayed.

OPTIONAL READING COPY CHECK
When you have finished formatting your document, you may make an appointment to have a printed reading copy checked for formatting errors before you print the document on the appropriate paper (see Print Submission, p. 3).

What you should know before scheduling a reading copy check:
- The optional reading copy check is offered as a courtesy. You are ultimately responsible for making sure your document meets the Graduate College formatting requirements.
- You must have an appointment. To schedule one, visit http://iadvise.ou.edu or call (405) 325-3811.
- No reading copies will be checked after the deadline to request authority for your defense.
- You will need to wait at the Graduate College while your printed reading copy is being checked.
- The reading copy should be printed single-sided, unbound. Email submission is not accepted.
- The Graduate College may write on your reading copy to mark corrections needed.
ORDER of CONTENTS

The following items must appear in this exact order (items in **bold** must be included in your document; items that are not in bold are optional):

- Title Page
- Signature Page
- Copyright Page
- Dedication Page
- Acknowledgements
- Table of Contents
- List of Tables (Required if you have tables)
- List of Figures or List of Illustrations (Required if you have figures or illustrations)
- Abstract
- Body of the Document
- Bibliography or References
- Appendices

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 at (405) 325-3811 or gradinfo@ou.edu.

PRINT SUBMISSION

*These instructions apply to Norman campus, OU Online (formerly Liberal Studies), and OU North America and Europe (formerly Advanced Programs) students. Tulsa campus students should contact the Tulsa Graduate College at (918) 660-3660 or tulsainfo@ou.edu for submission instructions.*

The final document must be printed single-sided on white, 20-24 pound weight, 100% cotton watermarked paper. The signature page must have original signatures from all committee members before you may submit your final thesis/dissertation. All copies of your document must be identical. Do not bind the document yourself; binding will take place after you have completed the submission with Library Acquisitions.

One (1) unbound final copy is due in the Graduate College according to the deadlines and policies explained in the [Graduate College Bulletin](#). For students majoring in geology/geophysics, two (2) unbound final copies are required. An electronic submission is also required (see following section).

If your document contains items or accompanying materials that cannot be printed on the required paper within the required margins, such as discs, oversize items, or photos, contact the Library Acquisitions Department at (405) 325-2141.

**Note on musical scores:** All pages must be the same size, and all pages must be printed on cotton paper, without exception. If your document includes an 11" x 17" musical score, it must be printed on white, 20-24 pound weight, 100% cotton watermarked paper as noted above, and all other pages of the document surrounding the score must also be printed on 11" x 17" cotton paper, including the signature pages. The left margin should be set at 1.6", and may not measure less than 1" or the document will not be accepted. Please direct any questions to the Library Acquisitions Department at (405) 325-2141.
ELECTRONIC SUBMISSION

These instructions apply to Norman campus, OU Online (formerly Liberal Studies), and OU North America and Europe (formerly Advanced Programs) students. Tulsa campus students should contact the Tulsa Graduate College at (918) 660-3660 or tulsainfo@ou.edu for submission instructions.

The final document must be electronically submitted to the SHAREOK Repository at https://shareok.org by the same deadline as the final printed document. The electronic document must be identical to the printed document, with one exception: The electronic version should not include original committee signatures.

You will need to follow the document submission instructions posted on the SHAREOK website.

Important tips:
- Two files are required:
  - One .pdf copy
  - One copy in the “native format” you used to create the document. This may be a Word .doc or .docx, or a .zip or .tar of LaTeX files.
- Before uploading, rename your files as follows: 2017_LastName_FirstName_Thesis/Dissertation.
- When listing subject keywords, add one at a time.
- The embargo date field for each file should only be completed if the Graduate College has approved an embargo of your document. If the Graduate College has not approved an embargo, leave this blank.

If you experience any technical problems with the SHAREOK submission process, please email shareok@ou.edu.

The following information about keyword selection, abstract composition, and copyright has been provided by University Libraries.

