THE GRADUATE COLLEGE SEAL & LOGO

Graduate College Seal

The Graduate College seal, designed in 2009 by Miranda Sowell in celebration of the Graduate College centennial, features the graduate gateway emblem designed by Hadley Jerman. Ms. Sowell and Ms. Jerman both graduated from the University of Oklahoma School of Art & Art History.

The seal embodies the core value of a graduate education at the University of Oklahoma while simultaneously capturing the tradition and history of the university with the symbolic representation of one of OU’s many historic archways.

The gate’s pillar represents the strength and support provided by the graduate faculty and staff.

The lamplight on the pillar represents the beacon that will guide students along their educational journey.

The arch represents the entrance to knowledge.

The bottom and right sides of the arch entrance are stylized to represent a ‘G.’ Therefore, the arch as a ‘G’ represents the entrance to graduate knowledge.

The seal is primarily used for official Graduate College purposes: publications, certificates, legal documents, and other official college documents and printed materials.

Graduate College & Graduate Student Life Logo

The Graduate College logo was designed in 2014 by the Graduate College’s Visual Communications Design Specialist, Miranda Sowell. The logo reflects the expansion of the Graduate College’s Graduate Student Life mission and the inception of the Graduate Student Life Center.

Like the seal, the Graduate College logo embodies the core value of a graduate education at OU and is now the preferred mark of the Graduate College and Graduate Student Life.

The stylized ‘G’ represents every aspect of the graduate experience, while the torch retains the guiding light of the seal, representing the mission of the Graduate College and Graduate Student Life.

The ‘G’ is also intended to remind one of a torch, symbolizing academic enlightenment and the love and pursuit of knowledge.
The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

The objective of the Graduate College is to guide, support, and enhance the educational experience of every graduate student at the university.

The Graduate College Bulletin is produced by the University of Oklahoma Graduate College, Norman campus, issued by the University of Oklahoma, and authorized by the University of Oklahoma Board of Regents.

It is the responsibility of graduate students and graduate faculty to familiarize themselves with the general requirements of the Graduate College and with the specific requirements of their particular academic unit.

The Graduate College Bulletin is published for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. Every effort is made to provide information that is accurate at the time the Bulletin is issued.

The University of Oklahoma reserves the right at all times to discontinue, modify or otherwise change its degree programs when it determines it is in the best interest of the university to do so.
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The University of Oklahoma Norman campus enrolls more than 27,000 students, has over 1,500 full-time faculty members, and has 15 colleges offering 157 majors at the baccalaureate level, 123 majors at the master’s level, 64 majors at the doctoral level, and one major at the doctoral professional level, as well as 25 graduate certificate programs. The university’s annual operating budget is $941.2 million. The University of Oklahoma is an equal opportunity institution.

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic, and health care needs of the state, region, and nation. The Norman campus serves as home to all of the university’s academic programs except health-related fields. Both the Norman and Health Sciences Center campuses offer programs at the OU-Tulsa Schusterman Center. The OU Health Sciences Center in Oklahoma City is one of only four comprehensive academic health centers in the nation with seven professional colleges.

The university’s main campus and offices of administration are located in Norman. At OU-Tulsa, the majority of programs are located at the Schusterman Center; others are located at area clinics and hospitals. Students are able to enroll in OU courses on U.S. military bases around the world through Advanced Programs and the College of Liberal Studies.

Immediately adjacent to the central campus in Norman is the 271-acre University of Oklahoma Research Campus. The Stephenson Life Sciences Research Center provides a home for world-class education programs, federal and military research programs, and innovative leaders in private industry. The National Weather Center houses the university’s research programs in meteorology and NOAA’s weather, research, and operations programs. The Partners Place facilities foster collaboration between research and business enterprises. Also located on the south campus are Andrew M. Coats Hall, housing the College of Law; the Sam Noble Oklahoma Museum of Natural History; the OU Foundation; Lloyd Noble Center and parking complex; and the Jimmie Austin University of Oklahoma Golf Course.

The north campus, one mile from the central campus, houses University Computing Services; Max Westheimer Airpark, the university-operated airport; Swearingen Research Park, where government agencies and industry have established facilities; and the Weather Center, a complex of federal, state, private and university meteorological agencies, including the National Severe Storms Laboratory, National Weather Forecasting Office, Applied Systems Inc., and the NEXRAD Operational Test Facility.

Other research and study units associated with the university include the Biological Station at Lake Texoma; the Earth Sciences Observatory at Leonard near Tulsa; the Aquatic Biology and Fisheries Research Center in Noble and in Norman; Sarkeys Energy Center; the Oklahoma Climatological Survey; the Oklahoma Biological Survey; the Oklahoma Archeological Survey; Sutton Avian Research Center in Bartlesville; and the Center for the Analysis and Prediction of Storms. The Oklahoma Geological Survey, a state agency responsible to the University of Oklahoma Board of Regents, also is housed on the Norman campus.
GRADUATE COLLEGE ADMINISTRATIVE OFFICERS

Randall S. Hewes, Ph.D., Interim Dean of the Graduate College (also Professor of Biology)
James J. Sluss, Jr., Ph.D., Dean of the Graduate College in Tulsa
   (also Vice President for Tulsa Academic Affairs and Vice Provost for Norman Programs in Tulsa)
Nancy LaGreca, Ph.D., Associate Dean of the Graduate College (also Professor of Spanish)
Jennifer Kisamore, Ph.D., Associate Dean of the Graduate College in Tulsa (also Associate Professor of Psychology)

The Graduate College is the center of advanced study, research, and creative activity at the university. Graduate instruction has been offered at the University of Oklahoma since 1899, seven years after the university opened its doors. The first master’s degree was conferred in 1900 to C. Ross Hume. The Graduate School was formally organized in 1909, and in 1929, the first doctoral degree was awarded to Dr. Mary Jane Brown. In 1942, the name was changed to the Graduate College.

In the past three decades, the Graduate College has greatly expanded its degree program offerings and student enrollment. In addition to the Doctor of Philosophy, the university offers the Doctor of Education and Doctor of Musical Arts degrees. Interdisciplinary degree programs are available at both the master’s and doctoral levels. The OU Health Sciences Center also offers graduate degrees at the master’s and doctoral levels.

AUTHORITY AND RESPONSIBILITY OF THE GRADUATE COLLEGE

The goal of the Graduate College is to guide, support, and enhance the educational experience of every graduate student at OU. The Graduate Council and the Dean of the Graduate College supervise and evaluate the academic units of the university that offer master’s and doctoral degrees to ensure quality, observance of policy, and academic excellence in all areas of advanced study.

The Graduate College strives to develop in each student a firm grasp of a chosen field, the skills and methods of research, and the capacity for independent thought. The Graduate College carefully monitors the performance of all graduate students. Final determination of a student’s graduate status, from admission through graduation, rests with the Dean of the Graduate College.

Faculty and students share an obligation to master the knowledge of their chosen fields, to add to that knowledge, and to present it to the scholarly community. The Graduate Faculty has responsibility for instruction, for the guidance of graduate students in the development of their programs, and for pursuing investigations associated with a particular field or discipline. Graduate students are expected to demonstrate initiative and assume responsibility for the progress of their studies. Students must master a body of knowledge, and class work merely provides the foundation for wider personal inquiry. A graduate degree is conferred for mastery of a field and thorough understanding of its related branches.

GRADUATE PROGRAMS FOR ACADEMIC EXCELLENCE

Private donations have enabled the Graduate College to provide fellowships and scholarships in designated areas. Among these are the Alumni Fellowship, Foundation Fellowship, Kenneth L. Hoving Fellowship, Hudson Fellowship, and McNair Fellowship.

Additional programs, like the Eddie Carol Smith Scholarship, Robberson Travel and Research grants,
and the International Travel Scholarship seek to reward and encourage scholars conducting and presenting original scholarship at the highest levels.

Dissertation Awards and Graduate Teaching Awards in three categories are given annually to reward excellence in dissertation research and teaching, respectively. The awards include a certificate and a monetary prize.

The Graduate College sponsors an annual Research and Creativity Day. Cash prizes and certificates are awarded for excellence in research and presentation.

For more information on these programs and others that may be available, visit the Graduate College website.

RESEARCH PROGRAMS

Research is a critical dimension of the mission of the University of Oklahoma. It is vital to the growth, health, and progress of the state of Oklahoma, the region, and the nation. In fiscal year 2015, 592 grants and contracts were awarded totaling $101.6 million.

Participation in research and creative activity projects is fundamental to a graduate student’s training and development. Various projects that support graduate students are conducted in all graduate programs offered at the university. Information about current research projects is available from each academic department.

Graduate students who are unsure of the norms in their department for identifying research themes and faculty advisors are encouraged to contact the graduate liaison in their academic unit for guidance on how to proceed.

USE OF HUMAN SUBJECTS IN RESEARCH

All research involving human subjects or the use of data generated via human subjects research performed by faculty, staff, or students at the University of Oklahoma Norman or Tulsa campus or at Cameron University, which will result in publication or presentation, must be reviewed and approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that adequate informed consent procedures are used. The University of Oklahoma Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the OU IRB website.

If you have questions about compliance or the IRB approval process, contact the Office of Human Research Participant Protection at (405) 325-8110 or email compliance.ouhsc.edu.

USE OF VERTEBRATE ANIMALS IN RESEARCH

All research performed on live vertebrate animals or teaching that uses live vertebrates must be described for review and approval by the University of Oklahoma-Norman Campus Institutional Animal Care and Use Committee (OU-NC IACUC) prior to obtaining animals and data collection. The
primary role of the IACUC is to ensure compliance with the U.S. Animal Welfare Act and Amendments and to ensure that animals receive humane care during procedures in accordance with federal regulations of the U.S. Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare of the Public Health Service (OLAW/PHS).

If you have questions on the IACUC review process, contact the Office of Laboratory Animal Resources (405) 325-2609 or visit the OU IACUC website.

**PATENT POLICY**

The University of Oklahoma Intellectual Property Policy governs the ownership of certain inventions made by university students, staff, and/or faculty members. The policy provides, in part, that all discoveries and/or inventions, patentable or not patentable, which are made or conceived of while the inventor is a student at the university with substantial use of university facilities not normally made available to students, or are made with funds provided by or through the university (including research funds), are the property of the university. The policy protects and offers substantial benefits to the inventor, while simultaneously protecting the university’s interests in the invention. Students and faculty members are expected to be familiar with their rights and obligations under the University Intellectual Property Policy and to promptly report any inventions as outlined in the policy. The policy may be viewed online in section 3.29 of the Faculty Handbook.

Be aware that the University Intellectual Property Policy is subject to revision at any time. Students who make an invention or discovery that is covered under the stated conditions should contact the Office of Technology Development at (405) 325-3800 or via email at otd@ou.edu.

**EMBARGO POLICY FOR THESES AND DISSERTATIONS**

The University of Oklahoma 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 deposit requirement—a student who receives approval for an embargo will still need to deposit the final thesis or dissertation in order to fulfill graduate degree requirements, in accordance with the policies in this bulletin.

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.
A student should discuss any potential need for an embargo with his or her committee as early as possible in the research process.

**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 “Disclosure of Patentable Inventions” and “Procedures for Research Holds and IP Holds” sections of the Graduate College **Thesis Instruction Packet or Dissertation Instruction Packet**. In either case, the student and committee 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 petition to formally request the embargo (**Requesting an Individual Embargo**). 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 deposits 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-approve a specified embargo period for digital versions of theses or dissertations produced within that academic unit.

As of March 7, 2017, the following pre-approved departmental embargoes for digital theses and dissertations are in effect. Students who want to use the pre-approved departmental embargo will need to opt in by checking the appropriate box on the **Request for Authority for Thesis Defense** or **Request for Authority for Dissertation Defense** form.

**Pre-approved Digital Master’s Thesis Embargoes**

- Department of Biology: Two (2) years
- School of Civil Engineering and Environmental Science: One (1) year
- Department of English: Three (3) years
- Department of Health and Exercise Science: Three (3) years
- Department of History: Three (3) years
- Gaylord College of Journalism and Mass Communication: Eighteen (18) months
- Department of Microbiology and Plant Biology: Three (3) years
- Department of Modern Languages, Literatures, and Linguistics: Three (3) years
- Department of Philosophy: Three (3) years

**Pre-approved Digital Doctoral Dissertation Embargoes**

- Department of Biology: Three (3) years
Michael F. Price College of Business: Three (3) years  
School of Civil Engineering and Environmental Science: One (1) year  
Department of Communication: Three (3) years  
Department of Economics: Three (3) years  
Department of English: Three (3) years  
Department of Health and Exercise Science: Three (3) years  
Department of History: Three (3) years  
Gaylord College of Journalism and Mass Communication: Eighteen (18) months  
Department of Microbiology and Plant Biology: Three (3) years  
Department of Modern Languages, Literatures, and Linguistics: Three (3) years  
Department of Philosophy: Three (3) years

Requesting an Individual Embargo
A petition for 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 petition 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 write a new petition to the Graduate College. The petition 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.

GRADUATE STUDENT TRAVEL FOR ACADEMIC PURPOSES
Graduate students who will travel overseas under the conditions listed below must register the travel with OU. If you plan such travel, read the categories of Student Travel Abroad experiences below and follow the instructions for the type of travel in which you will participate.

Category 1
Activities which are specifically part of a program requirement for transcripted credit in the Graduate College, such as formal coursework or thesis/dissertation research, activities which are sponsored in some way by OU through faculty funding or scholarships, and activities that involve a faculty member taking a group of students for an educational experience abroad.

If your travel meets the requirements for category 1, email Education Abroad at ea@ou.edu to begin the registration process.

Category 2
Travel which is not included in the scope of what is listed in category 1.
If your travel meets the requirements for category 2, complete the following steps to register your travel with the Graduate College.

- Fill out the [Graduate Student International Travel Notification](#) form and submit it to the attention of Suzanne Peters in the Graduate College, 213 Robertson Hall.
- When a graduate student intends to travel to a country for which the State Department has issued a travel warning ([https://travel.state.gov/content/passports/en/alertswarnings.html](https://travel.state.gov/content/passports/en/alertswarnings.html)), the student is required to meet with the Associate Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

Students who will be conducting research overseas may need approval from the OU Institutional Review Board (IRB) before conducting any research activities. It is your responsibility to contact the [IRB office](#) to obtain any approval that is necessary.

U.S. law limits the exportation of certain items, technology, and software to certain foreign destinations. U.S. government approval may be required in some situations, including but not limited to, temporary exportation of OU equipment or property, in-country activities in certain countries (Cuba, Iran, North Korea, Sudan, and Syria), and interactions with foreign military units and forces, regular or irregular, in any country. It is your responsibility to contact the [OU Office of Export Controls](#) to obtain any approval that is necessary.

**GRADUATE ASSISTANT INTEGRITY**

Graduate assistants make a vital contribution to the university at every level. As teaching and research assistants, they carry on the highest levels of intellectual inquiry; as professionals in training, they connect the university to the community and the world. In these roles, graduate assistants represent not only the student body but the university as a whole. Therefore, the university expects graduate assistants to conduct themselves with the highest standards of judgment and behavior in every area.

As instructors, graduate assistants follow all university policies concerning instruction. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between instructor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Graduate assistants will not receive payment from students for tutoring or help sessions in any course in which they are currently assigned as an instructor, and they will accept the judgment of their department regarding conflicts of interest, either real or apparent, that may be caused by such outside activities.

As researchers, graduate assistants have a responsibility to ensure the integrity and ethical standards in any research activity in which they are engaged. Graduate assistants will not engage in research misconduct and will notify a responsible party if they become aware of research misconduct by others.

As professionals in training, graduate assistants have a professional obligation to their colleagues and to the university. They show due respect and civility to their associates. They understand that any other employment or enterprise in which they engage for income is secondary to their university duties, and they accept the judgment of their department regarding conflicts of interest, either real or apparent, that may be caused by such outside activities.
GRADUATE PROGRAMS OFFERED

General requirements that apply to all of these degrees appear later in this bulletin. Information about individual degrees is available from the individual academic unit.

MASTER’S DEGREE PROGRAMS

A list of master’s degree programs offered at the University of Oklahoma.

ACCELERATED BACHELOR’S/MASTER’S DEGREES

An accelerated degree program (ADP) enables qualified undergraduate students to earn a master’s degree in an accelerated time frame by sharing up to 15 percent of the total coursework required for the stand-alone bachelor’s and master’s degrees. An ADP consists of both an undergraduate portion (the bachelor’s degree) and a graduate portion (the master’s degree). The curriculum of an ADP is designed to fulfill all requirements of both the undergraduate and graduate degrees. Accelerated students normally begin taking graduate-level courses in their fourth year. All students admitted to an ADP will be engaged, assessed, and graded as graduate students. Admission and retention requirements are more rigorous for accelerated students than for students in stand-alone degree programs.

Students may not pursue dual accelerated bachelor’s/master’s degrees.

A list of accelerated degrees offered at the University of Oklahoma.

ADP Models: Sequential or Simultaneous

Accelerated degree programs follow one of two models. Different procedures and restrictions apply to each model.

Sequential ADP Model

The undergraduate degree is conferred before the student’s admission to the graduate portion of the ADP.

- While in the undergraduate portion of a sequential ADP, a student is considered an undergraduate student and may hold an undergraduate assistantship. However, the student may not hold a graduate assistantship or receive graduate-level tuition waivers or health subsidy benefits.
- After the bachelor’s degree has been conferred and the student has been admitted to the graduate portion of the ADP, the student is considered a graduate student and may potentially be eligible to hold a graduate assistantship and receive graduate-level tuition waivers and health subsidy benefits.
- A student in a sequential ADP who has approval of their undergraduate advisor(s) to pursue a second bachelor’s degree must complete all requirements for both undergraduate degrees before entering the graduate portion of the ADP.
- After a student has been admitted to the graduate portion of a sequential ADP, they must meet all requirements and deadlines for the master’s degree outlined in this bulletin.
  - Any questions regarding course enrollment should be directed to the academic unit offering the master’s degree.
Simultaneous ADP Model

The undergraduate and graduate degrees are conferred at the same time.

