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#### New Incomplete Policy

**New Incomplete Policy**

There is a new university-wide *Incomplete Contract* form that all instructional faculty are required to use when assigning a grade of INCOMPLETE (“I”), effective for the Fall 2012 semester. The *Incomplete Contract* form is available on the Provost’s website. Additionally, students wishing to request extensions for “I” grades received during Fall 2012 and beyond, must attach a copy of the *Incomplete Contract* form to the Instructor and Graduate Liaison Approval for an Extension of an Incomplete Grade form in order for a request for an extension for “I” make-up to be considered.

#### Graduation Applications

**Graduation Applications** must be completed online by the student. A student may access the online graduation application by logging into oZONE with his/her 4+4 and clicking on the “Graduate A Sooner Channel” under the Home Tab. There is a Graduation Application link in the “Graduate A Sooner Channel.” If the student’s intended completion term changes, s/he must submit a new online graduation application (the form is now only valid for one semester at a time). For graduation application deadlines, please visit the University Academic Calendar.

#### Graduate College Travel & Research Awards

**New Electronic Application System**

Students applying for the Robberson Conference Presentation & Creative Exhibition Travel Grant, Robberson Research & Creative Endeavors Grant, or TH Lee Williams International Travel Scholarship will now use our new electronic application system. Information is available on the Graduate College website.

#### International Student Services Staff Update

International Student Services welcomes advisor Isabel Chu to the ISS advising staff. Isabel has two Master degrees, one in Education from DePaul University and the other in School Guidance and Counseling from Hong Kong Polytechnic University. She speaks both Cantonese and Mandarin. Her background in counseling and personal experience as an international student in the US are an excellent fit for the ISS office. Isabel will be advising undergraduate and graduate degree seeking students. ISS is thrilled to have Isabel join our team!
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Lessons from the Mouse

During this semester, the Graduate College Staff engaged in a study of the book *Lessons from the Mouse - A Guide for Applying Disney World’s Secrets of Success to Your Organization, Your Career, and Your Life* by Dennis Snow. We began each weekly staff meeting by discussing a chapter from the book and considering how we could apply these philosophies and principles to our practices within the Graduate College. This book sparked important discussions among the staff members regarding how we can improve customer service for graduate students, graduate faculty and amongst ourselves as co-workers and team members.

Our staff also found this book to be inspiring on a personal level, as we considered the importance of allowing ourselves to have fun while doing our jobs. We further discussed the potential benefits of taking the initiative to seek out additional job responsibilities which align with our long term career goals. Author Dennis Snow argues that by adopting these two habits in the workplace, you will begin to not only find your job more fulfilling, but you will also learn to increase your productivity, broaden your customer service skills and strategies, and fuel your creative problem solving abilities.

We highly recommend this book to other offices on campus and to any individuals who are interested in learning strategies for personal and professional success.
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Use of Doodle Polls to Schedule Thesis & Dissertation Defenses
The Graduate College wants to remind students and faculty members that the use of a doodle poll may prove helpful when scheduling Thesis and Dissertation defenses. Doodle polls are free of charge and allow attendees to indicate their own availability and to view the availability of other committee members. Doodle polls can be created and distributed through www.doodle.com.

Graduate Admissions Reminders
Referral Process and GPA Requirements Effective for Summer 2013 Applications and Beyond
The first phase of the new Graduate Admission Criteria, which was approved by the Norman Campus Graduate Council on May 3, 2012, will change the referral process for Summer 2013 applications and beyond in the following ways:

Transcripts Required for Referral to Department:
- Transcript from last degree-conferring institution
- Transcripts for any graduate work

GPA Documented on Referral:
- Cumulative GPA from the last degree conferred as reported on the institution’s transcript
  - The Graduate College will no longer provide the calculated GPA over the last 60 credit hours of undergraduate work

GPA Requirements for Admission:
- Full-Admission:
  - 3.0 cumulative GPA on the last degree-conferring transcript
- Full-Admission, Low Grades:
  - 2.5-2.99 cumulative GPA on the last degree-conferring transcript with petition approval by the Graduate College
- Conditional Admission:
  - 2.5-2.99 cumulative GPA on the last degree-conferring transcript (automatically offered at the discretion of the department. No petition to the Graduate College is needed)
  - <2.5 cumulative GPA on the last degree-conferring transcript with petition approval by the Graduate College

As a result of the new Conditional Admission requirements, all referrals will be forwarded to the department for evaluation. The Graduate College will no longer automatically deny applicants with a GPA below 2.75.

Please do not hesitate to contact the Graduate College if you have any questions.
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Reminders from the Academic Counselors
- Academic units must conduct an annual review and evaluation of their graduate students’ progress in meeting degree requirements. Normally, the graduate faculty of the academic unit conducts this review. However, in large academic units, the review may be done by program units, or other units designated by the department, where authorized by the Graduate College dean. Please refer to the Graduate College Bulletin for information on review criteria and notification procedures.