MAXIMIZING YOUR KEYWORDS and ABSTRACT
Selecting good keywords will improve the likelihood that your work will be discovered in search engines, which in turn improves the likelihood that your work will be viewed and cited. Here are some tips to maximize the potential discoverability and use of your work:

1. Choose clear, accurate, descriptive keywords. Think about the search term(s) you would use to find material related to your document topic, and include these in your keywords.
2. Some redundancy is good. Within your abstract, repeat key words or phrases from your document title, reuse relevant keywords, and include other keywords or phrases you would use to find material related to your thesis/dissertation topic.
3. Try not to be too general. “Chemistry” is too broad; “green chemistry” is better.
4. Focus on 3-4 keyword phrases in your abstract; too many may decrease the likelihood that your work will be discovered, viewed and cited.
5. Make sure your abstract reads well; a search engine may find your work, but a human being will use your abstract to decide whether to read and/or cite your work.

ACKNOWLEDGING the WORK OF OTHERS: PRIOR or PLANNED PUBLICATIONS WITH MULTIPLE AUTHORS or COLLABORATORS
The major substance of the thesis/dissertation must be the original work of the student submitting it.

The Graduate College recognizes that graduate students frequently undertake collaborative research with a mentor and others. This collaborative research may result in material that is published, in-press, or in preparation for submission for publication. These materials may also be included or referenced in a student’s final thesis/dissertation.

Students are responsible for recognizing collaborators and co-authors in prior or planned publications on the Acknowledgements page of the thesis/dissertation. A student who incorporates co-authored material in the
thesis/dissertation should clearly indicate the student’s contribution to the material. Any material included in the thesis/dissertation that has been produced by or in collaboration with others should be cited as such.

Students should direct questions regarding proper citation to the OU Writing Center.

COPYRIGHT
The initial owner of the copyright is the person who created the work. If you wrote or created it, you own it. Submitting your document to the SHAREOK repository does not transfer your copyright ownership.

It is possible that an outside entity, such as an employer or funder, can consider your creation as a “work made for hire.” For more detailed information about this topic, see Circular 9 of the U.S. Copyright Office (http://www.copyright.gov/circs/circ09.pdf).

You may choose to register your copyright with the U.S. Copyright Office; this is not required for your original work to be protected (see also Copyright Legislation, p. 16). Registering your copyright does provide evidence of your claim of copyright. For information on registering your copyright through the Copyright Office, see http://www.copyright.gov/eco/.
# FORMATTING CHECKLIST

Check your document for the following. If your document does not meet all requirements below, you will not be permitted to submit your final thesis/dissertation and your graduation could be delayed.

- Left margin must measure at least 1.6" but no more than 2.0"
- Top, bottom and right margins must measure at least 1.0" but no more than 1.5"
- Page numbers must have a consistent format and position: at least 0.5" but no more than 1.0" from the bottom of the page (including landscape-oriented pages)
- Page titles must have a consistent format and position (see p. 9)
- Use a standard 12-point font (headings may be 14-point)
- All required pages/sections must be included (see p. 3)
- Order of contents must follow packet instructions and any supplementary items should be included as an appendix/appendices (see p. 3)
- **Title Page** Must match the sample page and follow all the instructions in this packet beginning on p. 7
- **Title Page** Use the exact name of your degree
- **Title Page** Your name must match University records
- **Title Page** Use the year you are submitting the document
- **Title Page** Do not use page numbers or bold font on this page
- **Signature Page** Must match the sample page and follow all the instructions in this packet beginning on p. 7
- **Signature Page** Use the same title used on your Title Page
- **Signature Page** Use the exact name of your academic unit
- **Signature Page** Include a prefix for each committee member, such as “Dr.” (see p. 8)
- **Signature Page** Do not include additional information beyond the prefix (except “, Chair” and/or “, Co-Chair”)
- **Signature Page** Do not use page numbers or bold font on this page
- **Copyright Page** Must match the sample page and follow all the instructions in this packet beginning on p. 7
- **Copyright Page** Use the same name and year used on your Title Page
- **Copyright Page** Do not use page numbers or bold font on this page
- **Dedication** Do not use page numbers or bold font on this page
- **Front Matter** Use Roman numeral page numbers throughout, beginning with “iv” (see p. 7)
- **Text** Use Arabic numeral page numbers throughout, beginning with “1” (see p. 7)
- **Text** Headings and subheadings must have a consistent format and position (see p. 9)
- **Text** Double-space the text (except footnotes and quotations of more than four lines and of two or more sentences)
- **Text** Tables, figures and/or illustrations must fit within the margins
- **Text** Landscape-oriented items must face the reader when the portrait-oriented page is turned 90 degrees to the right/clockwise (see p. 9)
- **Back Matter** Continue Arabic numeral page numbers throughout (see p. 7)