- A student in a simultaneous ADP is considered an undergraduate student for the duration of the program. They may hold an undergraduate assistantship but will not become eligible to hold a graduate assistantship or receive graduate-level tuition waivers or health subsidy benefits.
- A student in a simultaneous ADP may not pursue additional undergraduate majors.
- After admission to a simultaneous ADP, the student must meet all requirements and deadlines for the master’s degree outlined in this bulletin.
- The Graduate College academic counselor and the undergraduate college advisor will work together to verify the student has fulfilled all requirements for both degrees before clearing them for either degree.
- A student in a simultaneous ADP who does not complete the bachelor’s degree will not be awarded the accelerated graduate degree, regardless of the amount or quality of graduate work completed.
- A student in a simultaneous ADP who decides not to complete the accelerated master’s degree is responsible for notifying their undergraduate and graduate advisors and requesting to be changed to the stand-alone bachelor’s degree major code.
  - Upon completion of the bachelor’s degree, the student is eligible to apply to the stand-alone master’s program, but may not share any hours that were applied to the bachelor’s degree.

Admission to the Undergraduate Portion of an ADP

- A student who is interested in an ADP should contact their department and/or undergraduate college before or during their junior year. They will need to follow the application procedures and deadlines established by the department and undergraduate college in order to be admitted to the ADP and changed to the undergraduate accelerated major code.
- An undergraduate student must have a minimum 3.0 overall grade point average (GPA) in order to be admitted to an ADP.
  - No student whose overall GPA is lower than 3.0 may be admitted to an ADP; conditional admission will not be permitted.
  - Academic units may require an overall GPA higher than 3.0 for undergraduate admission to a particular ADP.
  - Academic units that require a GPA higher than 3.0 for admission to the graduate portion of an ADP should communicate this requirement clearly to students upon admission to the ADP.
- Once a student is admitted to an ADP, they should work with the undergraduate college advisor and graduate liaison to complete the Accelerated Degree Graduate Coursework Plan.
  - This form is used to plan the hours that will count toward both the bachelor’s and master’s degrees, and to affirm the student’s understanding of the conditions and limitations of participating in the ADP.

Admission to the Graduate Portion of an ADP

- The student must meet the Graduate College Admission Criteria outlined in this bulletin to be eligible for admission to the graduate portion of the ADP. No exceptions will be made and conditional admission will not be permitted.
- To apply for admission to the graduate portion of the ADP, the student must submit an online application through the Office of Graduate Admissions.
  - A student in a sequential ADP must apply to the graduate portion during the final semester of the bachelor’s degree. The term of admission must be the semester after the completion of the bachelor’s degree. The student may not skip a Fall or Spring semester between the degrees. If the student does not complete the bachelor’s degree as intended, their admission to the graduate portion of the ADP will not be valid, they will remain in the undergraduate portion, and they will need to reapply for admission to the graduate portion.
- A student in a **simultaneous** ADP must apply to the graduate portion **before** the final semester of the bachelor’s degree. The term of admission must be the same as the final semester of the bachelor’s degree. The academic unit offering the master’s degree should enter an admission decision promptly so the student will be able to apply for graduation with both degrees early in their last semester.

**Retention and GPA**

- While a student is in the undergraduate ADP code, the undergraduate college will monitor their GPA.
  - If the student’s undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.0, they will be removed from the ADP. Readmission to the ADP will not be permitted. The undergraduate college advisor will work with the Office of Registration to change the student from the undergraduate major code to the stand-alone bachelor’s degree major code.
  - Once a student is admitted to the graduate portion of the ADP, the Graduate College will monitor their GPA.
    - If the student’s graduate GPA and/or overall GPA fall below a 3.0, they will be removed from the ADP. Readmission to the ADP will not be permitted.
    - Students removed from the ADP may apply to the stand-alone master’s degree program, but may not share any coursework applied to the bachelor’s degree. Any accumulated graduate credit not applied to the bachelor’s degree must meet the [Graduate College Guidelines for Residence Credit Taken before Admission to a Master’s Degree Program](#).

**Degree Completion**

- Students must apply for graduation early in the semester they will complete degree requirements, according to the deadlines indicated on the [Academic Calendar](#).
  - A student in a **sequential** ADP must apply for graduation twice—once early in the final semester of the bachelor’s degree, and again early in the final semester of the master’s degree.
  - A student in a **simultaneous** ADP must apply for graduation for both the bachelor’s and master’s degree at the same time in their final semester.

- All ADP students must meet all requirements and deadlines for the master’s degree outlined in this bulletin.

**Information for Departments Establishing an ADP**

A request to establish an accelerated bachelor’s/master’s degree program must first be approved and signed by the department/school chair/director(s) and academic college dean(s) affiliated with each degree. The request should then be submitted to the Graduate Council for review (see the [Graduate College website](#) for agenda deadlines and links to the appropriate paperwork). Academic units interested in establishing an ADP are encouraged to meet with the Graduate College to discuss questions and concerns in advance of submitting this paperwork.

- Each ADP represents a combination of one existing stand-alone undergraduate major and one existing stand-alone graduate major.
  - An academic unit wishing to offer an accelerated bachelor’s/master’s degree to multiple undergraduate or graduate majors will need to request one ADP for each combination of majors.

- The requirements for both undergraduate and graduate degrees comprising an ADP should be identical to the requirements for the stand-alone degrees. If either the undergraduate or graduate degree program is modified, the ADP should be modified at the same time.

- A request for an ADP must clearly specify whether the program will follow the sequential model or the simultaneous model.

- Up to 15 percent of the combined total semester hours required for the stand-alone bachelor’s and master’s degrees, rounded down, may be shared (applied to both degrees).
All shared hours must carry graduate credit and must be applicable to both the bachelor’s degree requirements and master’s degree requirements.

DUAL MASTER’S DEGREES

Dual master’s degree programs allow students to pursue degrees simultaneously in two fields of study. To obtain a dual degree, the student must satisfy the admission, course, and examination requirements of both programs.

Requirements

- The student must be admitted to both programs prior to completing more than 12 hours of coursework.
- If changing from a single graduate degree program to a dual degree program, hours taken prior to admission to the dual degree program may be applied to both of the degrees if approved by both academic departments and the Dean of the Graduate College. If changing from a non-degree-seeking status to a dual degree program, this coursework will be subject to the guidelines regarding coursework taken prior to admission to a graduate degree program.
- All deficiencies must be completed and all degree requirements, including foreign languages, non-thesis examination, and thesis, must be met for both programs.
- Up to 20 percent of the total graduate credit hours required for both degrees taken individually may be double-counted, e.g., counted as credit for both master’s programs.
- The double-counted courses must be appropriate for each degree.
- Credit transferred from other institutions may not be double-counted.
- No more than one-half of the credits for coursework in each degree program, excluding research for the thesis (5980), may be S/U graded coursework.
- No more than one-half of the overall coursework, excluding research for the thesis (5980), may be S/U graded coursework.
- The student must graduate with both degrees in the same semester.

A list of dual master’s degree programs offered at the University of Oklahoma.

INTERDISCIPLINARY MASTER’S DEGREES

Currently, this program is under review by the Graduate Council. New proposals are not being accepted at this time.

The interdisciplinary master’s degree is for students whose educational goals cannot be met by one of the existing master’s degree programs at the University of Oklahoma. The student may propose an interdisciplinary master’s degree program to the Dean of the Graduate College and the Graduate Council. The various components of an interdisciplinary master’s degree must be integrated so that the program presents a well-defined and coherent educational experience. The integration must be accomplished through research that culminates in a thesis.

Individuals proposing interdisciplinary master’s degree programs must either be admitted in full standing or be academically admissible in full standing. When all required information is submitted to the Graduate College, a subcommittee of the Graduate Council will review the proposal and make a recommendation to the Council, which will then decide whether to approve the proposed interdisciplinary degree program.
Guidelines for Interdisciplinary Master’s Proposals

- The proposal must be approved by the Graduate Council prior to the student completing more than 12 hours of coursework.
- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree and explain why the degree cannot be completed within an existing degree program.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- All coursework for the interdisciplinary degree program must carry graduate credit.
- The student should confirm course availability with each relevant department.
- Interdisciplinary master’s degree programs must have at least 30 credit hours of graduate-credit coursework.
- No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 5980.
- If the Graduate Council approves the proposal, it will constitute the student’s program of study.
- The Graduate Council may return the proposal to the student for revision if it is not acceptable. If the Graduate Council does not approve the proposal, the student may apply to or remain in a traditional degree program.
- Requests for changes to an approved program must be submitted to and approved by the Graduate Council.

Guidelines for Interdisciplinary Doctoral Proposal

- The proposal must be approved by the Graduate Council prior to the student completing more than 12 hours of coursework since completion of the most recent degree earned.
- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree and explain why the degree cannot be completed within an existing degree program.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- The student should confirm course availability with each relevant department.
• All coursework for the interdisciplinary degree program must carry graduate credit.
• Unless there is reason for an exception, the coursework must include at least 12 hours of 6000-level courses, not counting directed readings and dissertation hours.
• The majority of the courses beyond the master’s level leading to the interdisciplinary degree must be taken in academic units authorized to offer the doctoral degree.
• No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 6980.
• If the Graduate Council approves the proposal, it will constitute the student’s program of study.
• The Graduate Council may return the proposal to the student for revision if it is not acceptable. If the Graduate Council does not approve the proposal, the student may apply to or remain in a traditional degree program.
• Requests for changes to an approved program must be submitted to and approved by the Graduate Council.

GRADUATE CERTIFICATES

A graduate certificate represents completion of a set of courses that provides mastery of a specific area of knowledge and indicates an advanced, focused inquiry into a defined area of study. For a degree student, a graduate certificate may indicate an area of specialization; for a professional, a graduate certificate may provide evidence of special expertise.

A graduate certificate is not a graduate degree.

Both graduate certificates and graduate degrees earned at the University of Oklahoma reflect the pursuit of knowledge at an advanced level, and both reflect high standards of performance. However, a graduate degree represents a program of independent inquiry beyond the depth of coursework alone, while a graduate certificate represents a set of courses only.

A list of graduate certificate programs offered at the University of Oklahoma.

Admission to Graduate Certificate Programs

All students who intend to pursue a graduate certificate must complete the online application for graduate admission. Students must be admitted to the Graduate College in full standing to qualify for a graduate certificate.

• Students may apply to be admitted solely into a graduate certificate program, or they may apply to add a graduate certificate program while enrolled in a graduate degree program (see Applying Graduate Certificate Coursework to a Graduate Degree).
• A student who is admitted to a graduate degree program is not automatically granted admission to associated graduate certificate programs. Students enrolled in a graduate degree program who intend to pursue a graduate certificate must apply to add the graduate certificate program.
• Students who apply solely to a graduate certificate program:
  - must meet Graduate College admission requirements as well as any additional departmental requirements
  - may not be conditionally admitted.
• Students who are admitted solely to a graduate certificate program:
  - are not eligible for financial aid
  - are not candidates for a graduate degree
  - are not assured future admission to a graduate degree program
  - may take no more than the maximum number of hours required for the graduate certificate.
Students must enroll for the term of admission to retain active status as a graduate student.

Course Credit Requirements for Graduate Certificates
- All courses must be taken at OU. No transfer credit will apply.
- No course substitutions are permitted for graduate certificates.
- Coursework applied to a graduate certificate cannot be more than five years old as of the semester the graduate certificate is awarded.
  - Validation of overage coursework will not be permitted for a graduate certificate program.
- Students must achieve a grade point average of 3.0 or higher on all coursework applied to the graduate certificate.

Completing a Graduate Certificate
- In order to be awarded a graduate certificate, a student must file a Graduate Certificate Program Report (GCPR) in the Graduate College before or during the final semester of certificate coursework.
- The GCPR is due no later than the first Monday in October (for Fall certificate clearance), the first Monday in March (for Spring certificate clearance), and the first Monday in July (for Summer certificate clearance).
- Graduate certificates will be awarded in the semester that all requirements, including submission of the GCPR, have been met. Graduate certificates will not be awarded retroactively.
- At the end of the semester in which all requirements are met, the Office of Academic Records will issue the graduate certificate and record its completion on the student’s official transcript.
- Students who receive only graduate certificates without completing degree programs do not participate in convocation, commencement, or any other graduation ceremonies.

Applying Graduate Certificate Coursework to a Graduate Degree
- Students who are admitted to a graduate certificate program while enrolled and active in a graduate degree program may apply eligible hours to both the graduate certificate and the degree.
- Students who are solely pursuing a graduate certificate and later pursue a master’s degree should be aware of the Graduate College Guidelines for Residence Credit Taken before Admission to a Master’s Degree Program.
- Students who are solely pursuing a graduate certificate and later pursue a doctoral degree should be aware of the Graduate College Guidelines for Residence Credit Taken before Admission to a Doctoral Degree Program.
ADMISSION INFORMATION

The University of Oklahoma requires all prospective graduate students to apply using the [online application for admission](http://www.ou.edu/content/admissions/graduate.html).

ADMISSION APPLICATION

Applicants who apply for graduate study at the University of Oklahoma are applying for admission to the Graduate College and the specific academic program in their proposed area of study. Information about the graduate application process and requirements can be found at the [Office of Graduate Admissions website](http://www.ou.edu/content/admissions/graduate.html).

Norman campus:
Office of Graduate Admissions
University of Oklahoma
731 Elm Avenue, 318 Robertson Hall
Norman, OK 73019-2115
admrec@ou.edu
(405) 325-6765
http://www.ou.edu/content/admissions/graduate.html

OU Outreach Campus (Advanced Programs and Liberal Studies)
Outreach Admissions, Registration and Records
1700 Asp Ave, Room B-1
Norman, OK 73072
cceregistration@ou.edu

Tulsa Campus
Office of Admissions
University of Oklahoma-Tulsa
4502 E 41st ST Room 1c114
Tulsa, OK 74135-2512
tulsainfo@ou.edu

Deadlines
- Many academic units have program-specific deadlines. A list is available at the [Graduate Admissions website](http://www.ou.edu/content/admissions/graduate.html).
- International applicants are subject to university-based application deadlines due to the additional time needed to process international applications and to obtain student visas. A listing of the international deadlines is available at the [Graduate Admissions website](http://www.ou.edu/content/admissions/graduate.html).

Admission of University of Oklahoma Graduating Seniors
A senior graduating from the University of Oklahoma who wishes to apply for admission to a graduate program should complete the online application for admission.

Health Questionnaire
Every student admitted to the University of Oklahoma will receive a health questionnaire. This questionnaire must be completed and returned to Goddard Health Center before the student can enroll.
ADMISSION CRITERIA

The admission criteria are intended to allow academic units to assess the likelihood that an applicant will succeed in a particular academic program.

GRADUATE COLLEGE ADMISSION CRITERIA

- The Dean of the Graduate College governs admission and enrollment in the Graduate College utilizing the recommendations of academic units. The Office of Graduate Admissions oversees all matters pertaining to general admission to the University.
- To be considered for admission, the Graduate College requires that all applicants hold a baccalaureate degree or equivalent from a regionally-accredited college or university.
- Undergraduate applicants in their final two semesters at regionally-accredited colleges and universities may apply for admission to the Graduate College.
- Admission to a graduate program at the University of Oklahoma is based on an evaluation of an applicant's overall record, experience, personal qualifications and proposed area of study.
- The Graduate College does not set minimum GPA requirements and allows departments to evaluate applications holistically, but generally successful graduate applicants possess a 3.0 cumulative GPA over their undergraduate and/or graduate work.
- Academic programs may set more stringent admission requirements. Check with the program to which you are applying to determine any program-specific requirements.
- The University of Oklahoma uses the following 4.0 scale to calculate grade point averages:
  - A 4.0 points per credit hour
  - B 3.0 points per credit hour
  - C 2.0 points per credit hour
  - D 1.0 point per credit hour
  - F 0.0 points per credit hour
- If an applicant's prior college or university uses a different scale, the grade point average is converted to a 4.0 scale or equivalent to determine whether the applicant meets University of Oklahoma grade point admission requirements.
- The grade point average is based on the following:
  - If a bachelor's degree has been earned at a regionally-accredited college or university, the cumulative grade point average from the conferred degree is used. All letter-graded courses are subject to evaluation.
  - If graduate work has been completed at a regionally-accredited college or university, but no master's degree has been earned, the cumulative grade point average from the conferred bachelor's degree is used. All letter-graded courses are subject to evaluation.
  - If a master's degree has been earned at a regionally-accredited college or university, the cumulative grade point average from the conferred degree is used. All letter-graded courses are subject to evaluation.

ACADEMIC UNIT ADMISSION CRITERIA

- Academic units may require all transcripts from all institutions attended.
- The Graduate College does not require the Graduate Record Examination (GRE) or other standardized tests. However, many academic units do require the GRE or other standardized tests. For more information about required tests, applicants should contact the academic unit to which they are applying.
To determine additional department requirements, applicants should consult with the graduate liaison of the academic unit to which they are applying.

INTERNATIONAL ADMISSION

International graduate applicants must provide proof of English proficiency and financial support documentation at the time of application.

English Proficiency
Before being admitted to the University of Oklahoma, all applicants for whom English is a second language must present documentation of proficiency in the English language.

English proficiency requirements are discussed in detail on the Graduate Admissions website.

Financial Assistance
An international student may apply for aid offered by Financial Aid Services only if considered an “eligible non-citizen” by the U.S. Department of Education. Most international students are not eligible for this type of government-supported financial aid. Contact OU Financial Aid Services for additional information.

