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From the Writing Center

Graduate Writing Groups

In addition to consultations and working one-on-one with writers, the Writing Center can help writers by facilitating writing groups and workshops. Some of our groups are led by writing center consultants, but for others, we simply provide the setting and the support while the group members take the lead. For more information about any of the groups or to sign up to join a group, see write.ou.edu and click on “Writing Groups.” You can also contact Moira Ozias at mozias@ou.edu.

Shut Up & Write Meet-Ups

Meet up with other graduate students from across campus to write. The dissertation process can be isolating, and sometimes writers just need others around them as support and motivation. We provide the space, coffee and snacks; you just come to write.

Fridays, 10 a.m. – noon, Wagner 280 or as announced via write.ou.edu/@ouwritingcenter

From the Academic Counselors

- Graduate College Forms: The Graduate College periodically reviews all versions of our forms to determine if updates are necessary to reflect current policies and procedures. Departments should not host any Graduate College forms electronically or in hard copy, but rather advise students to obtain the current forms from the Graduate College website.
- “N” Grades: An “N” grade noted on a student’s transcript prevents the Graduate College from determining whether or not a student is in good academic standing. As a result, students with outstanding “N” grades are not eligible to sit for a non-thesis exam or doctoral General Exam or to defend a thesis or dissertation. They are also ineligible to be cleared for graduation with outstanding “N” grades on their transcript. In order to change an “N” to an actual grade, the course instructor must complete a Faculty Request for Grade Change form (available in hard copy only from the Office of Records). This form must first be submitted to the Graduate College for review by Dean Williams; if approved, it will be sent to the Office of Records for processing.
- Master’s Degrees for Doctoral Students: Master’s degrees are not automatically conferred to students pursuing a doctoral degree. Students in a doctoral program who wish to obtain a master’s degree along the way should contact their Graduate College Counselor at least one semester before attempting a non-thesis exam, a thesis defense, or the doctoral General Exam. Additional information concerning obtaining a master’s degree while enrolled in a doctoral program can be found in the Graduate College Bulletin.

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REMINDERS

From the Academic Counselors

• **General Exam:** Both the written and oral portions of the General Exam must be completed within the same semester. They cannot be completed on the same day.

• **IRB Memo for Deposit:** When depositing the final thesis or dissertation, students involved with an active IRB research protocol must submit documentation from the IRB Office indicating that their involvement as a graduate student in the research project is officially terminated. Additional information is available on the IRB website (http://irb.ou.edu). Please advise students to contact the IRB office directly to obtain this documentation.

• **Office of Technology Development Review:** Faculty should advise students to consult the Office of Technology Development early in the research process if their thesis or dissertation may contain potentially patentable intellectual property, confidential information, or restricted information. Timely disclosure is crucial to allow sufficient time for OTD to make appropriate recommendations in advance of the student’s graduation. Questions concerning the review process should be directed to the Technology Transfer Administrator, Regina McNabb (rmcnabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu or 325-3800).

• **Non-Thesis Exam Authority:** 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) working days (one week) prior to the exam date. Requests for more than five (5) students at a time should be submitted to the Graduate College at least 15 working days (three weeks) prior to the exam date.

• **Thesis Defense:** Students planning to hold their thesis defense must submit a completed Request for Authority for Thesis Defense to the Graduate College at least one week (5 working days) prior to their defense date. The Authority form will be issued electronically by the Graduate College.

• **Dissertation Defense:** Students planning to hold their dissertation defense must submit a completed Request for Authority for Dissertation Defense to the Graduate College at least two weeks (10 working days) prior to their defense date. The Authority form will be issued electronically by the Graduate College.
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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 2014 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 2014 semester should also contact the English Assessment Program office as soon as possible.

If you have questions, please call the English Assessment Program at 325-1838, email smpeters@ou.edu, or make an appointment to visit us in 213 Robertson Hall. Thank you for your assistance!

Spoken English Class

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 2014 semester. The class will meet on Tuesdays and Thursdays from 4:50-6:20 p.m. and from 6:30-8:00 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):

• Has the student previously taken the Spoken English class?
• Will the department need this student to serve as a GTA?
• 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 2014 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 ensure 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.
REMINDERS

Study Abroad Registration Process

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 case of an emergency abroad, OU will be able to immediately identify all graduate students in the affected region(s).