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As a graduate student, you are responsible for formatting your document correctly.
If you have any questions about formatting, printing or submitting your document, contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.
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 document, but it should not be counted or numbered. All other pages must be numbered. For some pages, you must use Arabic numerals (1, 2, 3...10...20...30, etc.) and for other pages, you must use Roman numerals (i, ii, iii...x...xx...xxx, etc.).

Start 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 (“v, vi, vii,” etc.) until the text of your document begins. On the first page of the document text, begin Arabic numerals with “1” and continue sequentially (“2, 3, 4, 5,” etc.) to the final page of the document.

FONTS
Select a standard font that will enhance the professional publication quality of the document, such as Times New Roman, Arial, Courier or Helvetica. Use a 12-point font throughout the document. Page, chapter, and section titles may be 14-point font. All page titles should look alike, with a consistent format and alignment. All headings and subheadings must have a consistent format and alignment as well.

MARGINS
For every page of the document, set consistent margins that meet the following requirements.
Left = 1.6” minimum (may be as wide as 2.0”; thesis will be bound on the left)
Top, Bottom* & Right = minimum 1.0”; maximum 1.5”

*Please note: The bottom margin is measured from the bottom edge of the paper to the bottom line of the text (not the page number). Leave at least 0.5” between the edge of the paper and the nearest edge of the page number.

SPACING
In this packet, the term “spacing” refers to how much space there is between each line of text. Read the rest of this packet to find specific spacing instructions for each part of the document. Some pages (such as the Title Page) use both kinds of spacing, so follow the instructions carefully.

This is an example of single spacing. You must use single-spacing for some parts of the document, such as the copyright page. This is an example of double spacing. You must use double spacing for most of the document, including the main text.

FORMATTING the UNNUMBERED PAGES

The following group of pages must follow precise formatting specifications. Look closely at the sample pages in Part II of this packet. Follow all margin requirements outlined above. Do not use bold font or page numbers on these pages. Note that most word processing software does not automatically spell-check text that is in ALL CAPS, so you must proofread these pages thoroughly.

TITLE PAGE (Required)
• Pay close attention to capitalization on this page.
• Center all text on this page.
• Spacing on this page is approximate; make sure your title page looks like the sample page.
• Type the title of your document in ALL CAPS. If the title uses more than one line, double-space.
• Doctor of Musical Arts candidates must use the word “DOCUMENT” instead of “THESIS” or “DISSERTATION” on the title page.
• Type the exact name of your degree in ALL CAPS (for example, MASTER OF ARTS or DOCTOR OF PHILOSOPHY), exactly as shown in the Graduate College email authorizing your defense. Contact your
Graduate College academic counselor for this information if you have not requested authority for your defense yet.

- Type your name in ALL CAPS. **Your name must match University records.**
- For the city and state, always use “Norman, Oklahoma”.
- For the date, use only the year that you submit your document. Do not add a month or day.