International students may be eligible for university or department scholarships, fellowships, grants, or assistantships. Contact your department and/or program for more information about these forms of financial assistance.

TYPES OF ADMISSION

The University of Oklahoma recognizes the following types of admission:

ADMISSION IN FULL STANDING

- The applicant can be admitted in full standing if he or she has met all University of Oklahoma admission requirements, is recommended for admission in full standing by the appropriate academic unit, and is accepted for admission by the Dean of the Graduate College.
- The admission recommendation may be based on many factors including the applicant’s grade point average.

CONDITIONAL ADMISSION

An applicant who shows the potential for academic success in graduate school, but does not qualify for admission in full standing, may be conditionally admitted to a degree program.

- Conditional admission to a degree program is contingent on the recommendation of the academic unit and approval of the Dean of the Graduate College.
- Conditional admission will depend on other indicators of the student’s potential for academic success, such as strong performance on standardized tests, a high grade point average in the major, and/or experiences that clearly indicate strong academic ability.
- The graduate liaison must provide the Graduate College with a recommendation for conditional admission. The recommendation must indicate:
  - any grade requirements beyond the Graduate College recommended 3.0 average
  - any course deficiencies to be satisfied.
The Graduate College must approve the recommendation for conditional admission.

**Meeting the Conditions**
- The student must maintain at least a 3.0 grade point average in each semester during the first 12 hours of letter-graded OU coursework taken after admission to the Graduate College.
- A student who earns more than two grades of I and/or W at any time during the period of conditional admission will be subject to disenrollment.
- A student who accumulates more than 18 hours of graduate coursework but has not fulfilled the terms of the conditional admission may be subject to disenrollment.
- Students who are admitted conditionally may not earn a grade of D, F, or U during the period of conditional admission.
- A student who fails to comply with the conditional requirements specified may be subject to disenrollment.

**NON-DEGREE ADMISSION**

Non-degree admission types include unclassified status, teaching certification status, and graduate visitor status. Students who are admitted solely to a graduate certificate program are also considered non-degree seeking (see [Graduate Certificates](#)).

Future admission to a graduate program is not guaranteed for students admitted to a non-degree status. Students who complete graduate coursework in a non-degree status and later apply to an OU graduate degree program should review the sections of the bulletin regarding [OU Coursework Taken Before Admission to a Master's Degree Program](#) or [OU Coursework Taken Before Admission to a Doctoral Program](#). Credit completed as a non-degree student is not guaranteed to be applicable to a graduate degree.

Students admitted to a graduate non-degree status are generally not eligible to receive financial aid. Additional information is available from [Financial Aid Services](#).

**Unclassified Non-Degree Status**

This status may be appropriate for applicants who want to take graduate-level coursework, but either have not chosen a field of academic study or do not intend to pursue a graduate degree. In addition to meeting this description, applicants must meet the [Graduate College Admission Criteria](#) to qualify for unclassified admission. The deadline to apply for unclassified admission is thirty (30) calendar days prior to the start of the semester in which the applicant plans to enroll.

The following restrictions apply to unclassified status students:
- A 3.0 cumulative grade point average from the undergraduate and/or graduate work is required for admission. Conditional admission is not available for unclassified status.
- Enrollment as an unclassified student is limited to 12 total hours. The Graduate College will place an enrollment hold on an unclassified student who has reached this limit.
- Unclassified students must maintain a 3.0 grade point average in order to be eligible for continued enrollment. Academic probation is not available to unclassified students.
- Students admitted to unclassified status for a given semester will not be eligible for admission to a graduate program for that same semester. However, unclassified students may apply to a graduate program for a future semester by submitting the online [Addition or Change of Program Application](#).
Teaching Certification Status
A student wanting to fulfill requirements for a State Education Certificate (not a graduate certificate) may be admitted to teaching certification status. Applicants to teaching certification status should contact the Jeannine Rainbolt College of Education for additional information.

Graduate Visitor Non-Degree Status
A graduate student who has earned a baccalaureate degree and is in good academic standing in a graduate program at another regionally-accredited institution may apply to take courses at the University of Oklahoma as a visitor. For information about applying as a graduate visitor, visit the Office of Graduate Admissions website.

ADDITION OR CHANGE OF PROGRAM

- A graduate student who is currently enrolled and wishes to add or change graduate programs must complete the online Addition or Change of Program Application.
- A student wishing to change to a dual master’s degree must do so prior to completing 12 hours of OU coursework as a graduate student.
- Students may not simultaneously pursue graduate degrees in separate majors without prior approval of both the academic units involved and the Dean of the Graduate College.

READMISSION TO THE GRADUATE COLLEGE

Readmission Process
- A student who has been admitted and does not enroll for the term of admission must reapply for admission.
- An admitted student must register for courses at the University of Oklahoma for the term of admission to retain active status as a graduate student.
- The student is subject to the regulations applicable during the first term of enrollment so long as continuous enrollments are maintained.
- A student whose initial enrollment as a graduate student at the University of Oklahoma is during the Summer session will be subject to the University of Oklahoma catalog or bulletin in effect for the academic year following that summer.

Lapsed Enrollment
- A graduate student who has a lapse of enrollment for one year must reapply for admission.
- A graduate student readmitted after a lapse of enrollment is subject to the current conditions and curriculum of his or her program of study at the time of readmission, not those in place at the time of the initial enrollment.
- Readmitted students are subject to all course age limits as outlined in the doctoral and master’s degree sections of this bulletin.

Academic Leave of Absence Policy
- A graduate student who finds it necessary to discontinue the program of study (i.e., academic leave of absence) may petition the Graduate College for an exception to return under the student’s original program of study.
- The petition must detail the reasons for the academic leave of absence and specify the semester in which the academic leave of absence period will begin and the semester in which the student will resume his or her studies and, whenever possible, must be processed while the student is still enrolled.
The petition must be endorsed by the student’s committee chair and graduate liaison.

As a general rule, the academic leave of absence period will not exceed two years from the student’s last enrollment.

The period of the academic leave of absence will count toward the time limit for completing the degree.

Academic leave of absences do not affect the policies governing lapses in enrollment. A student on an academic leave of absence who allows his or her enrollment to lapse will need to reapply for admission and pay all associated application fees.
COST AND FINANCIAL SUPPORT

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation, and miscellaneous living expenses. The actual cost of attending the university will vary depending on a student’s resident status, academic level, course load, housing arrangements, personal needs, and spending habits.

Contact the Office of the Bursar for specific information regarding tuition and fees.
1000 Asp Ave., Room 105
Norman, OK 73019-4071
(405) 325-3121 or bursar@ou.edu

FINANCIAL SUPPORT

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the university.

These resources include:
- financial aid, such as federal and state grants, loans, and work-study programs
- graduate assistantships
- fellowships and scholarships
- tuition waivers.

FINANCIAL AID

Financial Aid Services
- Financial Aid Services awards and monitors all federal and need-based awards.
- For additional information on financial aid programs and application information, contact:
  Financial Aid Services
  1000 Asp Ave., Buchanan Hall Room 216
  Norman, OK 73019-4078
  (405) 325-4521 or financialaid@ou.edu
- Students are encouraged to utilize the Financial Aid Services website for general financial aid and scholarship information as well as to check the status of their financial aid application.
- Students are required to keep their address updated with Financial Aid Services at all times.

GRADUATE ASSISTANTSHIPS

- Most academic units employ graduate students on a part-time basis. Graduate assistantships are awarded and governed by individual academic units and appointing departments.
- A student should contact the appointing department or academic unit to obtain information about graduate assistantships.
Teaching Assistant Training

- All graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the Center for Teaching Excellence prior to commencing their teaching responsibilities.
- GTAs who do not have substantive contact with students (e.g., those who only do grading) are exempt from this requirement.
- International GTAs must attend the Development of International Teaching Assistants (DITA) training program; all GTAs (international and domestic) must attend the Teaching Assistant Orientation (TAO).
- For additional information contact the Center for Teaching Excellence, Wallace Old Science Hall 224, (405) 325-2323 or at teach@ou.edu.

English Language Certification

- Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not the native language must be certified as proficient in oral, aural, and written English.
- Certification is obtained through the English Assessment Program, 213 Robertson Hall, (405) 325-1838. The Guidelines to English Proficiency Certification are available on the English Assessment Program website.
- If observation determines that a certified instructor is having serious communication difficulties in the classroom, English language certification may be revoked, which will require that the instructor be removed from the classroom.
- Graduate students who wish to improve their English skills may take speaking or writing classes offered by the English Assessment Program.

Assistantships and Financial Aid

- Enrollment requirements may differ for graduate assistantships and financial aid.
- Other conditions of appointments, including minimum enrollment requirements, are listed in the Graduate Assistant Handbook.

Workload

- The primary purpose of a graduate assistant appointment is to aid the student in the successful completion of an academic program. For this reason, enrollments and appointments are subject to certain restrictions.
- Employment is generally measured as a proportion of Full Time Equivalent or FTE status, with 1.0 FTE representing full-time employment or 40 hours per week.
- Graduate assistantships are subject to FTE limitations and cannot resemble full-time work. The standard Qualifying Graduate Assistantship is .50 FTE, which is equivalent to 20 hours per week. Graduate assistantships totaling .50 FTE or less do not require the permission of the Associate Dean of the Graduate College.
- In necessary circumstances, graduate assistantships totaling .51 to .70 FTE can be approved by petitioning the Associate Dean of the Graduate College. A signature from the student’s advisor, graduate liaison, or chair of the student’s academic department will be required. The Petition to Appoint a Graduate Assistant Over .50 FTE must state the nature of the increased FTE and the rationale for the appointment.
- It is the responsibility of the graduate student to submit the petition to the Graduate College prior to the start of the semester during which the appointment(s) exceeding .50 FTE will be held.
- Whenever a department is aware that a graduate student's total appointment(s) will exceed .50 FTE, the department should inform the student of his or her responsibility to complete and submit the petition.
- Review and approval of the Petition to Appoint a Graduate Assistant Over .50 FTE will be based upon the following criteria:
  - Graduate students may not be appointed over .70 FTE at any time.
Appointments totaling more than .50 FTE cannot be approved for the Fall and Spring semesters for any international student on a student visa. During Summer and Intersession, international students on a student visa may not exceed .70 FTE.

- Students must be in good academic standing.
- The assistantship(s) must be relevant to the student’s program of study.
- The assistantship(s) must not impede the student’s progress to their degree.
- Students are generally not approved to work over .50 FTE during the first semester of graduate-level coursework.

The Graduate College will review the petition based upon the student's GPA, current academic standing, and progress to the degree. The Graduate College may approve a student's appointment(s) for the upcoming academic year or for a single semester only. The Graduate College may also deny the student's petition.

- Petitions are not required for Summer appointments which will exceed .50 FTE.
- The student and departments will be notified of the determination by the Graduate College via email.
- If a graduate student's appointment(s) will continue to exceed .50 FTE after the term of approval has expired, the graduate student must submit a new form prior to the start of the subsequent semester.
- Departments may not effectively increase a graduate assistant’s FTE via supplemental pay. The Graduate College does not review supplemental pay requests. However, Human Resources will verify that a graduate assistant’s composite appointment (FTE and supplemental pay) does not exceed 28 hours per week.
- The Graduate College may terminate any appointment(s) that exceeds .50 FTE and has not been approved by the Graduate College.
- Academic units are encouraged to set limitations on the number of semesters a student may hold a graduate assistantship. These limitations should be made available in writing at the time of a student's application, appointment, or reappointment.
- In general, the Graduate College expects that a graduate assistant will not be appointed for more than the number of semesters required to complete the degree program, assuming six semester hours of enrollment per semester.

OTHER FUNDING OPPORTUNITIES

- Students are encouraged to apply for funding based on academic ability or talent.
- Students may conduct an online search for funding by visiting www.ou.edu/financialaid.
- Funding recipients who are also recipients of other financial aid sources may expect their award letters to be revised.
- The university strongly encourages graduate students to apply for funding from external agencies. Students are encouraged to write directly to granting agencies.
- There are a number of major funding opportunities available for students engaged in full-time study leading to the doctoral degree.
- The Financial Aid Services website also provides information regarding scholarships for current students.
- The Graduate College website provides detailed information on funding opportunities.

Community of Scholars
In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access to the Community of Scholars National Funding Opportunities database. This comprehensive web-based listing of funds from various government agencies, private foundations, industries, and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information and
an application. This service is an invaluable tool for quickly identifying funding opportunities for graduate students and faculty. The OU Vice President for Research, Center for Research Program Development and Enrichment, and OU Libraries provide COS Pivot to assist faculty, staff, and students searching for funding opportunities in research development. COS Pivot is a comprehensive database that can be personalized for accurate and automated searches.

Oak Ridge Associated Universities
Since 1949, students and faculty of the University of Oklahoma have benefited from the university’s membership in Oak Ridge Associated Universities (ORAU). Through the Oak Ridge Institute for Science and Education, the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines, including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of underrepresented minority students pursuing degrees in science and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines and details on locations and benefits, can be found in the online resource guide.

Additional Funding Sources
Additional information regarding grants, scholarships, or other funding should be directed to the following agencies. Recipients of funding from these programs who are recipients of other financial aid sources may expect their award letters to be revised.

Vocational Rehabilitation Services
- Oklahoma Department of Rehabilitation Services may assist students who have certain physical, mental, or emotional disabilities by providing funding or other support services.
- Contact the Department of Human Services Rehabilitation Services Division in your community for information and applications.
- The vocational objective must be approved by a representative of the division.

GI Bill
- Educational benefits may be available to students who are active duty, reserve personnel, or veterans.
- Students should contact their area Veterans Affairs office for information regarding educational benefits.

Tribal Grants
- Native American students are encouraged to contact their tribal agency for specific information and application materials for higher education grants, scholarships, and fellowships.
- Students also may obtain information from the associate director of American Indian Student Life, Center for Student Life, Oklahoma Memorial Union, third floor south.
- Another valuable source of funding is through the American Indian Graduate Center at 3701 San Mateo NE #200, Albuquerque, NM 87110, or at 1-800-628-1920.
## ENROLLMENT, GRADES AND GRADUATION

### COURSES APPROVED FOR GRADUATE CREDIT

- Graduate level courses carry the “GRAD” attribute in the [Course Catalog](#) and class schedule.
- Undergraduate courses that are approved for graduate credit may carry the “GCUD” attribute (graduate credit upper-division), “GCOD” attribute (graduate credit outside the department), or “GCOC” attribute (graduate credit outside the college).
  - Undergraduate students will receive undergraduate credit for these courses, unless they receive approval to earn graduate credit (see [Applying for Graduate Credit](#)).

### ENROLLMENT

To be eligible for enrollment, the student must be admitted to the University of Oklahoma.

#### Enrollment Approval

- All enrollments must be approved by the academic unit advisor or, in the case of unclassified students, by the Dean of the Graduate College.
- A student whose initial enrollment in the University of Oklahoma is during the Summer session will be subject to the University of Oklahoma catalog and bulletin in effect for the academic year following that summer.

#### Sexual Misconduct Awareness Training Required Prior to Enrollment

- Federal law and university policy require all students to successfully complete the [Sexual Misconduct Awareness Training](#). If you have technical difficulties, contact 405-325-HELP or needhelp@ou.edu.

#### Assignment of an Advisor

- Although the Dean of the Graduate College is a general advisor for all graduate students, a student is under the immediate direction of a graduate advisor in the academic unit of the major field.

#### Maximum Enrollment

- A student may not carry more than 16 hours per Fall or Spring semester nor more than nine hours per Summer session without the permission of the Dean of the Graduate College.
- Advanced Programs students may carry up to 16 hours in any term including Summer.

## ENROLLMENT OF UNDERGRADUATES IN GRADUATE COURSES

With permission from the academic unit offering the course(s), qualified junior or senior undergraduates may enroll in 5000-level coursework. This coursework will carry undergraduate credit unless the student is approved to receive graduate credit (see [Applying for Graduate Credit](#) below). Undergraduates may not enroll in 6000-level courses except by permission of the academic unit and the Dean of the Graduate College.

#### Limitations

- Each graduate degree has a prescribed set of courses required for that degree, and not all graduate-level courses can be applied to fulfill those requirements. Prior to enrolling in graduate-level
coursework, the student should consult with the academic unit from which they intend to receive a graduate degree.

- Graduate courses applied to a bachelor’s degree may not be applied to a graduate degree.
- There are limitations on the amount of credit taken prior to admission to a graduate degree program which may be applied to the degree program (see "OU Coursework Taken before Admission to a Master’s Degree Program" and "OU Coursework Taken before Admission to a Doctoral Degree Program").

Applying for Graduate Credit

- To apply for graduate credit, a student must submit an Application for Graduate Credit for Courses Taken during Junior and Senior Years by the end of the second week of the course(s).
- Students must have a minimum overall and University of Oklahoma grade point average of 3.0 in order to be eligible to receive graduate credit.
- To enroll in a course for graduate credit, the student must receive permission from:
  - the instructor
  - the undergraduate advisor
  - the person who serves as liaison between the Graduate College and the academic unit offering the course
  - the Dean of the Graduate College.
- The approval of the instructor signifies that the junior or senior will be evaluated at the same level as the graduate students in the class.
- The Graduate College will verify that a grade of A, B, C, or S was earned in the course.
- If all of the above stipulations are satisfied, the Office of Academic Records will note on the student’s transcript that graduate credit was earned in the course.

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ENROLLMENT IN OU HEALTH SCIENCES CENTER COURSES

- Graduate courses offered through the University of Oklahoma Health Sciences Center may be appropriate for some degree programs. Students interested in OUHSC graduate courses should discuss their plans with their academic advisor.
- The OUHSC Graduate College Bulletin provides information for Norman campus students enrolling in OUHSC Graduate College courses.
- Tuition waivers awarded from the Norman campus Graduate College may apply to some courses taken at the OU Health Sciences Center. Consult the Graduate College for additional information.