- Students completing a master’s degree based on completion of the General Exam while enrolled in a doctoral program must submit a Master’s Admission to Candidacy form at least one semester prior to taking the General Exam. Please note that graduate students working on a doctoral degree cannot apply for a master’s degree based on the completion of the General Exam if a thesis is required for all master’s degrees in that academic unit.

- If a student has an “N” grade on his/her transcript, the Graduate College cannot clear the student for graduation. If a professor forgets to enter a grade for a student, the student’s record will reflect a grade of “N”; however, the “N” grade is also currently used by Academic Integrity Office to denote a pending academic misconduct charge. It is important that the professors try to remember to assign a grade for every student to avoid graduation delays.

- Per Graduate College policy, both the written and oral portions of the General Exam must be completed within the same semester, but they cannot be completed on the same day.

- Requests for authority for non-thesis exams must include the examination date and committee members’ names, and must be sent to the Graduate College at least five (5) business days (one week) prior to the exam date. Requests for more than five (5) students should be submitted to the Graduate College at least 15 business days (three weeks) prior to the exam date.

- A student planning to hold his/her thesis defense must submit a completed Request for Authority for Defense of Thesis form to the Graduate College at least five (5) business days (one week) prior to his/her defense date. The Authority form will then be issued electronically by the Graduate College.

- A student planning to hold his/her dissertation defense must submit a completed Request for Authority for Defense of Dissertation form to the Graduate College at least ten (10) business days (two weeks) prior to his/her defense date. The Authority form will then be issued electronically by the Graduate College.
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Institutional Review Board

Institutional Review Board: If you have a student that is conducting human subjects research (HSR) or needs clarification on whether or not his/her research requires approval, s/he must contact the IRB office. In addition, in order for a student to be eligible to deposit the final copies of his/her dissertation or thesis, s/he must submit a letter from the IRB indicating that his/her involvement as a graduate student in the research project is officially terminated. To obtain this letter, the student will need to take one of three actions:

1) If the student was listed as the Principal Investigator (PI) on an EXPEDITED study, s/he will need to file a Continuing Review/Final Report (or an Exempt Study Progress Report for EXEMPT studies) to the IRB, or:
2) If the student was not listed as the PI, but was listed as Key Study Personnel, the PI will need to file a Modification request to have the student removed from the study as a graduate student researcher, or:
3) In some cases, the student may be continuing his/her research after s/he graduates, either at OU or at another research institution. If the student wishes to do this, contact the IRB directly to get a different type of letter for the student to submit to the Graduate College. Please allow additional time for this request when filing.

The IRB will provide the graduate student with one of the three aforementioned letters so s/he can deposit his/her thesis or dissertation. It is the IRB’s perspective that the graduate student and faculty chair are responsible for complying with this requirement. For more information on human subjects research (HSR), visit the Institutional Review Board website at irb.ou.edu.
REMINDERS

Study Abroad Registration Process for Graduate Students

The OU Graduate College and the Education Abroad office have developed registration procedures for all graduate students traveling abroad. Registration is required so that in the case of an emergency abroad, OU will be able to immediately identify all graduate students in the affected region(s).

Access the Travel Abroad Registration page, or visit the Graduate College website and scroll down to the registration link under the “Know this!” column (located on the bottom right hand side of the Graduate College homepage).

Please direct all questions to Suzanne Peters, Study Abroad Liaison for the Graduate College.

Tuition Waiver Information

- Tuition for Advanced Programs/Liberal Studies courses, College of Continuing Education/OU Outreach, College of Law, Professional degrees offered through the OU Health Sciences Center and audited courses are not eligible for Graduate College tuition waivers.
- GRAs and GTAs who began a current master’s or doctoral degree program during or after Fall 2010 may be eligible for a waiver of up to the total number of hours remaining toward the degree, provided that s/he enrolls in five 5 or more credit hours (in fall and spring semesters) and holds a graduate assistantship of at least .50 FTE.
- Transfer credits will be applied towards the degree and will be deducted from the available tuition waiver; therefore, it is very important students submit their program of study earlier rather than later. Doing so ensures the correct number of tuition waivers is available for the student.
  - The Graduate College requests the program of study for these students as follows:
    1. Master’s students – Program of study submitted by the end of the student’s second semester
    2. Doctoral students – Program of study submitted by the end of the student’s fourth semester
- Extra Thesis/Dissertation hours: Once students use their allotted tuition waiver benefit, the Graduate College will not provide additional tuition waivers for students appointed as GAs who enroll in additional semester(s) to complete their theses or dissertations.
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Professional Ethics Training Workshop

Register for GRA & GTA required training here.

Beginning Fall 2010, all graduate assistants who wish to receive the Qualified Graduate Assistant tuition waiver must complete a two-day Professional Ethics Training – Responsible Conduct of Research (PET-RCR) workshop. This requirement will apply to any new student who began his/her degree program after the end of the Spring 2010 semester.

Reminders from the English Assessment Program

GTA English Certification for Non-Native Speakers

Graduate teaching assistants whose duties will include spoken contact with students must be certified as proficient in English by the English Assessment Program.