**SIGNATURE PAGE (Required)**

- Center all text on this page, except for the signature lines which must be aligned on the right.
- Type the title of your document in ALL CAPS. If the title uses more than one line, single-space. The first line of the title should be approximately 2" below the top edge of the page.
- Skip two lines and type:
  - “A THESIS APPROVED FOR THE” (for any master’s degree), or
  - “A DISSERTATION APPROVED FOR THE” (Ph.D. and Ed.D. degrees), or
  - “A DOCUMENT APPROVED FOR THE” (for D.M.A. degrees)
- On the next line, type the **exact name of your academic unit** in ALL CAPS, exactly as shown in the Graduate College email authorizing your defense. Contact your Graduate College academic counselor for this information if you have not requested authority for your defense yet.
- Skip 10-12 single-spaced lines after the name of your academic unit and type the word “BY”.
- Skip 5-6 single-spaced lines and set alignment to right.
- Create one signature line for each member of your committee. Type each committee member’s name and prefix (Dr./Mr./Mrs./Ms.) immediately beneath the signature lines. Do not leave extra space in between the name and the line.
- You may identify the chair by typing “Chair” after his/her name (for a co-chair, you may type “Co-Chair”). Do not identify other members with anything but their name and prefix.
- Each committee member must sign directly above his/her signature line. Members must not date their signature or put any extra information on the signature page.
- The final printed document must have original signatures of all committee members.

**COPYRIGHT PAGE (Required)**

- Center and single-space text on this page.
- On the last two lines, type the copyright information as shown on the sample page.
- Your name must be typed in ALL CAPS and must match your name on the Title Page.
- The year must match the year on the Title Page.

**DEDICATION PAGE (Optional)**

- If you choose to include a Dedication Page, place it immediately after the Copyright Page. The Dedication Page is not numbered or counted; do not add a page number.
- There are no specific spacing, alignment or title requirements for this page. The margins must be consistent with the rest of the document. Do not use bold font.

**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” and continue through the last page of the front matter. The formatting for the titles used in the front matter must be consistent and must match the formatting for those titles used in the back matter. All pages must follow the instructions given in General Formatting (p. 7).

**ACKNOWLEDGEMENTS (Optional)**

- Double-space this section.
- Title this section “Acknowledgements”.

**TABLE OF CONTENTS (Required)**

- This section should list the page number of each item in your document (may include acknowledgements, chapters, headings/subheadings within each chapter, references, etc.).
• This section may be single-spaced or double-spaced.
• Title this section “Table of Contents”.

LIST OF TABLES (Required for some)
• This section is required if your document includes tables. It should list the page number of each table in your document.
• Use the same spacing you used for the Table of Contents.
• Title this section “List of Tables”.

LIST OF FIGURES or LIST OF ILLUSTRATIONS (Required for some)
• This section is required if your document includes figures or illustrations. It should list the page number of each figure/illustration in your document.
• Use the same spacing you used for the Table of Contents.
• Title this section “List of Figures” or “List of Illustrations”.

ABSTRACT (Required)
• Double-space this section.
• Title this section “Abstract”.

FORMATTING the DOCUMENT TEXT

The text of your document begins with either your introduction or your first chapter. You may prepare the document text in any format acceptable to your department and committee, as long as you follow the instructions in this packet. If you wish to use a format accepted by a national, professional-refereed journal, you may do so. Otherwise, the Graduate College suggests you follow the most recent edition of The Chicago Manual of Style.

Double-space the entire document text, except for footnotes and quotations of more than four lines and of two or more sentences. All pages must follow the instructions given in General Formatting (p. 7).

CHAPTERS, SECTIONS, and SUBHEADINGS
• All headings and subheadings within the text must be consistent with regard to formatting.
• No font larger than 14 point may be used.

PAGE NUMBERING
• You will begin the first page of the text with Arabic numeral “1” and continue sequentially to the final page of the document.
• Page numbers must be placed consistently throughout the document, and no less than 0.5” from the edge of the page.

TABLES, FIGURES, and ILLUSTRATIONS
• When necessary, you may use a font smaller than 12-point to allow an entire table to fit on one page. However, the text must be large enough that it is still easy to read.
• All tables, figures and illustrations must fit within the margins (see p. 7).
• If you place a table, figure, or illustration horizontally (in landscape orientation), the item must face you when the portrait-oriented page is turned 90° to the right (clockwise). See the example below. All page numbers must be in the same place at the bottom of the page.
  ▪ In Microsoft Word 2007 you should create a blank table, change the Text Direction in the Table Tools: Layout tab, and enter the information into the table.
  ▪ In Microsoft Word 2003, change the Text Direction from the Format menu.
USE of COLOR
You may use color graphics when appropriate. However, all copies of the document must be identical.