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ENROLLMENT IN LAW COURSES

- Graduate students at the University of Oklahoma may enroll in College of Law courses with the advance approval of their academic advisor, academic unit, and the instructor teaching the course.
- Tuition waivers awarded from the Norman campus Graduate College do not apply to courses taken at the OU College of Law.

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ENROLLMENT IN COURSEWORK AT ANOTHER UNIVERSITY

- A University of Oklahoma graduate student must be in good academic standing and obtain the approval of the Dean of the Graduate College prior to enrolling concurrently in coursework at another university.
Failure to obtain this approval could lead to disenrollment as a graduate student at the University of Oklahoma.

GRADES IN THE GRADUATE COLLEGE

The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W, and X. Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content. Grades from all subsequent attempts at a course will be used in addition to, not in place of, all grades earned in previous attempts at the course.

The following explanations apply only to those courses that are approved for graduate credit.

**AU**

**AU (Audit)** Auditing is attending class without participating in classwork or receiving credit. Enrollment as an auditor is indicated on the student’s permanent academic record and is subject to the same posting regulations governing credit enrollment.

**AW**

**AW**, meaning *Administrative Withdrawal*, is a neutral grade assigned when the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or for inadequate attendance.

**D**

The letter grade of D cannot be applied to a graduate degree or a graduate certificate, and it cannot be used to satisfy prerequisite requirements.

**I**

*I* is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an I grade is awarded. To receive an I grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of I will be changed to the pre-determined permanent grade. After a grade of I has been changed, a student may re-enroll in the course if appropriate or required.

All instructional faculty are required to use the university-wide Incomplete Contract Form when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade.

**N**

*N* is a temporary grade used only to indicate that no final grade has been reported at the time of grade processing and is removed from the student’s record when the final grade is received. It is neutral in the computation of the student’s grade point average. Students with an N grade on their transcript may not take a non-thesis exam, general exam, or defend a thesis or dissertation.

**P and NP**

**P** and **NP**, meaning *Pass* and *No Pass*, are used as grades in a course in which a student has enrolled under the pass/no pass grade option. The grades of P and NP are considered neutral in the computation of the student’s grade point average.
P indicates work equivalent to a grade of C work or better. NP indicates no credit for a pass/no pass option enrollment. Graduate students may use the pass/no pass option only with courses that will not apply to a graduate degree.

S and U
S and U are neutral grades meaning Satisfactory and Unsatisfactory.

The grade of S signifies work equivalent to a grade of B or better. The grade of U indicates that no credit is received for the work undertaken.

The grade of S is used in the final semester to indicate that a thesis, dissertation, or equivalent work is complete and deposited. The S grade may not be used for lecture/recitation courses except with the approval of the Dean of the Graduate College. For special problems, individual research, and directed readings courses, if the course is graded S/U, S is the only passing grade accepted.

S and U grades may be used for seminar courses provided that the seminars are taught on a noncompetitive basis and that all students in the course are graded on this basis.

W
W, meaning Withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal.

X
X is a neutral grade used only for the thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880. It indicates that satisfactory progress is being made to the thesis, dissertation, or equivalent work. The grade of X is used until the thesis or dissertation is complete. When the thesis or dissertation is deposited, the grade for the final semester is S.

AUDITING COURSES

- A graduate student may enroll as an auditor with the approval of the course instructor.
- Junior and senior undergraduate students may audit 5000-level courses if they have received permission from the instructor and the academic unit.
- Undergraduates may not audit 6000-level courses, except with the permission of the instructor, the academic unit, and the Dean of the Graduate College.

DEGREE COMPLETION

- To qualify for a graduate degree, students must achieve an overall grade point average of 3.0 or higher in the degree program coursework and in all resident graduate coursework attempted. A student must also have at least a 3.0 in all coursework (including undergraduate coursework if any).
- All of these grade point calculations are based on coursework attempted since the completion of the most recent degree earned at the University of Oklahoma.
APPLICATION FOR GRADUATION

- Students must apply for graduation online through oZONE at the beginning of the semester in which they plan to graduate, according to deadlines indicated on the Academic Calendar.

GRADUATION

- Degrees are conferred at the end of the Fall and Spring semesters and Summer session.
- Attendance at the commencement ceremony in May is requested of all degree candidates.
- Appropriate academic attire must be worn.
- The Graduate College will not approve any changes in the student’s permanent record once the graduate degree is awarded.
GRADUATE COLLEGE STANDARDS

The Graduate College is responsible for periodic performance reviews of graduate students in accordance with the guidelines described in this bulletin. If these standards are not met, the Graduate College has the authority to deny further enrollment.

The Graduate Council and the Dean of the Graduate College supervise and evaluate the academic units of the university that offer graduate programs to ensure observance of policy and academic excellence.

RETENTION

A graduate student will be permitted to continue enrollment as long as the student remains in good academic standing by:

- fulfilling the specific requirements of his or her academic unit
- making satisfactory progress to the degree
- maintaining a minimum 3.0 grade point average in all coursework attempted while in the graduate program (including undergraduate coursework, if applicable).

The retention standard and rules apply to all degree-seeking graduate students, unclassified graduate students, graduate visitors, and reciprocal exchange graduate students.

Progress Review

The Graduate College monitors each student’s academic progress by reviewing final grades and calculating grade point averages at the end of each semester. The Graduate College also monitors progress toward degree requirements, progress toward conditional admission requirements (if applicable), and student evaluations conducted by academic units (see Evaluation of Students). At the end of each semester the Graduate College will notify students who have not met the required standards of performance. Such students may receive warning notifications, may be placed on academic probation, or may be disenrolled depending on the details of their academic performance.

Satisfactory Progress

Making satisfactory progress toward a graduate degree includes, but is not limited to:

- timely completion of the coursework required for the degree
- submission of a program of study
- progress made in completing research
- timely completion of the non-thesis examination or general examination
- timely completion of the thesis or dissertation defense or deposit.

The Grade Point Average

The grade point average (GPA) reported on a student’s academic transcript may not reflect the GPA calculation methods used by the Graduate College to determine academic standing.

- A graduate student’s GPA is calculated in two ways for the purpose of determining eligibility for retention and/or graduation:
  - on graduate coursework only
  - on all coursework attempted (including undergraduate coursework, if applicable).
- These GPAs are based on the coursework taken at the University of Oklahoma since completion of the most recent degree earned.
- If either of the two calculations yields a grade point average of less than 3.0, the student will be placed on academic probation or disenrolled.
All letter grades, whether comprising a part of the degree program or not, will be included in GPA calculations. Exceptions are grades of S, U, I, X, P, NP, W, AW, N, and AU, for which no grade points are awarded.

If a graduate student has credits earned as an undergraduate that were approved to form part of the graduate program, these credits will be used in determining the student’s graduate grade point average.

When a final letter grade is transcripted for a course in which an I or N was originally reported, the Graduate College will perform new GPA calculations and notify the student of any change to his or her academic standing.

When a graduate student repeats a course in which a grade of C, D, or F was earned, both the original grade and the repeat grade will be included in the GPA calculations. The repeat grade does not replace the original grade.

If a graduate student previously took letter-graded coursework as an undergraduate that was approved to form part of the graduate degree program, the final grades for this coursework will be included in the GPA calculations.

ACADEMIC PROBATION

Academic probation is not available to unclassified students, accelerated degree students, or conditionally admitted students. These students are required to maintain a 3.0 graduate GPA and 3.0 overall GPA.

Students who are placed on academic probation as a result of low GPA or U/NP grades will receive official notification from the Graduate College via OU email. The student’s academic unit will receive the same notification.

Advance registration for future coursework is not permitted during academic probation. A temporary enrollment hold will be placed on the student’s record. Enrollment for the next semester will not be permitted until grades for the previous semester have been reported on the academic transcript and the Graduate College has determined that the student’s progress is satisfactory.

While on academic probation, a student is not eligible to:
- attempt the non-thesis examination or thesis defense
- attempt the general examination or dissertation defense
- graduate.

Low Graduate College GPA

Students who fall below a 3.0 on either of the two GPAs calculated by the Graduate College will be placed on academic probation. The student must earn enough hours of A grades to bring the GPA(s) up to a 3.0 within the next 12 credit hours of enrollment. (See the previous Grade Point Average section.)

Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the conclusion of an equivalent period.

Students may not take additional hours beyond the minimum number required for the degree for the purpose of raising their GPA. A student who has fewer than 12 hours of coursework remaining toward the degree will be subject to a shorter probationary period.

The probationary period includes both letter-graded and S/U graded courses. If a student does not enroll in enough letter-graded hours to reach a 3.0 GPA during the probationary period, the student may be denied further enrollment.

Students who do not improve their GPAs each semester may be denied further enrollment before the standard 12-hour probationary period elapses.

A student who would need to earn more than 12 hours of A grades in order to reach a 3.0 GPA will be disenrolled from the graduate program.
**U and NP Probation**

- A student who earns two or more credit hours of *U* and/or *NP* grades in one semester will be placed on academic probation for the next two semesters in which the student enrolls.
- Earning two or more credit hours of *U* and/or *NP* during a *U* or *NP* probation will be grounds for disenrollment from an academic program and the Graduate College.

**Disenrollment for Low Grades**

- A student will be denied further enrollment when placed on any type of academic probation for the third time (see *Disenrollment*).
- Doctoral students who accumulate nine credit hours of *C*, *D*, and/or *F* grades in any combination will be disenrolled from the doctoral program (see *Disenrollment*).

**ACADEMIC UNIT STANDARDS**

- Academic units may have additional and more stringent criteria for evaluating a student’s performance and progress than that required by those of the Graduate College.
- An academic unit may, under some circumstances, report an unsatisfactory performance or progress evaluation and recommend disenrollment of a student from a graduate program even though a 3.0 GPA has been maintained. In such cases, the academic unit must notify the student and the Graduate College in writing to explain the grounds for the unsatisfactory evaluation, the criteria the student must meet to improve his or her performance, and the time frame allowed for the student to meet these criteria. A student who fails to meet the criteria as outlined is subject to disenrollment.
- Grounds for disenrollment include, but are not limited to:
  - failure to be accepted by an appropriate thesis or dissertation advisor within the stipulated time limitations
  - failure to make timely progress to the degree
  - failure to perform in coursework, qualifying examinations, or research at an acceptable level in the respective academic unit.

**EVALUATION OF STUDENTS**

The graduate faculty of each academic unit must conduct an annual review and evaluation of their graduate students’ progress in meeting degree requirements. Any exceptions to this requirement must receive prior written approval of the Dean of the Graduate College.

**Evaluation Criteria**

- The evaluation may include, but is not limited to, considerations such as:
  - progress made in meeting conditions of admission
  - completion, within the prescribed period of time, of those courses in which the student has received an *I*
  - completion of core course requirements
  - progress made in completing research requirements
  - timely filing of the prospectus
  - the general quality of research
  - completion of the thesis or dissertation.
- The evaluation also may encompass the student’s broader scholarly capabilities and professional development.
- The evaluation should not include an assessment of the student’s performance as a graduate assistant.
Evaluation Notification Letter

- The academic unit will notify each student and the Graduate College by letter of the student’s performance and progress toward satisfying degree requirements. This letter must clearly state whether the overall evaluation is satisfactory or unsatisfactory.
- If the overall evaluation is unsatisfactory, the academic unit should specify clearly what the student should do to improve any deficient areas and receive a satisfactory evaluation.
- If the student does not receive an evaluation from the academic unit by the end of the 14th week of the Spring semester, it is the student’s responsibility to request in writing that the academic unit provide such an evaluation.
- This request must be received by the academic unit prior to the beginning of the Summer session.
- Failure to receive or request the written evaluation does not change the student’s responsibility of maintaining satisfactory progress in meeting academic unit and Graduate College requirements.

Unsatisfactory Evaluations

- The academic unit is responsible for monitoring the progress and performance of a student who receives an unsatisfactory evaluation.
- The academic unit will conduct another evaluation at the end of the next semester or designated period and notify the student and the Graduate College by letter of the results of the second evaluation. This letter must clearly state whether the overall evaluation is satisfactory or unsatisfactory.
- A student who receives consecutive unsatisfactory evaluations will be disenrolled.

DISENROLLMENT

Options for Disenrolled Students

- A student who has been disenrolled from a graduate program may apply to a graduate program in another major field. Admission will be contingent on the recommendation of the academic unit and the approval of the Dean of the Graduate College.
  - A doctoral student disenrolled after accumulating nine credit hours of grades C, D, and/or F in any combination is ineligible for admission to another doctoral program, but may be considered for admission to a master’s program in which the student does not already hold a master’s degree.
- At the time of the new admission, the student must satisfy all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges, and its academic units.
- A student admitted to a master’s program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree or Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree.
- A student admitted to a doctoral program after being disenrolled from their previous graduate program should review the policy on Application of Credit from an Unsuccessful Graduate Degree Program to Another Graduate Degree Program.
SPECIAL STANDARDS OF PERFORMANCE FOR STUDENTS ENROLLED IN INTERNSHIPS, PRACTICUMS, OR SIMILAR PROFESSIONAL EXPERIENCES

Some degree programs require that students successfully complete a professional experience such as an internship or practicum.

- Students who have advanced to this point in their academic programs must exhibit the highest level of professional standards and conduct.
- For this reason, a student who earns an unsatisfactory grade or engages in inappropriate conduct in a professional experience such as an internship or practicum may be disenrolled from the academic program.
- To recommend a student for disenrollment under these provisions, the chair or director will:
  - meet with the student involved
  - conclude that the incident or incidents involve misconduct so egregious that the student must not be assigned a second professional experience
  - write a letter to the Dean of the Graduate College with a copy to the student reporting on the incident, describing the professional standards that have been violated, the results of the investigation and the results of the meeting with the student, and recommending that the student be disenrolled.
- The Dean of the Graduate College may then approve or disapprove the recommendation or may conduct a further investigation. If the recommendation is approved, the Dean of the Graduate College will notify the student of disenrollment from the academic program and advise the student of the right to file an academic appeal of the matter. The Academic Appeals Board for the Graduate College will hear appeals of disenrollments made under the provisions of this policy.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning academic misconduct. These are explained in A Student’s Guide to Academic Integrity at the University of Oklahoma.

The Academic Integrity Code defines academic misconduct as any act which improperly affects the evaluation of a student’s academic performance or achievement.

Examples are:
- cheating and unauthorized material on examinations
- improper collaboration
- submitting the same assignments for different classes
- fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage
- assisting others in misconduct
- attempting to commit misconduct
- destruction of property, hacking, etc.
- intimidation and interference with integrity process.

Academic misconduct reports fall into two categories, admonitions (warnings) and violations. A graduate student who has received a report of violation in a course may not drop the course in which the report has been made, unless the report is dismissed.

Complete information about academic integrity is available at the OU Academic Integrity website.
ACADEMIC APPEALS

A Graduate College Academic Appeals Board will be appointed and given authority to hear all appeals involving qualifying examinations, non-thesis examinations, general examinations, theses and dissertations, and other appropriate matters as determined by the Dean of the Graduate College.

The only issues to be resolved are those of prejudiced or capricious evaluation, or alleged inability to speak the English language to the extent necessary to adequately instruct students.

Complete information about Graduate College academic appeals may be obtained from the Graduate College. (See University Academic Appeals policies)

The Academic Appeals Process
The student is responsible for notifying the instructor of any dispute that meets the above criteria. If the student’s attempts at resolution with the instructor fail, the student should notify the Graduate College of the potential academic appeal immediately to make an appointment to discuss the matter.

Time Limits
- In cases of end-of-term evaluations, a student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than February 15 for the previous Fall semester or intersession, and no later than September 15 in cases of end-of-term evaluations for the previous Spring semester, Spring intersession, or Summer session.
- In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and university holidays from classes) after the results of an evaluation are made known to the student.
- If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the panel will deny any request for a hearing on the claim unless, in the view of the board, the student has been prevented from complying with the appropriate time limit (e.g., a student being called into military service).

When a potential Academic Appeal is brought to the attention of the Graduate College, the following steps will be taken:
  - An attempt will be made to resolve the problem with the department.
  - If the matter is not resolved in conference, the student will be briefed on the procedures for filing an academic appeal.

Appeals must be filed in writing in the Graduate College office. The written appeal should state:
  - the action being appealed
  - the individual(s) responsible for the action under appeal
  - the basis for the appeal
  - the relief sought by the student.

Time Limits
- A written appeal must be filed as soon as possible, but in no event later than 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) following the day when attempts at resolution are completed.
- The board will deny any request for hearing on a claim that does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim.
GRADUATE ASSISTANT APPEALS

The Graduate Assistant Appeals Board will be appointed to hear appeals by graduate assistants regarding termination requests by academic units and/or employment grievances of graduate assistants. A student who feels he or she may have a potential appeal should notify the Graduate College immediately to arrange an appointment to discuss the issue.

Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College office.

The written appeal should state:
- the action being appealed
- the basis for the appeal
- the relief the student seeks.

The decisions made by the Graduate Assistant Appeals Board will be considered as recommendations to the Senior Vice President and Provost who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the Graduate Assistant Handbook.

OTHER STUDENT GRIEVANCES

Sexual Harassment
- The University of Oklahoma explicitly condemns sexual harassment and gender discrimination of students, staff, and faculty.
- Because some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, including graduate assistants, it is their responsibility to be sensitive to that power.
- The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment, gender discrimination, and sexual misconduct.
- To proceed with such a grievance or for further information, contact the Institutional Equity Office, (405) 325-3546:
  - Bobby J. Mason, Equal Opportunity Officer and Title IX Coordinator, 102 Evans Hall
  - Sabrina Barfield, Associate Equal Opportunity Officer and Title IX Coordinator
  - Kathleen Smith, Sexual Misconduct Officer, (405) 325-2215.
- For more information regarding the Sexual Misconduct, Discrimination, and Harassment Policy, visit the OU Institutional Equity Office’s Sexual Misconduct website.