A centralized information source detailing OU policies and procedures for registering overseas travel is available on the Graduate College website. Click here to 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 side of the Graduate College home page).

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

Graduate Assistant Appointments Exceeding .50 FTE

Graduate assistants appointed over .50 FTE must submit a Petition to Appoint a Graduate Assistant Over .50 FTE to the Graduate College for approval prior to the start of the semester during which the appointment will be held.

Petitions should be directed to the Associate Dean of the Graduate College, Dr. Janis Paul. All questions regarding petitions should be addressed to Suzanne Peters at 325-1838.

Students and departments will be notified of the determination by the Graduate College via email.

For more information regarding the procedures for approval of a Petition to Appoint a Graduate Assistant Over .50 FTE, please visit the following link: http://www.ou.edu/content/gradweb/aud/current/funding/Approval_over_50_FTE.html.
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Tuition Waivers

- GRAs and GTAs who began a current master’s or doctoral degree program Fall 2010 or later may be eligible for a waiver of up to the total number of hours remaining toward the degree, provided that he or she enrolls in five or more credit hours (in Fall and Spring semesters) and holds a graduate assistantship of at least .50 FTE.

- Students should submit the program of study as noted below to ensure that they will continue to receive the correct amount of tuition waiver. After the program of study is approved, an email notification will be sent from the Graduate College counselor. This email will also give instructions for how to make changes to the program of study should a change be needed.

- Until the program of study has been approved, the tuition waiver will be limited as follows:
  - Students in a degree program requiring 36 or fewer hours will be limited to 20 hours waived.
  - Students in a degree program requiring more than 36 hours will be limited to 30 hours waived.
  - Students in a degree program requiring more than 45 hours will be limited to 45 hours waived.

- For master’s students, the program of study is the Program of Graduate Work/Admission to Candidacy form. Visit this page to find the program of study (candidacy form) for your degree program: [http://www.ou.edu/content/gradweb/aud/current/masters/norman.html](http://www.ou.edu/content/gradweb/aud/current/masters/norman.html).

- For doctoral students, the program of study is the Report of Advisory Conference (ACR). Visit this page to find the form: [http://www.ou.edu/content/gradweb/aud/current/doctoral/checklist.html](http://www.ou.edu/content/gradweb/aud/current/doctoral/checklist.html).

- When completing the program of study, students are encouraged to list the minimum number of hours necessary to fulfill the degree requirements. Students who list hours beyond the minimum number required will incur tuition charges for the extra hours.

- 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 extra semester(s) to complete their theses or dissertations.

- 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.
**REMINDERS**

**Professional Ethics Training Workshop**

Register for GRA & GTA required training here.

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 new student who began his or her degree program after the end of the Spring 2010 semester.
IMPORTANT DATES/DEADLINES

Academic Deadlines

April 4, 2014
• Final day to submit Request for Degree Check (doctoral students only)

April 7, 2014
• Program of Graduate Work/Admission to Candidacy form for Fall 2014 graduates due to the Graduate College (master’s students only)

April 18, 2014
• Final day to submit Request for Authority for Dissertation Defense (doctoral students only)

April 25, 2014
• Final day to submit Request for Authority for Thesis Defense (master’s thesis students only)

May 2, 2014
• Final day to complete non-thesis 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 9, 2014
• Final day to deposit thesis in library (master’s thesis students only)
• Final day to deposit dissertation in the library and complete electronic submission (doctoral students only)
IMPORTANT DATES/DEADLINES

English Assessment Program Deadlines

Students who wish to become certified for Summer 2014 must contact the English Assessment Program office immediately to meet with a representative from the English Assessment Program.

Test Schedule:

SPEAK Test: Students must schedule SPEAK Tests immediately in order to obtain certification for the Summer 2014 semester.

TEACH Test: Registration for TEACH tests 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, March 29, 2014</td>
<td>9 a.m.–2 p.m.</td>
<td>Sutton Hall, Rm 111</td>
</tr>
<tr>
<td>Saturday, April 19, 2014</td>
<td>9 a.m.–2 p.m.</td>
<td>Sutton Hall, Rm 111</td>
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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

Campus Address:
Robertson Hall, Room 213

Mailing Address:
The Graduate College
731 Elm Avenue, Robt. 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:
Dean William Ray - 918-660-3660 or wray@ou.edu
Krista Pettersen - 918-660-3491 or kpettersen@ou.edu