FORMATTING the BACK MATTER

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 must be consistent throughout and must match the formatting for those titles used in the front matter. All pages must follow the instructions given in General Formatting (p. 7).

BIBLIOGRAPHY or REFERENCES (Required)
- Include all sources used.
- Each reference should be single-spaced, with a double space between references.


APPENDICES (Optional)
- An appendix must be used for anything not listed in Order of Contents (p. 3).
- Each appendix must have a title. Text should be double-spaced where appropriate (handouts, IRB letters, and other items with a fixed format may be single-spaced).
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

EXACT NAME OF YOUR DEGREE

By

YOUR NAME

Norman, Oklahoma

Year
UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

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

A DISSERTATION

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

EXACT NAME OF YOUR 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 EXACT NAME OF YOUR ACADEMIC UNIT

BY

______________________________
Dr. John Doe, Chair

______________________________
Dr. Jane Smith

______________________________
Dr. Bob Jones

______________________________
Dr. Sue Roberts

______________________________
Dr. William Lee
TITLE OF YOUR DISSERTATION (BE SURE TO SINGLE-SPACE IF TWO OR MORE LINES ARE NEEDED)

A DISSERTATION APPROVED FOR THE EXACT NAME OF YOUR ACADEMIC UNIT

BY

______________________________ Dr. John Doe, Chair
______________________________ Dr. Jane Smith
______________________________ Dr. Bob Jones
______________________________ Dr. Sue Roberts
______________________________ Dr. William Lee
PART II – SAMPLE COPYRIGHT PAGE (MASTER’S THESIS/DOCTORAL DISSERTATION)

© Copyright by YOUR NAME Year
All Rights Reserved.
PART III – RESEARCH ISSUES

The following information has been compiled from a variety of sources and covers human subjects research; general copyright legislation; embargoes of theses and dissertations; disclosure of patentable inventions; and procedures for research holds and intellectual property (IP) holds.

INSTITUTIONAL REVIEW BOARD

For information on human subjects research (HSR), visit the Institutional Review Board website. If you need clarification on whether or not your research requires IRB approval, please contact the IRB office.

In order for a student involved in an active IRB study to be eligible to submit the final copies of his/her dissertation or thesis, the student must submit documentation to the Graduate College from the IRB indicating that the student’s involvement as a graduate student in the research project is officially terminated. To obtain this documentation, the student will need to contact the IRB Office directly.

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 (see sample copyright page in Part II).

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)
The Graduate College is committed to making research available to the broadest possible community. Open access to research supports the values of learning, teaching, and peer review essential to our academic standing and integrity; it allows scholars to disseminate their work to the widest audience; and it supports the discovery and advancement of knowledge for all. Therefore, University of Oklahoma theses and dissertations are presented at open oral defenses, made locally accessible in print form on our library shelves, and made globally accessible in digital form in the SHAREOK Repository.

However, in some situations and some disciplines, it may be advisable to delay immediate access to a thesis or dissertation. Upon request, the Graduate College will approve embargo of a thesis or dissertation for a limited period, provided good cause is demonstrated. An embargo postpones the date on which a thesis or dissertation will become broadly accessible. However, an embargo does not waive the final submission requirement—a student who receives approval for an embargo will still need to submit the final thesis or dissertation in order to fulfill graduate degree requirements, in accordance with the policies in the Graduate College Bulletin.

A student should discuss any potential need for an embargo with his or her committee as early as possible in the research process. Alternatives should be considered, such as embargoing only those portions of the work that may be published elsewhere. Theses and dissertations may not contain material that requires permanent restriction.

**EMBARGO RATIONALES**

1. The student’s thesis or dissertation research contains information that is protected from dissemination by applicable law or by contract, or contains intellectual property that may potentially be patentable. As soon as this is recognized, the student and committee chair should consult the following sections in this packet on Disclosure of Patentable Inventions and Procedures for Research Holds and IP Holds. In either case, the student and committee chair should inform the Graduate College counselor of the potential need for an embargo. The Graduate College will seek the advice of other offices as necessary to inform the student how to proceed.