Student Discrimination
- The university has a policy of internal adjudication of student grievances.
- A procedure is established to provide the opportunity for a student to have a grievance of any type heard and adjudicated by administrative settlement.
- The procedures are designed to hear all grievances related to alleged discrimination on the basis of race, color, sex, religion, national origin, or age.
- The Non-Discrimination Policy is available at the Equal Opportunity Office’s website.
- For further details regarding the procedure to file a grievance, see the Equal Opportunity Grievance Form or contact the Office of Equal Opportunity.
INFORMATION FOR MASTER’S DEGREE STUDENTS

BASIC REQUIREMENTS FOR THE MASTER’S DEGREE

GRADUATE COLLEGE REQUIREMENTS

- The master’s degree requires the equivalent of at least two semesters of satisfactory graduate work and additional work as may be prescribed for the degree.
- All coursework applied to the master’s degree must carry graduate credit.
- The minimum number of hours required for a master’s degree program is established by the academic unit offering the program and is subject to approval of the Oklahoma State Regents for Higher Education
  - Master’s degree programs which require a thesis consist of at least 30 credit hours. Whether a thesis is required is determined by the Graduate Council on request from the academic unit offering the degree.
  - All non-thesis master’s degree programs require at least 32 credit hours.
  - The minimum hour requirement for a specific master’s degree program cannot be waived.

Course Credit Requirements

- All resident credit required for a master’s degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Credit transferred from other institutions must meet specific criteria and is subject to certain limitations (see Transfer Credit Applied to the Master’s Degree).
- Courses completed through correspondence study may not be applied to the master’s degree.

Obtaining a Master’s Degree While Working on a Doctoral Degree

- Students may not simultaneously pursue graduate degrees in separate majors without prior approval of both academic units involved and the Dean of the Graduate College.
- The Graduate College will not grant an additional master’s degree in the same field in which an individual has previously received a master’s degree.
- Students working on a doctoral degree who have not previously received a master’s degree in the same field may be admitted to candidacy for the master’s degree provided they meet the following requirements:
  - Apply for admission to the master’s program by completing the online admission application by the appropriate deadline:
    - no later than the semester before defending the thesis or attempting the non-thesis examination, for a master’s degree to be awarded on the basis of a thesis defense and/or non-thesis examination
    - the semester before taking the doctoral general examination, for a master’s degree to be awarded on the basis of the general examination.
  - Submit the Program of Study form to the Graduate College by the appropriate deadline (see Admission to Candidacy).
  - Meet all requirements of the academic unit offering the master’s degree.
  - Apply for graduation by the required deadline (see Application for Graduation).
- If the master’s degree requires a thesis, the degree cannot be awarded on the basis of the doctoral general examination.
TRANSFER CREDIT APPLIED TO THE MASTER’S DEGREE

Transfer credit applied to a master’s degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Graduate Admissions, the academic unit offering the degree, and the Graduate College. Academic units may set more stringent rules for transfer credit, which must be identified in the section of the University of Oklahoma General Catalog describing the academic unit’s graduate programs.

Graduate College Guidelines for Transfer Credit Applied to the Master’s Degree

Transfer credit must meet all of the following criteria:

- Official transcripts must be submitted to the Office of Graduate Admissions for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally-accredited college or university.
- The credit was not previously applied to a completed bachelor’s, master’s, or doctoral degree.
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable to the degree.
- The credit carries a grade of A, B, or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P, or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

Graduate College Limitations on Transfer Credit Applied to the Master’s Degree

- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.
- Credit transferred from other institutions may not be double-counted for a dual master’s degree.
- The academic unit may have more stringent limitations than those of the Graduate College. These limitations must be identified in the General Catalog, and will take precedence over those found elsewhere.

Transfer Credit from Oklahoma State University-Tulsa Applied to an OU-Tulsa Master’s Degree

A list of master’s degree programs offered by OU in Tulsa is available on the OU-Tulsa website at [http://www.ou.edu/tulsa/tulsa-grad-college.html](http://www.ou.edu/tulsa/tulsa-grad-college.html).

- In no case may more than 15 hours from OSU-Tulsa be applied to a graduate degree earned at OU-Tulsa.
- Coursework transferred from OSU-Tulsa must meet all other requirements for transfer credit set by the Graduate College and the academic unit.

Transfer Credit from the OneNet Conferencing System

- An exception to the 12-hour limit on transfer credit applied to a master’s degree is made for courses taken through the OneNet two-way video conferencing system.
- Up to 50 percent of the credit hour requirements for a master’s degree may be transferred from Oklahoma State University if the courses were taken via OneNet.
- Residence credit is granted for graduate-level coursework taken via OneNet when taught by a member of the University of Oklahoma graduate faculty.

Transfer Credit from a Professional Degree Applied to a Master’s Degree

Graduate-level coursework applied to a professional degree (e.g., D.D., M.D., J.D., D.V.M., D.D.S.) may be applied to a master’s degree, provided that the coursework carries graduate credit and meets all
other requirements for transfer credit set by the Graduate College and the academic unit offering the master’s degree.

Transfer Credit Completed in Absentia
Courses and fieldwork completed in absentia may be transferred in rare cases upon recommendation of the academic unit and with approval of the Dean of the Graduate College.

Transfer Credit from Advanced Standing Exams
No graduate credit may be earned by advanced standing examinations.

Transfer Credit and Grade Point Average Computation
Transfer credit is considered neutral in the computation of the University of Oklahoma grade point averages used to determine satisfactory academic progress.

OU COURSEWORK TAKEN BEFORE ADMISSION TO A MASTER’S DEGREE PROGRAM

Graduate College Guidelines for Residence Credit Taken before Admission to a Master’s Degree Program
- Residence credit taken before admission to the OU master’s degree program must meet the guidelines for transfer credit (see Graduate College Guidelines for Transfer Credit Applied to the Master’s Degree). Note that residence credit approved to apply to a master’s degree is included in the calculation of grade point averages used to determine eligibility for graduation.
- Residence credit taken before admission to an OU master’s degree program may include:
  - graduate coursework completed while in a non-degree-seeking status at OU
  - graduate coursework completed while pursuing a previous OU graduate degree (but which was not applied to that degree)
  - coursework completed during the junior/senior years of the OU undergraduate degree and approved to carry graduate credit
  - graduate coursework completed at the University of Oklahoma Health Sciences Center.
- Credit previously applied to an OU degree cannot be applied to a second OU degree, except in the case of an approved accelerated degree program (see Accelerated Bachelor’s/Masters Degrees).
- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.

COURSE CREDIT LIMITATIONS

3000/4000 Level Courses
- With approval of the academic unit offering the degree, a student may apply up to a total of 12 credit hours of 3000-level and/or 4000-level courses that carry graduate credit to a master’s degree requiring 36 or fewer hours.
- For any master’s degree requiring more than 36 credit hours, a student may apply up to one-third of the total credit hours required for the degree, but no more than 15 credit hours of 3000-level and/or 4000-level courses to the degree.
  - No more than three-fourths of the credit hours of 4000-level courses permitted by the Graduate College may be from the academic unit offering the degree (e.g., nine hours on a master’s degree requiring 36 or fewer hours).
  - No 3000-level courses from the academic unit offering the degree may apply to any of its graduate degrees.
S/U Graded Coursework
For coursework applied to an OU master’s degree:
- No more than one-half of the credits for OU coursework, excluding Research for Master’s Thesis (5980), may be S/U-graded coursework.
- No more than one-half of the overall coursework (OU credit and transfer credit combined), excluding 5980, may be S/U graded coursework.

Research for Master’s Thesis Credit
- Within the limit of six credit hours, each academic unit must set the number of credit hours of Research for Master’s Thesis (5980) that may be applied to the master’s degree.
- Each academic unit must inform the Graduate College of its limits.
- Research for Master’s Thesis (5980) may not be applied to a non-thesis master’s degree, nor may it be applied to the dissertation research requirement for a doctoral degree.

Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree
- A student who has failed the non-thesis examination for the second time or failed the thesis defense may seek admission to another master’s degree program at the University of Oklahoma.
- To apply courses taken from an unsuccessful master’s degree program to another master’s degree program:
  - The student must gain admission to the new program.
  - The student must have the permission of the academic unit offering the new program and the Dean of the Graduate College.
  - The courses must be applicable to the new program.
- No more than 12 hours of coursework taken before failing the non-thesis examination for the second time or failing the thesis defense may be applied to another master’s degree.

Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree
- Credit from an unsuccessful doctoral degree may be applied to a master’s degree with approval of the academic unit offering the master’s degree and the Dean of the Graduate College, provided that the credit meets all other guidelines and limitations set by the Graduate College and the academic unit.
- Courses taken before failing the doctoral general examination for the second time may constitute no more than one-half of the credit hours required for the master’s degree.

TIME LIMIT FOR COMPLETION OF THE MASTER’S DEGREE
- A master’s student must complete all of the degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied to the master’s degree.
- Academic units may set shorter time limits for degree completion, which must be identified in the section of the University of Oklahoma General Catalog describing their graduate programs. Students in these programs are subject to the shorter time limit.
- No program may set a longer time limit for degree completion than that established by the Graduate College.

Extensions for Master’s Degree Completion
- If an academic unit determines that additional time is needed for a student to complete the degree, the student’s committee should petition the Dean of the Graduate College for an extension.
- The petition should explain why additional time is necessary and specify when the student is expected to complete all degree requirements. The petition must also be endorsed by the graduate liaison and the student’s committee chair.
A student who is granted an extension remains subject to the guidelines indicated below in the section on Course Age Limits for the Master’s Degree.

Course Age Limits for the Master’s Degree

- Graduate credit applied to a master’s degree cannot be more than five years old at the time of admission or readmission to the Graduate College.
- Credit that is older than five years at the time of graduation is considered to be overage credit. No more than 25 percent of the total credit hours required for the master’s degree can be more than five years old at the time of graduation. Overage transfer credit cannot be applied to the master’s degree.

Validating Overage Coursework to Be Applied to a Master’s Degree

- When a student wishes to apply overage coursework beyond the allowed limit of 25 percent of the total credit hours required for the master’s degree, the excess overage coursework cannot be applied to the master’s degree unless it is validated. Potential validation of overage coursework is subject to the discretion of the academic unit and faculty involved; it may not be possible to validate a course which is no longer offered.
- The following types of overage coursework cannot be validated:
  - transfer credit
  - individualized courses such as directed readings, special topics, or independent studies
  - coursework for which a grade lower than B was earned.
- Validation of overage coursework requires the approval of the Dean of the Graduate College. To request approval to proceed with validation of an overage course, the student’s academic unit should submit a petition that outlines a detailed, concrete plan for evaluating the course content and the student’s knowledge.
  - Each course must be validated by a faculty member, usually the original course instructor or current course instructor.
  - If the content that was covered in the overage course is different from the content that is now covered in the course as it is currently offered, the plan must address how the student will demonstrate mastery of the knowledge covered in the current course.
- If the request for validation is approved by the Dean of the Graduate College, the academic unit may proceed with the validation process.
- After an evaluation has been conducted for an overage course, the academic unit must submit a report of the results to the Dean of the Graduate College.
- Overage coursework is not fully validated until the academic unit’s report is received and approved by the Dean of the Graduate College.

ADMISSION TO CANDIDACY

A student who has done satisfactory graduate work and has earned a 3.0 grade point average may file for master’s candidacy.

A student may initiate the steps to schedule the non-thesis examination and/or the thesis defense only after he or she has been admitted to candidacy. Final authority for admission to candidacy rests with the Dean of the Graduate College.

Program of Study Form

- A Program of Study form must be submitted to the Graduate College no later than the first Monday in April for Fall graduates, the first Monday in October for Spring graduates, or the first Monday in March for Summer graduates.
  - Academic units may require earlier submission of this form.
Qualified graduate assistants who receive a Graduate College tuition waiver will need to submit this form earlier to meet waiver eligibility requirements.

- Only those graduate-level courses needed to complete the requirements of the degree should be listed on the Program of Study form.
- If graduate-level courses are listed in excess of those required for the degree, they will be considered part of the degree program. This can create problems for students who plan to apply the excess courses to a second master's degree.
- Qualified graduate assistants who list coursework beyond the minimum number of hours required for the degree will incur tuition charges for the extra hours.

- Students pursuing a dual degree must file the Program of Study form for each program in the Graduate College simultaneously. All forms must be approved by the Graduate College before the student will be authorized to begin the non-thesis examination or thesis defense for either program.

**Changes to the Program of Study Form**

- Changes to the Program of Study form must be submitted in writing to the Graduate College and endorsed by the graduate liaison of the student's academic unit.
- The student should contact the graduate liaison to request approval for the changes before enrolling in coursework that is not listed on the program of study.
- Failure to follow this procedure could delay a student's thesis defense, non-thesis examination, and/or graduation.

**MASTER’S DEGREE WITH THESIS**

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.

**Master’s Thesis Topic and Committee Membership Form**

- A student in a thesis program must work with an advisor to select both a thesis topic and a thesis committee.
- The Master’s Thesis Topic and Committee Membership form must be submitted to the Graduate College at the time the Program of Study form is submitted.

**Thesis Committee Selection**

- The committee must consist of a committee chair and at least two other members of the graduate faculty.
- The committee chair must hold an M1, M2, or M3 graduate faculty appointment through the student's academic unit.
- A majority of the committee members must hold an M1, M2, or M3 graduate faculty appointment through the student's academic unit.
- Special members of the graduate faculty may not, under any circumstances, serve as the chair of a master’s committee or make up the majority of the committee membership.
- The Dean of the Graduate College must approve the committee membership. In rare circumstances, the Dean may appoint additional members to a student’s committee.

**Changes to the Thesis Topic or Thesis Committee**

- If a student wishes to make changes to the thesis topic or committee membership, a new Master’s Thesis Topic and Committee Membership form must be completed and submitted at least 14 calendar days before the thesis defense.
- Minor changes to the listed title that do not reflect a change in topic may be made without approval from the Graduate College. However, if the thesis topic changes, all committee members and the graduate liaison of the student’s academic unit must sign a new form.
If a committee member who is being removed is not in residence during the semester in which the new form is submitted, then the chair or director of the committee member’s academic unit may sign on their behalf. The chair or director’s signature indicates the willingness of the committee member who is not in residence to be removed from the committee.

If a committee member who is being removed is no longer employed by the University of Oklahoma, this should be indicated on the back of the Master’s Thesis Topic and Committee Membership form; the signature of the committee member who has left the university will not be required.

THE THESIS

Students whose thesis research may involve any of the following should promptly contact the appropriate office for advice:

- Human subjects: Contact the Institutional Review Board. (See also Use of Human Subjects in Research.)
- Vertebrate animals: Contact the Institutional Animal Care and Use Committee. (See also Use of Vertebrate Animals in Research.)

Students whose thesis research may involve any of the following should review the “Research Issues” section of the Graduate College Thesis Instruction Packet with their committee chair as early as possible in the research process, and inform their Graduate College counselor of the potential need for an embargo of their thesis.

- Information that is protected from dissemination by applicable law or by contract: Review the “Research Holds and IP Holds” section of the Thesis Instruction Packet. Theses may not contain material that requires permanent restriction from publication.
- Intellectual property that may potentially be patentable: Review the “Disclosure of Patentable Inventions” section of the Thesis Instruction Packet.

Enrollment Requirements for Thesis Research

- Before a student begins work on the thesis, the graduate liaison must contact the Graduate College to obtain approval for the student’s first enrollment in Research for Master’s Thesis (5980).
- A student who is working on the thesis during a regular semester or Summer session must enroll in at least two hours of 5980, regardless of the total number of hours in which the student is enrolled.
- The number of credit hours for each enrollment in 5980 will be determined by the student’s committee chair on the basis of the amount of faculty and university services required by the student during that enrollment.
- Students are required to enroll in 5980 during the Summer session if any of the following apply:
  - The student is actively working on the thesis during Summer.
  - The student is seeking committee advice on the thesis during Summer.
  - The student is otherwise using university facilities during Summer and has previously enrolled in 5980.
  - The degree will be conferred in the Summer session.
- After the first enrollment in 5980, the student must maintain continuous enrollment in at least two hours of 5980 during each Fall and Spring semester until all degree requirements are completed.
  - The continuous enrollment requirement will be waived only for a student who is not working on the thesis and who is enrolled in at least nine graduate credit hours during a regular semester.
  - If a student has not maintained continuous enrollment in master’s thesis hours, the student must retroactively enroll in the number of hours of 5980 for each semester that would have been completed with continuous enrollment.
The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the current semester rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

THESIS DEFENSE

- A student must be admitted to candidacy by the Graduate College before scheduling the thesis defense. The Program of Study form must be up to date. Any changes to this form must be approved by the Graduate College before the defense can be authorized. (See Changes to the Program of Study Form.)
- A student must be in good academic standing during the semester the thesis defense is scheduled. A student who is on probation may not schedule the thesis defense until probationary status has been cleared.
- A student must submit the Request for Authority for Thesis Defense form to the Graduate College and receive authority before defending the thesis. The result of an unauthorized thesis defense will not, under any circumstances, be considered valid.
- Only one attempt to defend the thesis is permitted. If the defense is unsatisfactory, it cannot be repeated.
- A student must be enrolled in at least two credit hours of 5980 at the University of Oklahoma during the semester of the thesis defense.

Thesis Draft

- Before scheduling the thesis defense, the student is responsible for providing every member of the thesis committee with a complete draft of the thesis. Formatting requirements are explained in the Thesis Instruction Packet.
- The thesis committee will determine how far in advance the student should provide the draft to all committee members. This time limit should allow the committee sufficient time to review the thesis before the deadline for submitting the Request for Authority for Thesis Defense form to the Graduate College. This form is due five working days before the defense.