Students who wish to obtain certification for the Summer 2013 semester must visit the English Assessment Program office as soon as possible.

Because there are a limited number of EAP testing times during the summer, students who will serve as graduate teaching assistants for the Fall 2013 semester should also contact the English Assessment Program office as soon as possible.

If you have questions, please contact the English Assessment Program at 325-1838, email Suzanne Peters, or make an appointment to visit us in Robertson Hall, Room 213.

Thank you for your assistance!

Spoken English Class for Graduate Students

Graduate liaisons and department chairs may nominate students for enrollment in the Spoken English class. Enrollment in this class is free for students.

Two sections of the Spoken English class will be offered during the Fall 2013 semester. The class will meet on Tuesdays and Thursdays from 4:50 - 6:20 p.m. and from 6:30 – 8:00 p.m.

Please send nominations for enrollment in the class to Suzanne Peters.

Please include the following information with your nomination(s):

1. Has the student previously taken the Spoken English class?
2. Will the department need this student to serve as a GTA?
3. Will the student be available on Tuesday and Thursday evenings from 4:50 - 6:20 p.m. or 6:30 - 8:00 p.m. during the Fall 2013 semester?

Priority for enrollment in the class will be given based upon the order in which the nominations are received as well as the responses to the questions listed above.
DEADLINES/IMPORTANT DATES

Academic Deadlines

March 1, 2013
- Final day to file Spring 2013 Graduation Application (master’s & doctoral students)

March 4, 2013
- Admission to Candidacy form for Summer 2013 graduates due to the Graduate College

April 1, 2013
- Graduate Certificate Program Reports for Spring 2013 are due to the Graduate College

April 5, 2013
- Final day to submit Request for Degree Check (doctoral students only)

April 19, 2013
- Final day to submit Request for Authority for Dissertation Defense (doctoral students only)

April 26, 2013
- Final day to submit Request for Authority for Thesis Defense (master’s thesis students only)

May 3, 2013
- Final day to complete comprehensive exam or thesis defense (master’s students only)
- Final day to complete the general examination (both written and oral) (doctoral students only)
- Final day to hold defense of dissertation (doctoral students only)

May 10, 2013
- Final day to deposit thesis in library (master’s thesis students only)
- Final day to deposit dissertation in the library & complete electronic submission (doctoral students only)

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**Graduate Student Appreciation Week**

April 1 - 6, 2013

A vital part of the OU community, we wish to recognize our graduate students and their contributions with a week-long series of events. As many graduate students rarely meet students from outside their home departments, we hope they will take this opportunity to meet students from other disciplines in order to develop new friendships and network. Above all, we want to show our graduate students a great time!

**Weeklong Promotions**

- **Discounts for OU Graduate Students**
  - April 1-6
- **KaraOkie Kart**
  - April 1-5

**Monday, April 1**

- **Massages in the Union**
  - 10am – 2pm
  - Traditions Room, 2nd floor, OMU

**Tuesday, April 2**

- **Bike Health Check & Registration**
  - 9am – 1pm
  - South Oval (sout of library)
- **Grad Student Night @ the Ballpark**
  - 6:30pm
  - L. Dale Mitchell Park

**Wednesday, April 3**

- **Waffles for Graduate Writers**
  - 8:30 – 11am
  - Writing Center, Wagner Hall, Rm 280
- **Cookout & Movie Night on the Lawn**
  - 5 – 10pm
  - Robertson Hall Lawn

**Thursday, April 4**

- **Graduate Student Zumba**
  - 4 – 5pm
  - Huston Huffman, Rm 141
- **Trivia Night @ O’Connell’s**
  - 8 – 10pm
  - O’Connell’s Irish Pub

**Friday, April 5**

- **Bright Idea**
  - 5 – 8pm
  - OCCE Thurman J. White Forum (corner of Asp & Timberdell)
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**English Assessment Deadlines**

Students who wish to become certified for Summer 2013 must contact the English Assessment Program office immediately to meet with a representative from the English Assessment Program office.

**Test Schedule:**

**SPEAK Test:** Students must schedule SPEAK Tests immediately in order to obtain certification for the Summer 2013 semester.

**TEACH Test:** Registration for TEACH began the first week in March. TEACH Tests began in late March.

Students who have previously taken the TEACH Test must review their most recent test before retaking the exam.

**Written English Test:**

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  - Phone: 405.325.3811
  - Fax: 405.325.5346
  - Website: gradweb.ou.edu
  - Email: gradinfo@ou.edu
  - Campus Address:
    Robertson Hall, Room 213
    Norman, OK 73019

- Tulsa Campus
  - Phone: 918.660.3660
  - Fax: 918.660.3361
  - Website: tulsagrad.ou.edu
  - Email: tulsainfo@ou.edu
  - Mailing Address:
    Tulsa Graduate College
    OU Tulsa Schusterman Center
    4502 E 41st Street
    Tulsa, OK 74135
  - Contacts:
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    Krista Pettersen - 918.660.3491 or kpettersen@ou.edu