   If it is determined that an embargo is necessary, the committee chair should prepare a request (see Requesting an Individual Embargo below). When the Graduate College approves an embargo on this basis, the approved embargo period will apply to both the print version and the digital version of the final work. The embargo applies only to the work itself; the title, abstract, and subject categories provided by the student will be publicly available.

2. The student’s thesis or dissertation research contains intellectual or creative property whose value will be diminished by immediate open access digital publication. When the Graduate College approves an embargo on this basis, the approved embargo period will apply only to the digital version of the thesis or dissertation. The embargo applies only to the work itself; the title, abstract, and subject categories provided by the student will be publicly available.

**EMBARGO PERIODS**

An initial request for embargo may be approved for any length of time up to three (3) years. An approved embargo will begin on the date that the student submits the final thesis or dissertation.

**REQUESTING a DEPARTMENTAL EMBARGO**

In some disciplines, open access publication is not yet the norm. Many or most of the graduate students in these disciplines may require an embargo. Therefore, the chair or director of an academic unit may petition the Graduate College to pre-authorize a specified embargo period for digital versions of theses or dissertations produced within that academic unit. A current list of pre-approved departmental embargoes is available in the Graduate College Bulletin.
REQUESTING an INDIVIDUAL EMBARGO
A written request for an embargo should be prepared by the committee chair, endorsed by the student and graduate liaison, and submitted to the Graduate College with the Request for Authority for Thesis Defense form or Request for Authority for Dissertation Defense form. The request should specify the length of embargo being requested and the justification for the embargo. Relevant supporting documentation may be attached. The Graduate College will notify the student and academic unit via OU email once a decision has been made concerning the embargo request.

EXTENDING an EMBARGO
Previously approved embargoes may be extended for good cause. An author who wishes to extend an approved embargo will be responsible for contacting the graduate liaison of the academic unit through which their degree was conferred to initiate the request for extension. Approximately three (3) months prior to the embargo expiration date, the author should request that the graduate liaison submit a written request to the Graduate College. The request should specify the length of extension being requested and the justification. Relevant supporting documentation may be attached. The Graduate College will notify the author and academic unit via email once a decision has been made concerning the extension request.

Because the landscape of open access publication is rapidly changing, the Graduate College will revisit its embargo policy periodically.

Revised April 2016

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.

It is required under the Intellectual Property Policy 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 (rmcnabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu) at 405.325.3800.

Revised July 16, 2002
PROCEDURES for RESEARCH HOLDS and IP HOLDS

If the student/advisor signs or the University signs on behalf of the student/advisor 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/dissertation for a specified amount of time, a Research Hold may be placed on the thesis/dissertation. A determination of research hold shall be made by the Office of Research Services based upon review of the research agreement. The student/advisor should contact the Executive Director, Andrea Deaton (adeaton@ou.edu), regarding research holds.

If the student/advisor composes a thesis/dissertation 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 the Technology Transfer Administrator, Regina McNabb, or the OTD Administrative Assistant, Ruth Ann Shaffer. 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 advisor?
- 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 advisor or other OU faculty, staff or students?
- Who is the sponsor and is there a research agreement to which the publication is subject?

The Request for Authority for Thesis Defense form for master’s degree students is due at least five (5) business days prior to the defense. The Request for Authority for Dissertation Defense form for doctoral degree students is due at least ten (10) business days before the defense date. On this form, the student/advisor should indicate whether the thesis/dissertation contains information that is protected from dissemination by applicable law or by contract, or contains intellectual property that may potentially be patentable. If that is the case, the student should immediately inform their Graduate College academic counselor that an embargo may be necessary and work with their advisor and graduate liaison to formally request the embargo. If a closed or partially closed defense may be necessary, the student and advisor must immediately seek the recommendation of the Office of Technology Development. The Graduate College will require input from OTD before authorizing the defense.

When ready to file the final copies – within sixty (60) days of the defense or by the semester deadline, whichever comes first – the student should contact OTD. OTD shall work with the Library and provide documentation, 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 IV – 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/dissertation copies are submitted. 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 Academic 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 Office of Records will mail the letter(s) to the address you specify 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 spring 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.