Scheduling the Thesis Defense

The date, time, and location of the thesis defense must be scheduled according to the following requirements:

- The student, the committee chair, and one other member at minimum must be physically present at the same location.
- The defense should be held before the deadline indicated on the Academic Calendar. The defense may not be held during the period of final course examinations, nor may it be held while the university is not in session.
- The defense is open to the public, unless closed by prior approval of the Office of Technology Development under the University Intellectual Property Policy.

Video or Telephone Participation in the Thesis Defense

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to oral examinations and thesis defenses in master’s programs:

- The student, the committee chair, and at least one other member must be physically present at the same location.
- Other members of the committee may participate remotely via audio or video conference. All committee members must participate in the defense.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Thesis Defense. However, original signatures from all members will be required on the final copy of the thesis.

**Authority for the Thesis Defense**
- The student must submit the signed, completed Request for Authority for Thesis Defense form to the Graduate College at least five working days before the defense.
- If the request for authority can be approved, the Graduate College will issue the Authority Report Form for the Thesis Defense to the student, the thesis committee, and the graduate liaison via email. The student may not defend until this form has been issued. The result of an unauthorized defense will not, under any circumstances, be considered valid.
- The Authority Report Form is valid only for the period indicated on the form.
  - If the defense is not held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the defense was not held and the form must be returned marked “Not Taken.”
  - The thesis defense must then be rescheduled for a future term and the student must submit a new Request for Authority for Thesis Defense form.

**Result of the Thesis Defense**
- After the thesis defense, the committee will report its decision on the Authority Report Form for the Thesis Defense by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the thesis defense.
- In the event that the committee does not reach a unanimous decision:
  - If one committee member dissents, the dissent is recognized as a minority report.
  - If the committee consists of more than three members and two dissent, then the Dean of the Graduate College will investigate and make a final decision.
  - If more than two committee members vote “unsatisfactory,” the thesis defense will be judged unsatisfactory.

**Unsatisfactory Result and Disenrollment**
- In the event of an unsatisfactory result, the decision is final and the defense cannot be repeated. The student will be disenrolled from the Graduate College and the student’s candidacy for the master’s degree will be terminated.
- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment and Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree sections of this bulletin. No credit from an unsuccessful master’s degree may be applied to a doctoral degree.

**Satisfactory Result and Thesis Deposit**
- After a satisfactory thesis defense, the student must deposit the final thesis in both print and electronic form within 60 calendar days of the defense. A student planning to graduate in a given semester may need to submit the final printed and electronic copies sooner in order to meet the graduation deadline for that semester indicated on the Academic Calendar.
- A student who does not deposit during the semester of the defense must enroll in at least two (2) hours of 5980 during the semester in which the thesis is deposited.
- The semester in which the thesis is deposited will be the semester of graduation if all other outstanding requirements for the degree have been completed.
- The student must schedule an appointment to bring one (1) copy of the final printed thesis to the Graduate College before depositing it with Bizzell Library Acquisitions. The thesis must be delivered in person; it cannot be mailed or dropped off.
- For theses in geology or geophysics, two (2) final copies are required.
  - The final printed thesis must meet all the following requirements:
    - meet all formatting requirements explained in the *Thesis Instruction Packet*
    - must be submitted unbound and printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper.
    - The signature page must have original signatures from all committee members.
  - If the thesis involves human subjects research, the student must submit additional documentation from the IRB along with the final thesis.
  - The Graduate College will review the final copy and perform a final degree check. If the final thesis is approved, the student will receive a form that must be signed by a representative of Bizzell Library Acquisitions and returned by the student to the Graduate College on the same day.
  - The student must also electronically submit the final thesis to *SHAREOK* institutional repository, according to the instructions provided by the Graduate College in the email authorizing the thesis defense. The electronic thesis must meet all Graduate College formatting requirements and must be identical to the final printed thesis, with the exception that it should not include committee signatures.

**Failure to Deposit the Thesis**

- A student may not graduate until all degree requirements, including the printed and electronic thesis deposit, have been completed.
- If the thesis deposit process, including both the printed and electronic copies, is not completed within 60 calendar days of the satisfactory defense, the result of the defense will be set aside and the student will need to repeat the defense.
- A student required to repeat the thesis defense under these circumstances will need to repeat the processes described in the *Thesis Defense* section of this bulletin, including submission of a new *Request for Authority for Thesis Defense* form.

**MASTER’S DEGREE, NON-THESIS**

Students in non-thesis master’s degree programs are required to complete a non-thesis examination to demonstrate mastery of their academic field of study, except in programs where this requirement has specifically been waived by the Graduate Council. This examination is comprehensive in the sense that it should cover all work offered for the degree (with respect to areas of knowledge, not specific courses). The non-thesis examination may be oral, written, or both. For certain programs, the non-thesis examination involves a project to be completed during enrollment in Graduate Project (5880).

Work completed for the non-thesis examination should be the result of the student’s individual effort. Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning academic misconduct. These are explained in *A Student’s Guide to Academic Integrity at the University of Oklahoma*.

**THE NON-THESIS EXAMINATION**

- The non-thesis examination is one of the requirements of a non-thesis program and cannot be waived.
- A student must be admitted to candidacy by the Graduate College before scheduling the non-thesis examination. The *Program of Study* form must be up to date. Any changes to this form must be approved by the Graduate College before the exam can be authorized. (See *Changes to the Program of Study Form*.)
A student must be in good academic standing during the semester the non-thesis examination is scheduled. A student who is on probation may not schedule the exam until probationary status has been cleared.

Because the non-thesis examination is comprehensive, a student should complete all required or core courses and at least 75 percent of all coursework listed on the approved Program of Study form before taking the exam.

The graduate liaison must request authority from the Graduate College before the non-thesis examination is administered. The result of an unauthorized exam will not, under any circumstances, be considered valid.

The non-thesis examination should be held before the deadline indicated on the Academic Calendar. The exam may not be held during the period of final course examinations, nor may it be held while the university is not in session.

A student who does not pass the non-thesis examination on the first attempt may, at the discretion of the committee, repeat the exam once in a future term. No more than two attempts to pass the non-thesis examination are permitted.

The result of a non-thesis examination remains valid for two years from the end of the semester in which the exam was completed.

Enrollment Requirements for the Non-Thesis Examination

- A student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester in which the non-thesis examination is taken.
- Failure to maintain enrollment for the entire semester will invalidate the result of the examination.
- With the approval of the academic unit and the Dean of the Graduate College, a student may enroll in these two hours as an auditor. However, a student in a program that requires enrollment in Graduate Project (5880) must enroll for credit.

Enrollment Requirements for Project Research

The following requirements apply to students in degree programs that require enrollment in Graduate Project (5880):

- A student who is working on the non-thesis examination project during a regular semester or Summer session must enroll in at least two hours of 5880, regardless of the total number of hours in which the student is enrolled.
- The number of project credit hours for each enrollment in 5880 will be determined by the student’s committee chair on the basis of the amount of faculty and university services required by the student during that enrollment.
- Students are required to enroll in 5880 during the Summer session if any of the following apply:
  - The student is actively working on the project during Summer.
  - The student is seeking committee advice on the project during Summer.
  - The student is otherwise using university facilities during Summer and has previously enrolled in 5880.
  - The degree is conferred in the Summer session.
- After the first enrollment in 5880, the student must maintain continuous enrollment in at least two hours of 5880 during each Fall and Spring semester until all degree requirements are completed.
  - The continuous enrollment requirement will be waived only for a student who is not working on the project and who is enrolled in at least nine graduate credit hours during a regular semester.
  - If a student has not maintained continuous enrollment in project hours, the student must enroll in the number of hours of 5880 for each semester that would have been completed with the continuous enrollment.
  - The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the current semester.
rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

Non-Thesis Examination Committee Selection
- The committee must consist of a committee chair and at least two other members of the graduate faculty.
- The committee chair must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- A majority of the committee members must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- Special members of the graduate faculty may not, under any circumstances, serve as the chair of a master’s committee or make up the majority of the committee membership.
- The Dean of the Graduate College must approve the committee membership. In rare circumstances, the Dean may appoint additional members to a student’s committee.

Video or Telephone Participation in the Non-Thesis Examination
Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for non-thesis examinations in master’s programs if oral presentation is involved:
- The student, the committee chair and at least one other member must be physically present at the same location.
- Other members of the committee may participate remotely via audio or video conference. All committee members must participate in the non-thesis examination.
- The Graduate College must be notified of remote participation prior to the examination in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Non-Thesis Exam.

Authority for the Non-Thesis Examination
- The graduate liaison must request authority from the Graduate College before a non-thesis examination is administered.
  - The request must be made in writing at least five working days before the examination.
  - Requests for more than five students should be submitted at least 15 working days before the examination. Certain programs in which the non-thesis exam is completed in conjunction with a required course should contact the Graduate College within the first two weeks of the course to request authority for all students who are attempting the non-thesis exam.
  - The request should indicate the name and OU ID number of each student, the date and the time of the exam, and the names of the committee members. The committee chair should be clearly identified.
  - No changes to the committee membership will be approved after the Graduate College has authorized the exam.
- A student who has not completed all required or core courses and at least 75 percent of all coursework listed on the approved Program of Study form is not normally granted authority to take the non-thesis examination.
- If the request for authority is approved, the Graduate College will issue the Authority Report Form for the Non-Thesis Exam to the committee and the graduate liaison via email. A student should not take the exam until this form has been issued. The result of an unauthorized exam will not, under any circumstances, be considered valid.
- The Authority Report Form is valid only for the period indicated on the form.
  - If the examination is not taken during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the exam was not taken and the form must be returned marked “Not Taken.”
The exam must then be rescheduled for a future term and the graduate liaison must submit a new request for authority.

Result of the Non-Thesis Examination

- The committee should grade the non-thesis examination and report the results to the Graduate College within four weeks after the student has completed the examination. The committee will report its decision on the Authority Report Form for the Non-Thesis Exam by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within one week of the decision or by the end of the semester (whichever occurs first).
- If the committee does not reach a unanimous decision:
  - If one committee member dissents, the dissent is recognized as a minority report.
  - If the committee consists of more than three members and two dissent, then the Dean of the Graduate College will investigate and make a final decision.
  - If more than three committee members vote “unsatisfactory,” the examination will be judged unsatisfactory.

Unsatisfactory Result of the Non-Thesis Examination

- A student cannot appeal an unsatisfactory result of the non-thesis examination on the basis that he or she had not completed all required or core courses and at least 75 percent of all coursework listed on the approved Program of Study form before taking the exam.
- A student who has failed the first attempt of the non-thesis examination may, at the discretion of the committee, attempt the exam a second time. The department must administer a new exam for the student’s second attempt.
- The non-thesis examination may not be attempted a third time.
- A student who has failed the second attempt of the non-thesis examination will be disenrolled from the Graduate College and the student’s candidacy for the master’s degree will be terminated.
- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment and Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree sections of this bulletin. No credit hours from an unsuccessful master’s degree program may be applied to a doctoral degree.

MASTER’S DEGREE WITH THESIS AND NON-THESIS EXAMINATION

Some master’s degree programs require both a thesis defense and a separate non-thesis examination. Students in these programs will follow Graduate College and university regulations regarding both the defense and the non-thesis examination.

- The applicable Graduate College regulations are described in the preceding sections regarding the thesis defense and non-thesis examination (see Master’s Degree with Thesis and Master’s Degree, Non-Thesis).

NON-THESIS MASTER’S DEGREE WITHOUT EXAMINATION

With the approval of the Graduate Council, some non-thesis master’s degree programs may be coursework-only degrees, not requiring the non-thesis examination. Degree programs in this category will primarily be programs where the skills developed through successful completion of advanced coursework prepare master’s graduates for their profession, and distinguish them from those without advanced degrees. Typically, these programs will be in fields where there is a significant, demonstrated precedent of coursework-only master’s degrees, and will be structured such that there is a cumulative
development of mastery that doesn’t require secondary validation. In some cases, programs will be
designed to follow guidelines outlined by accrediting organizations or other professional bodies, or will
be in fields that require additional external licensing to practice. With the exception of the non-thesis
examination, all other Graduate College and university regulations regarding master’s degree
programs will apply to these programs (see Basic Requirements for the Master's Degree above).

DEGREE COMPLETION AND GRADUATION

- Students must apply for graduation online through oZONE at the beginning of the semester in
  which they plan to graduate, according to the deadlines indicated on the Academic Calendar.
- A student may not graduate until all degree requirements are completed, including the application
  for graduation.
- A student will graduate during the semester in which all degree requirements are completed.
- Students will become inactive after graduation and may not continue enrolling at the university
  unless they are admitted to a new graduate program.
- Students who wish to participate in the annual university-wide Commencement ceremony or
  individual College Convocation ceremonies should contact the Graduation Office.

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CHECKLIST FOR THESIS MASTER’S DEGREE STUDENTS

- File for candidacy by completing and submitting the Program of Study and the Master’s Thesis Topic and Committee Membership form to the Graduate College. These forms are due no later than the first Monday in April for Fall graduation, the first Monday in October for Spring graduation, or the first Monday in March for Summer graduation.
  - You should consult your academic unit before completing these forms, since your program may set earlier deadlines.
  - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit these forms after completing a certain number of hours at OU.

- Before you begin work on the thesis, your graduate liaison must contact the Graduate College to request permission for your first enrollment in Research for Master’s Thesis (5980). Once you begin work on the thesis, you must enroll in a minimum of two credit hours of 5980 each Fall and Spring semester until all degree requirements are completed. Summer enrollment is also required if you are working on the thesis during Summer (see Enrollment Requirements for Thesis Research).

- Once you are in the beginning stages of writing the thesis, review the Thesis Instruction Packet. This packet contains important information about research-related issues and copyright, and explains the Graduate College formatting requirements for master’s theses. If your thesis research may involve human subjects research, vertebrate animal research, information that is protected from dissemination by applicable law or contract, or intellectual property that may potentially be patentable, you should discuss this with your committee chair as early as possible in the research process.

- At the beginning of the semester you plan to graduate, apply for graduation online through oZONE according to the deadlines indicated on the Academic Calendar.

- If there are any changes to the coursework listed on your approved Program of Study form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.

- Before scheduling your thesis defense, provide each member of your committee with a complete draft of your thesis. Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review the thesis before you submit the Request for Authority for Thesis Defense form to the Graduate College.

- At least five (5) working days before your defense, submit the Request for Authority for Thesis Defense and any required attachments (if applicable) from the Institutional Review Board or Institutional Animal Care and Use Committee. After your request for authority is approved, the Graduate College will email the Authority Report Form for the Thesis Defense to you, your committee, and your graduate liaison. You are not authorized to defend your thesis until you receive the Authority Report Form.

- No later than 72 hours after the defense, submit the completed Authority Report Form, including original signatures from all committee members, to the Graduate College.

- If your thesis involves human subjects research, contact the IRB office to obtain documentation confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit this additional documentation to the Graduate College at the time you deposit the final thesis.

- Make an appointment to deposit your thesis by visiting iAdvise. One (1) unbound final copy of your thesis is due to the Graduate College no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester deposit deadline given on the Academic Calendar, usually the last day of the final examination period.
  - If your major is geology or geophysics, you will submit two (2) printed copies of your thesis.
  - The final thesis must be printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper.

- Submit your thesis electronically to the SHAREOK institutional repository, according to the instructions you received in the Graduate College email authorizing your defense.
  - The electronic submission is due by the same deadline as the print submission.
  - The electronic thesis must be identical to the final printed thesis, with the exception that it should not include committee signatures.

- Congratulations!
CHECKLIST FOR NON-THESIS MASTER’S DEGREE STUDENTS

☐ File for candidacy by completing and submitting the Program of Study to the Graduate College. This form is due no later than the first Monday in April for Fall graduation, the first Monday in October for Spring graduation, or the first Monday in March for Summer graduation.
   - You should consult your academic unit before completing this form, since your program may set earlier deadlines.
   - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit this form after completing a certain number of hours at OU.

☐ At the beginning of the semester you plan to graduate, apply for graduation online through oZONE according to the deadlines indicated on the Academic Calendar.

☐ Review the Non-Thesis Instruction Packet and contact your academic unit for information about what procedures you should follow to schedule your non-thesis (comprehensive) examination.
   - You should complete all required or core courses and at least 75 percent of all coursework on your approved program of study before taking the exam. A student cannot appeal an unsatisfactory result of the exam on the basis that they had not completed this coursework.
   - Work completed for the non-thesis examination should be the result of your individual effort. All graduate students should be familiar with A Student’s Guide to Academic Integrity at the University of Oklahoma.

☐ If there are any changes to the coursework listed on your approved Program of Study form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.

☐ The graduate liaison of your academic unit must request and obtain the appropriate authority from the Graduate College before you may begin the non-thesis examination. After the request for authority is approved, the Graduate College will email the Authority Report Form for the Non-Thesis Exam to the committee and graduate liaison.

☐ The completed Authority Report Form, including original signatures from all committee members, is due in the Graduate College within one week of the committee’s decision.

☐ Congratulations!
INFORMATION FOR DOCTORAL STUDENTS

The doctoral degree is awarded for excellence in research scholarship, not merely because a program of courses has been completed or a given amount of time spent in its pursuit. It signifies the attainment of independently acquired and comprehensive learning attesting to general professional competence.

BASIC REQUIREMENTS FOR THE DOCTORAL DEGREE

GRADUATE COLLEGE REQUIREMENTS

- A student should normally expect to spend at least the equivalent of three full academic years beyond the bachelor’s degree to obtain the doctoral degree. During this period the student will take appropriate graduate coursework, successfully complete the general examination, and successfully defend and deposit the dissertation.
- All coursework applied to the doctoral degree must carry graduate credit.
- The minimum number of hours required for each doctoral degree program is established by the academic unit offering the program and is subject to approval of the Oklahoma State Regents for Higher Education.
  - The doctoral degree requires at least 90 post-baccalaureate hours, including both formal coursework and hours of research.
  - The minimum hour requirement for a specific doctoral degree program cannot be waived.

