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CHANGES

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.
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Institutional Review Board

Institutional Review Board: If a student 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.
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REMINDERS

Reminder from Institutional Equity & Title IX Officer

Are you and your graduate students familiar with the University’s Sexual Misconduct, Discrimination and Harassment Policy, as well as its Consensual Sexual Relations Policy? If not, it is important for you to know your rights, duties and responsibilities under these policies. See the IEO website for more information.

For example, if a graduate student (or faculty member) wishes to date someone s/he tutors or teaches in a class, a management control plan must be requested so that the faculty member/graduate student does not have supervisory duties over that student. See the IEO website for more information.

Mandatory online training for all students on the Sexual Misconduct Policy is located online. Mandatory online training for faculty and staff will be coming this fall regarding the revisions to these policies and federal regulations. Graduate assistants must take both trainings as they have dual roles at the University as employees and students. For more information, please contact Laura Palk, Institutional Equity and Title IX Officer, at (405) 325-3549.
REMINDERS

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 holding up graduation.

- 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.
REMITTERS

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). The Education Abroad office and Graduate College will also have access to emergency contact information for all students traveling abroad. Other benefits of the registration program include a pre-departure orientation and the opportunity for students to purchase traveler medical insurance. The Education Abroad office will also be able to provide a digital image of a student’s passport in case it is lost or stolen while the student is traveling abroad.

Registration for travel abroad is now divided into two categories:

- **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.

- **Category 2**
  - Travel which is part of the University experience but is not specifically for transcripted credit, such as attending or presenting at an international conference.

Category 1 travel will be tracked by both the Education Abroad office and the Graduate College.
Category 2 travel will be tracked exclusively by the Graduate College.

A centralized information source detailing OU policies and procedures for registering overseas travel is now available on the Graduate College website. This web page also connects students to various on- and off-campus resources pertinent to planning a trip abroad. 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.
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Tuition Waiver Information
- Advanced Programs/Liberal Studies courses, College of Continuing Education/OU Outreach courses, College of Law courses, professional degrees offered by the OU Health Sciences Center, and audited courses are not eligible for Graduate College tuition waivers.
- A GRA or GTA 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 credit 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) in order to complete their theses or dissertations.

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 applies to any student who began his or her degree program after the end of the Spring 2010 semester.
REMINDERS

Reminders from the English Assessment Program

GTA English Certification for Non-Native Speakers

Students who will be Summer 2013 graduate teaching assistants and whose duties will include spoken contact with students must be certified as proficient in English by the English Assessment Program. To obtain certification for the summer semester, students must visit the English Assessment Program by March 1, 2013.

Students who need to obtain certification for the Fall 2013 semester should also plan to take the English Assessment tests during the Spring 2013 semester.

Before scheduling any English Assessment tests, students must meet with an English Assessment contact person and discuss individual certification requirements. Students should bring certified copies of TOEFL or IELTS scores and, if possible, transcripts from U.S. schools they have attended.

Pre-registration is required for all English Assessment Program tests. To register, students must come to the Graduate College main reception desk, located in Robertson Hall, room 213.

Detailed information regarding English Proficiency Certification can be found on the English Assessment Program website.

If you have questions, please contact the English Assessment Program at 325-1838 or smpeters@ou.edu, or visit the English Assessment Program by checking in at Robertson Hall, Room 213.

Thank you for your assistance!

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REMINDERS

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Spoken English Class for Graduate Students

Graduate liaisons and department chairs may nominate students for enrollment in the Spoken English class. There is no charge for the class.

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 p.m. Nominations for enrollment in the class may be sent to Suzanne Peters (smpeters@ou.edu).

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.

Please note that an attendance and participation policy has been instituted for the Spoken English class. Because the Provost has generously agreed to pay for this class and there is a large waiting list, the English Assessment Program is obligated to assure that seats in the class are filled by students who are willing and able to attend the class. As a result, the support of departments who nominate their students for enrollment is requested. Please ensure that students nominated for enrollment in the class are able to attend without conflicts. Students who fail to meet the attendance and participation requirements will be removed from the class and the student’s department chair, graduate liaison and advisor will be notified. For more information regarding the attendance and participation requirements for the Spoken English class, please contact Suzanne Peters (smpeters@ou.edu or 325-1838).
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English Assessment Deadlines

To obtain certification for the summer 2013 semester, students must visit the English Assessment Program office by March 1, 2013.

Test Schedule:

SPEAK Test:  SPEAK Tests must be individually scheduled by March 15, 2013.

TEACH Test:  Registration for TEACH tests will begin the first week in March. TEACH Tests will begin in late March. If you have previously taken the TEACH Test, you must review your most recent test before retaking the examination. All reviews must be completed in January and February.

Written English Test:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, March 30, 2013</td>
<td>9 a.m. – 2 p.m.</td>
<td>TBA</td>
</tr>
<tr>
<td>Saturday, April 20, 2013</td>
<td>9 a.m. – 2 p.m.</td>
<td>TBA</td>
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</tbody>
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Graduate Liaison Meetings for the Spring 2013 Semester

12-3 p.m., Wednesday, February 13
8:30-11:30 a.m., Thursday, February 14
Anne & Henry Zarrow Hall, JJ Rhyne Community Room
(new Social Work building on corner of Elm & Brooks)
DEADLINES/IMPORTANT DATES

Guest Speaker: Hugh Kearns

February 21 - 22, 2013
Hugh Kearns uses the latest psychological and educational research to develop workshops and materials to help you be more effective in your daily life.
Thursday, February 21, 2013 from 1-4 p.m. (Location TBA)

*Turbocharge Your Writing:* Would you like to know the secret to high output, low stress scholarly writing? In academia it is often assumed that writing comes natural. However, an overwhelming body of research shows that there are very clear and practical strategies that can greatly increase your writing productivity.

Friday, February 22, 2013 from 1 – 4pm (Location TBA)

*Defeating Self Sabotage:* Do you find that despite your best efforts to ‘work on your thesis’ or get your research output going it just doesn’t seem to be happening? Does there always seem to be something more urgent, interesting or important to do? Perhaps you are self-sabotaging. If you think you procrastinate, are a perfectionist, don’t say ‘no’ often enough, are disorganized or are always ‘busy’, this seminar will help you to understand why your thesis or research isn’t getting done and what you can do about it.

Students will need to register for the events by visiting the Graduate College website.

Student Research & Performance Day

March 8, 2013 from 8:30 a.m. - 2 p.m.
Sponsored by the Graduate College, Graduate College Student Ambassadors, McNair Scholars, and Graduate Student Senate, the Student Research and Performance Day will be held on Friday, March 8th, 2013 from 1-4pm in the National Weather Center (OU South Campus, 120 David L. Boren Boulevard). Graduate students have the opportunity to present their current research, paintings, photography, sculpture, videos, and other media through the use of portfolios, posters, slide and video shows. The best presentations in each category will win cash awards and lunch will be provided for all presenters.

For more details and registration information, visit the Graduate College website.

Graduate Student Appreciation Week

April 1 - 5, 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!
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### GRADUATE COLLEGE CONTACT INFORMATION

**Norman Campus**

**Phone:** 405.325.3811  
**Fax:** 405.325.5346  
**Website:** gradweb.ou.edu  
**Email:** gradinfo@ou.edu

**Mailing Address:**
Robertson Hall, Room 213  
The Graduate College  
731 Elm Avenue, RH 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:**
Dean William Ray - 918.660.3660 or wray@ou.edu  
Krista Pettersen - 918.660.3491 or kpettersen@ou.edu