REMINDERS

From the Academic Counselors

**Graduate College Website & Forms:** In order to ensure that students access the most up-to-date version of our forms, departments should not host any Graduate College forms electronically or in hard copy, but rather should **advise students to obtain the current forms directly from the Graduate College website.**

**Conditional Admission:** Effective Fall 2014, the Graduate College will monitor only the minimum conditional requirements, and the departments will monitor any additional requirements they set. If a student needs to be stopped out because they have not met their conditions, the department will notify their Graduate College Academic Counselor via email no later than the second week of classes.

**Addition/Change of Program Requests:** Effective Spring 2015, **Addition/Change of Program Requests** are processed by the Office of Graduate Admissions through the CollegeNET system. A student who is currently enrolled in the Graduate College and wishes to add or change their major area of interest or degree program must complete the [online graduate application].

**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.

**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.

**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.

**Master’s Thesis Deposit Policy:** Beginning with the Spring 2016 semester, master’s degree candidates will be required to submit an electronic copy of the final thesis to the SHAREOK institutional repository at [https://www.shareok.org](https://www.shareok.org). The electronic copy will replace one of the two paper copies currently required for master’s candidates. More specific instructions will be available for the 2015-2016 academic year. The SHAREOK institutional repository provides open and immediate 24/7 access to OU dissertations and other scholarly content submitted by researchers at OU and OSU. Faculty and students with questions about open access may wish to consult the University Libraries online guide to open access scholarship at [http://guides.ou.edu/openaccess](http://guides.ou.edu/openaccess).

**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.

**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](http://irb.ou.edu)). Please advise students to contact the IRB office directly to obtain this documentation.

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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.

Embargoes: The Graduate College’s policy regarding embargoes of theses and dissertations is available in both the Dissertation Instruction Packet and Thesis Instruction Packet. This policy explains the procedures for requesting an embargo. Currently, only doctoral candidates are required to deposit the final dissertation in the SHAREOK open access institutional repository. Doctoral candidates should thoroughly review both the Dissertation Instruction Packet and the SHAREOK Policies and Guidelines well in advance of defending their dissertations.

Incomplete Policy: There is a university-wide Incomplete Contract form that all instructional faculty are required to use when assigning a grade of INCOMPLETE, effective Fall 2012. Additionally, students wishing to request extensions for ‘I’ grades received 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.

“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 an outstanding “N” grade 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.
**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 2015 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 2015 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 Suzanne Peters (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 2015 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 2015 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.

There is currently a waiting list to enroll in the Spoken English class during the Fall 2015 semester. Nominated students who are placed on the waiting list will receive an email prior to the start of the Fall 2015 semester if a seat in the class becomes available. Otherwise, students placed on the waiting list for the Fall 2015 semester Spoken English class will be contacted prior to the start of the Spring 2016 semester regarding enrolling in the class.

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 or graduate liaison 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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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.

Beginning January 1, 2015, graduate assistants may not work over .70 FTE.

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/funding_and_aid/Approval_over_50_FTE.html.

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 assistant-ship 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 but less than 45 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/academic_programs/masters_degree/norman.html.

For doctoral students, the program of study is the Advisory Conference Report (ACR). Visit this page to find the form: http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.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.
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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 student who began his or her degree program after the end of the Spring 2010 semester.
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IMPORTANT DATES/DEADLINES

Academic Deadlines

April 3, 2015
• Final day to submit Request for Degree Check (doctoral students only)

April 6, 2015
• Program of Graduate Work/Admission to Candidacy form for Fall 2015 graduates due to the Graduate College (master’s students only)

April 17, 2015
• Final day to submit Request for Authority for Dissertation Defense. Actual due date is 10 working days prior to the scheduled defense date. (doctoral students only)

April 24, 2015
• Final day to submit Request for Authority for Thesis Defense. Actual due date is 5 working days prior to the scheduled defense date. (master’s thesis students only)

May 1, 2015
• Final day to complete the 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 dissertation defense (doctoral students only)

May 8, 2015
• 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)
## IMPORTANT DATES/DEADLINES

### English Assessment Program Deadlines

Students who wish to become certified for Summer 2015 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 2015 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 28, 2015</td>
<td>9 a.m.–2 p.m.</td>
<td>Robertson Hall, Room 311</td>
</tr>
<tr>
<td>Saturday, April 18, 2015</td>
<td>9 a.m.–2 p.m.</td>
<td>Robertson Hall, Room 311</td>
</tr>
</tbody>
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GRADUATE COLLEGE CONTACT INFORMATION

Norman Campus
Phone: (405) 325-3811
Fax: (405) 325-5346
Website: www.ou.edu/gradweb
Email: gradinfo@ou.edu
Campus Address:
Robertson Hall, Room 213
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