Residence Requirement
The primary purpose of the residence requirement is to encourage the educational and professional development of individuals seeking advanced degrees. The opportunity for the student to interact with the faculty and other students in the university community, while freely using all the facilities thereof and being in a position to take advantage of a wide variety of cultural opportunities, justifies a relatively extended campus stay. In addition, the university should be in a position to oversee the development of the candidate, especially during the formal stages of the student’s final preparation for the general examination.

The student must be in residence at OU for at least two consecutive 16-week semesters during the pursuit of the doctoral degree while enrolled and engaged in coursework or research activities as prescribed by the major academic unit.

Responsibilities of the Academic Unit
- Each academic unit offering the doctoral degree is responsible for determining how its graduate program will function within university and Graduate College guidelines.
- Within these guidelines, academic units determine the overall structure of the program with respect to required coursework, elective coursework and specific research skills, as well as the minimum number of credit hours required for the degree and the minimum and/or maximum number of dissertation hours that may be applied to the degree.

Course Credit Requirements
- All resident credit required for a doctoral degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Credit transferred from other institutions must meet specific criteria and is subject to certain limitations (see Transfer Credit Applied to the Doctoral Degree).
- Courses completed through correspondence study may not be applied to the doctoral degree.

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TRANSFER CREDIT APPLIED TO THE DOCTORAL DEGREE

Transfer credit applied to a doctoral degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Graduate Admissions, the academic unit offering the degree, and the Graduate College. Academic units may set more stringent rules for transfer credit, which must be identified in the section of the University of Oklahoma General Catalog describing the academic unit’s graduate programs.

Graduate College Guidelines for Transfer Credit Applied to the Doctoral Degree
Transfer credit must meet all of the following criteria:
- Official transcripts must be submitted to the Office of Graduate Admissions for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally-accredited college or university.
- The credit was not previously applied to a completed bachelor’s or doctoral degree.
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable to the degree.
- The credit carries a grade of A, B, or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the course grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P, or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

Graduate College Limitations on Transfer Credit Applied to the Doctoral Degree
When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree. The number of transfer hours accepted for each student is determined on an individual basis at the advisory conference.

Transfer Credit from a Master’s Degree Applied to the Doctoral Degree
With approval of the advisory conference committee, the graduate liaison, and the Dean of the Graduate College, credit that has been applied to a completed master’s degree (or the equivalent, as determined by the Office of Graduate Admissions) may be applied to a doctoral degree, regardless of the age of the hours at the time of admission or readmission to the University of Oklahoma graduate degree program. In every case:
- When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree.
- Transfer credit for thesis research from a completed master’s degree may be applied to a doctoral degree but is limited to the total thesis hours required for the equivalent master’s degree at OU.
- If credit applied to a completed master’s degree has already been applied to one doctoral degree, it cannot be applied to a second doctoral degree.
- The transfer credit must meet all other guidelines and limitations set by the Graduate College and the academic unit.

Transfer Credit from a Professional Degree Applied to the Doctoral Degree
Graduate-level coursework applied to a completed professional degree (e.g., D.D., M.D., J.D., D.V.M., D.D.S.) may be applied to the doctoral degree with approval of the advisory conference committee and
the Dean of the Graduate College, provided that the coursework carries graduate credit and meets all other requirements for transfer credit set by the Graduate College and the academic unit offering the degree.

Transfer Credit from Advanced Standing Exams
No graduate credit may be earned by advanced standing examinations.

Transfer Credit and Grade Point Average Computation
Transfer credit is considered neutral in the computation of the University of Oklahoma grade point averages used to determine satisfactory academic progress.

OU COURSEWORK TAKEN BEFORE ADMISSION TO A DOCTORAL DEGREE PROGRAM

Credit from an OU Master’s Degree Applied to the Doctoral Degree
With approval of the advisory conference committee, the graduate liaison, and the Dean of the Graduate College, credit that has been applied to a completed OU master’s degree may be applied to a doctoral degree, regardless of the age of the hours at the time of admission or readmission to the doctoral program. In every case:

- When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree.
- Credit for thesis research from a completed OU master’s degree may be applied to a doctoral degree but is limited to the total thesis hours required for the master’s degree.
- If credit applied to a completed OU master’s degree has already been applied to one doctoral degree, it cannot be applied to a second doctoral degree.
- The credit must meet all other guidelines and limitations set by the Graduate College and the academic unit.

Graduate College Guidelines for Residence Credit Taken before Admission to a Doctoral Degree Program

- Residence credit taken before admission to an OU doctoral degree program must meet the guidelines for transfer credit (see Graduate College Guidelines for Transfer Credit Applied to the Doctoral Degree). Note that residence credit approved to apply to a doctoral degree is included in the calculation of grade point averages used to determine eligibility for graduation.
- Residence credit includes:
  - graduate coursework completed while in a non-degree-seeking status at OU
  - graduate coursework completed while pursuing a previous OU graduate degree (but which was not applied to that degree)
  - coursework completed during the junior/senior years of the OU undergraduate degree and approved to carry graduate credit (but which was not applied to that degree)
  - graduate coursework completed at the University of Oklahoma Health Sciences Center.
- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 49 percent of the minimum hours required for the doctoral degree.

Application of Residence Credit More Than Five Years Old
Graduate courses taken at the University of Oklahoma more than five years before admission or readmission to a doctoral program cannot be applied to the doctoral degree unless the courses are part of a completed master’s degree.
COURSE CREDIT LIMITATIONS

3000/4000 Level Courses
- With approval of the academic unit offering the degree, a student may apply up to 15 credit hours of 3000- and/or 4000-level courses that carry graduate credit to the doctoral degree.
- A maximum of 12 credit hours of the 4000-level courses may be from the academic unit offering the degree.
- No 3000-level courses from the academic unit offering the degree may apply to the degree.

S/U Graded Courses
For coursework applied to an OU doctoral degree:
- No more than one-half of the credits for OU coursework, excluding Research for Doctoral Dissertation (6980), may be S/U-graded coursework.
- No more than one-half of the overall coursework (OU credit and transfer credit combined), excluding 6980, may be S/U-graded coursework.

Application of Credit from an Unsuccessful Graduate Degree Program to Another Graduate Degree Program
- No credit hours from an unsuccessful master’s or doctoral program may be applied to a doctoral degree.
- Credit hours from a completed master’s degree that were applied to an unsuccessful doctoral degree may be applied to another doctoral degree with approval of the academic unit offering the new doctoral degree and the Dean of the Graduate College.

TIME LIMIT FOR COMPLETION OF THE DOCTORAL DEGREE
- A student who enters the doctoral program with a bachelor’s degree is expected to pass the general examination within five calendar years of the student’s first enrollment in a graduate course applied to the doctoral degree.
- A student who enters the doctoral program with a master’s degree is expected to pass the general examination within four calendar years of the student’s first enrollment in a graduate course applied to the doctoral degree which was not applied to the master’s degree.
- A student becomes a doctoral candidate upon successful completion of the general examination.
- A doctoral candidate is expected to complete all degree requirements, including the defense and deposit of the dissertation, within five calendar years after passing the general examination.
- Academic units may set shorter time limits, which must be identified in the section of the University of Oklahoma General Catalog describing their graduate programs. Students in these programs are subject to the shorter time limit.
- No program may set longer time limits for degree completion than those established by the Graduate College.

Extensions for the Doctoral Degree
- If an academic unit determines that additional time is needed for a student to complete the doctoral general examination or all degree requirements, the student’s committee should petition the Dean of the Graduate College for an extension.
- The petition should explain why additional time is necessary and specify when the student is expected to complete the exam or the outstanding degree requirements. The petition must also be endorsed by the graduate liaison and the student’s committee.
THE ADVISORY CONFERENCE

- The purpose of the advisory conference is to aid the student in developing an overall plan for attaining a doctoral degree.
- The student and all committee members are expected to attend the advisory conference.
- After the advisory conference, the student will submit the signed, completed Advisory Conference Report form (ACR) to the Graduate College (see Advisory Conference Report).

ADVISORY CONFERENCE COMMITTEE MEMBERSHIP

The student should select members of the advisory conference committee in consultation with the academic unit. The advisory conference committee will examine the student’s academic record to determine the coursework required to meet the student’s individual needs. In most cases, the advisory conference committee will become the student’s doctoral committee.

- The committee must consist of a committee chair, an outside member, and at least three other members of the graduate faculty.
- A majority of the committee members must hold an M2 or M3 graduate faculty appointment through the student’s academic unit. Faculty with special member (SM) status are not included in this majority.
- The Dean of the Graduate College must approve the committee membership.

The Committee Chair

- Only one individual may be formally designated as the committee chair on the Advisory Conference Report and must hold an M3 University of Oklahoma graduate faculty appointment through the student’s academic unit. This committee member will be responsible for all chair functions and will sign doctoral paperwork as the committee chair. However, more than one committee member may be identified as “Co-Chair” on the signature page of the final dissertation.
- The chair serves as the student’s primary advisor for all areas of the doctoral program coursework and the dissertation. The chair, along with the other committee members, is responsible for ensuring that the dissertation meets the standards of the university, the student’s program, and the field of study.

The Outside Member

- The designated outside member of an advisory conference committee or doctoral committee must hold an M2 or M3 University of Oklahoma graduate faculty appointment outside the student’s academic unit. An individual who holds a graduate faculty appointment through the student’s academic unit is not eligible to serve as the student’s outside member.
- Although more than one committee member may hold a graduate faculty appointment outside the student’s academic unit, only one individual may be formally designated as the outside member on the Advisory Conference Report. This individual will be responsible for all outside member functions and will sign doctoral paperwork as the outside member.
- In addition to the responsibilities shared by all committee members, the outside member is charged with ensuring that the rights and interests of the student and the policies and standards of the Graduate College are maintained. Therefore, the outside member should be present at all committee meetings.
- The outside member must be familiar with the rules, regulations, policies, and quality standards of the Norman campus Graduate College. Therefore, the following categories of faculty are not, under any circumstances, eligible to serve as the designated outside member of a doctoral student’s committee:
  - College of Law faculty
  - Health Sciences Center faculty
- faculty from other institutions or organizations
- retired University of Oklahoma faculty.

The Dean of the Graduate College may exercise the prerogative to appoint another outside member to serve as an evaluator for the Graduate College. The evaluator may be one of the required five graduate faculty members of the committee, or may serve only at the time of the examination.

**Special Faculty Members**

- Special member (SM) graduate faculty status may be assigned to individuals within or outside the university whose participation on a student’s committee is recommended by an academic unit and approved by the Dean of the Graduate College.
- Under no circumstances may a special member serve as the chair or outside member of an advisory conference committee or doctoral committee.
- A special member of the graduate faculty must have the approval of the Dean of the Graduate College to serve on a student’s committee. The student’s academic unit must provide justification for allowing the special member to serve on the committee.
- Special members may not make up the majority of the committee membership.

**Advisory Conference Report**

- After the advisory conference, the student is responsible for submitting the completed *Advisory Conference Report* (ACR) to the Graduate College. This report lists all coursework to be applied to the doctoral degree, identifies all members of the student’s advisory conference committee, and requires original signatures from the student, all committee members, and the graduate liaison of the student’s academic unit.
- The ACR must be submitted to the Graduate College no later than one semester before the student plans to take the general examination.
  - Academic units may require earlier submission of this form.
  - Qualified graduate assistants who receive a Graduate College tuition waiver will need to submit this form earlier to meet waiver eligibility requirements.
- Final approval of the ACR rests with the Dean of the Graduate College.

**Changes to the Advisory Conference Report**

- Any changes to the coursework or committee membership listed on the approved *Advisory Conference Report* require the approval of the Dean of the Graduate College.
- To request approval for changes, the student must submit a signed, completed *Request for Change in Doctoral Advisory Conference Report* form to the Graduate College.
- The Graduate College will notify the student, committee, and graduate liaison to confirm final approval or denial of the changes requested.
- No changes in committee membership are permitted 30 calendar days before the general examination or the dissertation defense. For additional guidelines regarding changes to doctoral committee membership, see *Changes to the Doctoral Committee*. 

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**THE DOCTORAL COMMITTEE**

Doctoral committee membership follows the same guidelines and regulations applicable to the advisory conference committee (see *Advisory Conference Committee Membership*). In most cases, the advisory conference committee will become the student’s doctoral committee.

- The doctoral committee will be responsible for advising, directing, assisting, and encouraging the student throughout the doctoral program.
- The student’s doctoral committee will:
  - prepare and conduct the general examination
- supervise the preparation of the dissertation
- conduct the final oral examination over the dissertation.

**CHANGES TO THE DOCTORAL COMMITTEE**

- A doctoral student who decides it is necessary to change the composition of the doctoral committee should consult the graduate liaison and the doctoral committee chair for advice.
- If it is determined that a committee change is appropriate, the student must submit a signed, completed Request for Change in Doctoral Advisory Conference Report form. This form requires original signatures from all committee members including those being removed, with the exception of anyone no longer associated with the University of Oklahoma.
  - Faculty members who are away from campus on a university-approved leave of absence or sabbatical may give electronic approval for committee changes that become necessary during their absence.
  - If faculty members on leave will not be available during their absence, the department chair will have authority, with approval of the Dean of the Graduate College, to act for them on these changes.
- The Graduate College will notify the student, committee, and graduate liaison to confirm final approval or denial of the changes requested.
- No change in committee membership is permitted 30 calendar days before the general examination or the dissertation defense.

**Committee Members Who Leave the University**

- A faculty member who retires from or is no longer employed by the university cannot continue to serve on a student’s committee without approval of the Dean of the Graduate College.
- A former faculty member who wishes to remain on a student’s committee should work with the student and the academic unit to submit a written request for appointment to the graduate faculty as a special member (see Special Faculty Members). This request must be made before the faculty member has left the university.
- The Dean of the Graduate College will review the request and make a decision as to whether it is appropriate for the former faculty member to remain on the student’s committee.
- A faculty member who is leaving the university should not expect approval to remain on a student’s committee unless the following criteria can be met:
  - The faculty member is willing to consult regularly with the student, read the dissertation, and attend the final oral examination (dissertation defense). These all must be accomplished with no cost to the university.
  - The student has passed the general examination and will be in the final year of dissertation research when the faculty member leaves the university.

**THE GENERAL EXAMINATION**

When the student is enrolled in or has completed the final semester of coursework, the student should prepare for the general examination. The general examination is intended to test the student’s mastery of a number of related fields as well as the student’s capacity for synthesis, sound generalization, and critical ability. The first part of the general examination consists of written examinations. A satisfactory written examination will be followed by an oral examination in the presence of the entire committee.

- The student’s Advisory Conference Report (ACR) must be approved by the Graduate College before the student may apply to take the general examination. The ACR must be up to date. Any changes
to the ACR must be approved by the Graduate College before the exam can be authorized (see Changes to the Advisory Conference Report).

- The student must apply for the general examination and receive authority from the Graduate College before beginning work on the written portion of the exam. The result of an unauthorized exam will not, under any circumstances, be considered valid.
- A student may not proceed to the oral portion until the written portion has been satisfactorily completed.
- Both the written portion and the oral portion must be completed within the same semester.
- A student must be in good academic standing during the semester the general examination is scheduled. A student who is on probation may not apply to take the exam until probationary status has been cleared.
- The student must be enrolled in at least two graduate credit hours at the University of Oklahoma during the semester the general examination is held.
- A student who does not pass the general examination on the first attempt may, at the discretion of the committee, repeat the exam once in a future term. No more than two attempts to pass the general examination are permitted.

Scheduling the General Examination

- Before applying to take the general examination, the student must work with the committee to determine the date he or she will begin work on the written portion of the exam, as well as the date, time, and location for the oral portion of the exam.
- For the oral portion of the exam, the student, the committee chair, and the outside member, at minimum, must be physically present at the same location.
- No changes in committee membership are permitted 30 calendar days before the general examination.
- The general examination should be held before the deadline indicated on the Academic Calendar. The exam may not be held during the period of final course examinations, nor may it be held while the university is not in session.

Video or Telephone Participation in the General Examination

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to the oral portion of the general examination:

- The student, the committee chair, and the outside member, at minimum, must be physically present at the same location.
- Other committee members may participate remotely via audio or video conference.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the General Examination.
- Petitions for exceptions to the remote participation policy will be considered in extraordinary circumstances. If necessary, one committee member, other than the chair or outside member, may be absent with prior approval of the Dean of the Graduate College.

Authority for the General Examination

- The student must submit the completed General Exam Application for the Doctoral Degree form to the Graduate College no later than the end of the second week of the semester in which the exam will be taken. This form requires original signatures from the student, the committee chair, and the graduate liaison.
- If the application can be approved, the Graduate College will issue the Authority Report Form for the General Examination to the doctoral committee, the student, and the graduate liaison via email. The
student may not begin work on the written portion of the exam until this form has been issued. The result of an unauthorized exam will not, under any circumstances, be considered valid.

- The Authority Report Form is valid only for the period indicated on the form.
  - If no portion of the exam is held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the exam was not held and the form must be returned marked “Not Taken.”
  - The exam must then be rescheduled for a future term and the student must submit a new General Exam Application for the Doctoral Degree.

Result of the General Examination
After the written portion has been completed, the doctoral committee should meet to determine the result of the written examination.

- If the result of the written portion is satisfactory, the student may proceed to the oral portion as scheduled.
- If the result of the written portion is marginal, but not unsatisfactory, the committee may find it appropriate to request to hold the result of the exam in abeyance (see Marginal Result of the General Examination).
- If the result of the written portion is unsatisfactory, the student has failed the general examination and may not proceed to the oral portion (see Unsatisfactory Result of the General Examination).
- After the oral portion of the general examination, the committee will report its decision on the Authority Report Form for the General Examination by indicating a “satisfactory” or “unsatisfactory” result for each portion. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the exam.
- In the event that the committee does not reach a unanimous decision:
  - The Dean of the Graduate College will review the dissenting opinion and may choose to confer with the dissenting member(s), the committee chair or the entire committee.
  - The decision of the Dean of the Graduate College is final.
- If the result of the oral portion is satisfactory, the Dean of the Graduate College will admit the student to candidacy for the doctoral degree.

Marginal Result of the General Examination
If the result of either portion of the general examination is marginal, but not unsatisfactory, and the committee wishes the student to do further reading, investigations, etc., the committee can request to hold the result of the exam in abeyance.

- To request abeyance, the committee and graduate liaison should submit a petition to the Dean of the Graduate College.
- The petition must identify the additional work required of the student and state a specific time period—usually limited to two months, but never longer than one semester—during which the student must complete the extra work.
- If the request for abeyance is approved by the Dean of the Graduate College, the student may complete the additional work specified by the doctoral committee.
  - At the end of the time period approved for abeyance, the committee must report its decision to the Graduate College on the Authority Report Form for the General Examination by indicating a “satisfactory” or “unsatisfactory” result for each portion.
- If the request for abeyance is denied by the Dean of the Graduate College, the committee must report the unsatisfactory result of the examination to the Graduate College on the Authority Report Form for the General Examination.

Unsatisfactory Result of the General Examination

- If either the written or the oral portion of the general examination is failed, the signed, completed Authority Report Form for the General Examination must be submitted to the Graduate College within 72 hours.
• A student who has failed the first attempt of the general examination may, at the discretion of the committee, attempt the exam a second time in a future term. If the committee and the graduate liaison approve the second attempt, the student must submit a new General Exam Application for the Doctoral Degree to the Graduate College. Both the written portion and the oral portion must be repeated. The committee must administer a new exam for the student’s second attempt.
• A student who has failed the second attempt of the general examination will be terminated from the doctoral program. (See Disenrollment and Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree.)

THE DISSERTATION

The doctoral dissertation is the final and most important component of the series of academic experiences that culminate in the awarding of the doctoral degree.
• Three major functions are fulfilled by the dissertation experience:
  - It is a work of original research scholarship that makes a contribution to existing knowledge.
  - It demonstrates the student’s mastery of research methods of the special field.
  - It demonstrates the student’s ability to address a significant intellectual problem and arrive at a successful conclusion.
• The student should select a dissertation topic in consultation with the committee chair.
• A student whose dissertation research may involve any of the following should promptly contact the appropriate office for advice:
  - Human subjects: Contact the Institutional Review Board. (See also Use of Human Subjects in Research.)
  - Vertebrate animals: Contact the Institutional Animal Care and Use Committee. (See also Use of Vertebrate Animals in Research.)
• Students whose dissertation research may involve any of the following should review the “Research Issues” section of the Graduate College Dissertation Instruction Packet with their committee chair as early as possible in the research process, and inform their Graduate College counselor of the potential need for an embargo of their dissertation.
  - Information that is protected from dissemination by applicable law or by contract: Review the “Research Holds and IP Holds” section of the Dissertation Instruction Packet. Dissertations may not contain material that requires permanent restriction from publication.
  - Intellectual property that may potentially be patentable: Review the “Disclosure of Patentable Inventions” section of the Dissertation Instruction Packet.

Enrollment Requirements for Dissertation Research
• Before a student begins work on the dissertation, the General Exam Application for the Doctoral Degree must be submitted to the Graduate College.
• A student who is working on the dissertation during a regular semester or Summer session must enroll in at least two hours of 6980, regardless of the total number of hours in which the student is enrolled.
• The number of credit hours for each enrollment in 6980 will be determined by the student’s committee chair on the basis of the amount of faculty and university services required by the student during that enrollment.
• Students are required to enroll in 6980 during the Summer session if any of the following apply:
  - The student is actively working on the dissertation during Summer.
  - The student is seeking committee advice on the dissertation during Summer.
  - The student is otherwise using university facilities during Summer, and has previously enrolled in 6980.
  - The degree will be conferred in the Summer session.
- After the first enrollment in 6980, the student must maintain continuous enrollment in at least two hours of 6980 during each Fall and Spring semester until all degree requirements are completed.
  - The continuous enrollment requirement will be waived only for a student who is not working on the dissertation and who is enrolled in at least nine graduate credit hours during a regular semester.
  - If a student has not maintained continuous enrollment in doctoral dissertation hours, the student must retroactively enroll in the number of hours of 6980 for each semester that would have been completed with continuous enrollment.
  - The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the current semester rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

Enrollment Requirements for the Doctor of Musical Arts Degree
Candidates for the Doctor of Musical Arts degree are required to complete a written document which differs from a dissertation in content and purpose, but nonetheless demonstrates a high standard of scholarship and contributes to existing knowledge. This document is completed during enrollment in Doctor of Musical Arts Project (MUS 6880).
- All regulations that apply to enrollment in dissertation research hours (6980) also apply to enrollment in document hours (MUS 6880). See Enrollment Requirements for Dissertation Research above.
- All regulations that apply to the dissertation defense also apply to the document defense. See Dissertation Defense below.

Dissertation Defense
- A student must be admitted to candidacy by the Graduate College before scheduling the dissertation defense.
- The student’s Advisory Conference Report (ACR) must be up to date. Any changes to the ACR must be approved by the Graduate College before the defense can be authorized. (See Changes to the Advisory Conference Report.)
- A student must be in good academic standing during the semester the dissertation defense is scheduled. A student who is on probation may not schedule the dissertation defense until probationary status has been cleared.
- A student should complete the online Request for Degree Check form through the Graduate College website at least four weeks before the intended defense date.
- A student must submit the Request for Authority for Dissertation Defense form to the Graduate College and receive authority before defending the dissertation. The result of an unauthorized dissertation defense will not, under any circumstances, be considered valid.
- Only one attempt to defend the dissertation is permitted. If the defense is unsatisfactory, it cannot be repeated.
- A student must be enrolled in at least two credit hours of 6980 at the University of Oklahoma during the semester of the dissertation defense.

Dissertation Draft
- Before scheduling the dissertation defense, the candidate is responsible for providing every member of the doctoral committee with a complete draft of the dissertation. Formatting requirements are explained in the Dissertation Instruction Packet.
- The doctoral committee will determine how far in advance the student should provide the draft to all committee members. This time limit should allow the committee sufficient time to review the
dissertation before the deadline for submitting the Request for Authority for Dissertation Defense form to the Graduate College. This form is due ten (10) working days before the defense.

- The committee will read the dissertation and determine whether it demonstrates the student’s ability to conduct original research and makes a significant contribution to the student’s discipline.
  - If the committee rejects the dissertation, the student will have another opportunity to submit an acceptable dissertation to the committee.
  - If the committee accepts the dissertation, the student may be required to make further changes and corrections.

### Scheduling the Dissertation Defense

The date, time, and location of the dissertation defense must be scheduled according to the following requirements:

- The student, the committee chair, and the outside member, at minimum, must be physically present at the same location.
- No changes in committee membership are permitted 30 calendar days before the dissertation defense.
- The defense should be held before the deadline indicated on the Academic Calendar. The defense may not be held during the period of final course examinations, nor may it be held while the university is not in session.
- The defense is open to the public, unless closed by prior approval of the Office of Technology Development under the University Intellectual Property Policy.

### Video or Telephone Participation in the Dissertation Defense

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to the dissertation defense:

- The student, the committee chair, and the outside member, at minimum, must be physically present at the same location.
- Other committee members may participate remotely via audio or video conference.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies or electronic signatures for committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Dissertation Defense. However, original signatures from all members will be required on the final printed dissertation.
- Petitions for exceptions to the remote participation policy will be considered in extraordinary circumstances. If necessary, one committee member, other than the chair or outside member, may be absent with prior approval of the Dean of the Graduate College. A committee member whose absence is approved by the Dean will still be required to sign the final printed dissertation.

### Degree Check

The student must complete the online Request for Degree Check form at least four weeks before the defense (i.e., 10 working days before submitting the Request for Authority for Dissertation Defense form to the Graduate College). The Graduate College will notify the student of the result of the degree check via email.

### Authority for the Dissertation Defense

- After requesting a degree check and scheduling the defense, the student must submit the signed, completed Request for Authority for Dissertation Defense form to the Graduate College at least ten (10) working days before the defense. This form requires original signatures from the student, the committee chair, and the graduate liaison.
The graduate liaison’s signature on this form acknowledges that all academic unit requirements have been satisfied; it does not constitute the liaison’s approval of the written dissertation.

- If the request for authority can be approved, the Graduate College will issue the Authority Report Form for the Dissertation Defense to the student, the doctoral committee, and the graduate liaison via email. The student may not defend until this form has been issued. The result of an unauthorized defense will not, under any circumstances, be considered valid.

- The Authority Report Form is valid only for the period indicated on the form.
  - If the defense is not held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the defense was not held and the form must be returned marked “Not Taken.”
  - The dissertation defense must then be rescheduled for a future term and the student must submit a new online Request for Degree Check and a new Request for Authority for Dissertation Defense form.

Result of the Dissertation Defense

- After the dissertation defense, the committee will report its decision on the Authority Report Form for the Dissertation Defense by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the dissertation defense.

- In the event that the committee does not reach a unanimous decision:
  - If one committee member dissents, the dissent is recognized as a minority report.
  - If two members dissent, the Dean of the Graduate College will investigate and make a final decision.
  - If more than two members dissent, the defense will be judged unsatisfactory.

Unsatisfactory Result and Disenrollment

- In the event of an unsatisfactory result, the decision is final and the defense cannot be repeated. The student will be disenrolled from the Graduate College and the student’s candidacy for the doctoral degree will be terminated.

- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment and Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree sections of this bulletin.

Satisfactory Result and Dissertation Deposit

- After a satisfactory defense, the student must deposit the final dissertation in both print and electronic form within 60 calendar days of the defense. A student planning to graduate in a given semester may need to submit the final printed and electronic copies sooner in order to meet the graduation deadline for that semester indicated on the Academic Calendar.

- A student who does not deposit during the semester of the defense must enroll in at least two hours of 6980 during the semester in which the dissertation is deposited.

- The semester in which the dissertation is deposited will be the semester of graduation if all other outstanding requirements for the degree have been completed.

- The student must schedule an appointment to bring one (1) copy of the final printed dissertation to the Graduate College before depositing it with Bizzell Library Acquisitions. The dissertation must be delivered in person; it cannot be mailed or dropped off.
  - For dissertations in geology or geophysics, two (2) printed copies are required.

- The final printed dissertation must meet all of the following requirements:
  - meet all formatting requirements explained in the Dissertation Instruction Packet
  - must be submitted unbound and printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper
  - The signature page must have original signatures from all committee members.
Along with the final dissertation, the student must complete, print, and submit the Entry Form for Dissertation Title on Student’s Academic Record, Certificate of Completion of the Survey of Earned Doctorates Questionnaire, and if applicable, documentation from the IRB. (See Checklist for Doctoral Students at the time of deposit.)

- The Graduate College will review the final copy and perform a final degree check. If the final dissertation is approved, the student will be directed to deliver it to Bizzell Library Acquisitions. The Dissertation Title form must be signed by a representative of Acquisitions and returned by the student to the Graduate College on the same day.
- The student must also electronically submit the final dissertation to the SHAREOK institutional repository, according to the instructions provided by the Graduate College in the email authorizing the dissertation defense. The electronic dissertation must meet all Graduate College formatting requirements and must be identical to the final printed dissertation, with the exception that it should not include committee signatures.

Failure to Deposit the Dissertation
- A student may not graduate until all degree requirements, including the printed and electronic dissertation deposit, have been completed.
- If the dissertation deposit process, including both the printed and electronic copies, is not completed within 60 calendar days of the satisfactory defense, the result of the defense will be set aside and the student will need to repeat the defense.
- A student required to repeat the dissertation defense under these circumstances will need to repeat the processes described in the Dissertation Defense section of this bulletin, including submission of a new online Request for Degree Check form and a new Request for Authority for Dissertation Defense form.

DEGREE COMPLETION AND GRADUATION

- Students must apply for graduation online through oZONE at the beginning of the semester in which they plan to graduate, according to the deadlines indicated on the Academic Calendar.
- A student may not graduate until all degree requirements are completed, including the application for graduation.
- A student will graduate during the semester in which all degree requirements are completed.
- Doctoral candidates are individually recognized and hooded on stage at the university-wide Commencement ceremony. Students who wish to participate in Commencement or in a College Convocation ceremony should contact the Graduation Office.
CHECKLIST FOR DOCTORAL STUDENTS

- Work with your academic unit to form your committee and schedule the advisory conference. You will need to submit the *Advisory Conference Report* form (ACR) to the Graduate College no later than one semester before you plan to take the general examination.
  - You should consult your academic unit, since your program may have specific regulations or recommendations for scheduling the advisory conference.
  - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit this form after completing a certain number of hours at OU.

- When you are enrolled in or have completed the final semester of coursework, you should prepare for the general examination. No later than the second week of the semester in which you will take the exam, submit the *General Exam Application for the Doctoral Degree* to the Graduate College. After your application is approved, the Graduate College will email the *Authority Report Form for the General Examination* to you, your committee, and your graduate liaison. You may not begin work for the exam until you receive the *Authority Report Form*.

- No later than 72 hours after the exam, submit the completed *Authority Report Form*, including original signatures from all committee members, to the Graduate College. You will be admitted to doctoral candidacy after satisfactorily completing the general examination.

- Once you begin work on the dissertation, you must enroll in a minimum of two credit hours of 6980 each Fall and Spring until all degree requirements are completed. (Summer enrollment is also required if you are working on the dissertation during Summer; see *Enrollment Requirements for Dissertation Research*.)

- Once you are in the beginning stages of writing the dissertation, review the *Dissertation Instruction Packet*. This packet contains important information about research-related issues and copyright, and explains the Graduate College formatting requirements for doctoral dissertations. If your dissertation research may involve human subjects research, vertebrate animal research, information that is protected from dissemination by applicable law or contract, or intellectual property that may potentially be patentable, you should discuss this with your committee chair as early as possible in the research process.

- At the beginning of the semester you plan to graduate, apply for graduation online through *oZONE* according to the deadlines indicated on the *Academic Calendar*.

- Before scheduling your dissertation defense, provide each member of your committee with a complete draft of your dissertation. Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review the dissertation before you submit the *Request for Authority for Dissertation Defense* form to the Graduate College. After your committee has approved the draft, arrange the date, time, and location for your defense.

- At least four weeks before your defense, submit the online *Request for Degree Check* to the Graduate College. The Graduate College will notify you of the result of the degree check via email.

- At least ten (10) working days before your defense, submit the *Request for Authority for Dissertation Defense* and any required attachments (if applicable) from the Institutional Review Board or Institutional Animal Care and Use Committee. After your request for authority is approved, the Graduate College will email the *Authority Report Form for the Dissertation Defense* to you, your
committee, and your graduate liaison. You are not authorized to defend until you receive the Authority Report Form.

- No later than 72 hours after the defense, submit the completed Authority Report Form, including original signatures from all committee members, to the Graduate College.

- If your dissertation involves human subjects research, contact the IRB office to obtain documentation confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit this additional documentation to the Graduate College at the time you deposit the final dissertation.

- Make an appointment to deposit your dissertation by visiting https://iadvise.ou.edu. One (1) unbound copy of your dissertation is due to the Graduate College no later than 60 calendar days after your defense.
  - If you plan to graduate in a particular semester, you must meet the semester deposit deadline given on the Academic Calendar, usually the last day of the final examination period.
  - If your major is geology or geophysics, you will submit two (2) printed copies of your dissertation.
  - The final dissertation must be printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper.
  - At the time you deposit your dissertation, you must also print, complete, and submit the Entry Form for Dissertation Title on Student’s Academic Record and the Certificate of Completion of the Survey of Earned Doctorates Questionnaire to the Graduate College.

- Submit your dissertation electronically to the SHAREOK institutional repository, according to the instructions you received in the Graduate College email authorizing your defense.
  - The electronic submission is due by the same deadline as the print submission.
  - The electronic dissertation must be identical to the final printed dissertation, with the exception that it should not include committee signatures.

Congratulations!
EQUAL OPPORTUNITY STATEMENT

The University of Oklahoma, recognizing its obligation to guarantee equal opportunity to all persons in all segments of University life, reaffirms its commitment to the continuation and expansion of positive programs which reinforce and strengthen its affirmative action policies. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus diversity. The University will continue its policy of fair and equal employment practices for all employees and job applicants without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran. The University will maintain a critical and continuing evaluation of its employment policies, programs, and practices. Each budget unit bears a responsibility for constructive implementation of this Plan, and whenever possible, to the overall progress toward employment opportunity and participation in all University programs and activities. Our commitment to the concept of affirmative action requires sincere and cooperative efforts throughout all levels of our employment structure. We will continue to strive to reach the goals of fair and equal employment opportunities for all.

UNIVERSITY’S STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION

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RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Section 438 of the General Educations Provisions Act) permits only the release of “directory information” about students without the student’s written consent. “Directory information” includes:

- Student’s name, local and permanent addresses, email addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student’s grades and interim class evaluations by code number, and anticipated date of graduation based on completed hours.
The law provides that any student may, upon written request, restrict the printing of such personal information relating to himself/herself as is provided in “directory information.” A Request to Withhold Student Directory Information and/or the Public Posting of Grades form is available via the Office of Academic Records in Buchanan Hall. The form must be completed by the end of the third week of classes in the Fall to prevent printing of “directory information” in the Student Directory.

Please also reference the Office of Academic Records – FERPA website.