Message from the Dean -

Programs of Study Exceeding the Hours Required for the Degree

The new GA tuition waiver policy is in its second year, and we are now seeing the first group of students move toward completion of their degrees. As with anything new, it’s clear in concept and complex in implementation so we are working out the wrinkles.

One issue that has come up is some students’ programs of study are exceeding the hours required for the degree. For example, in the past week we had a student pursuing a 30-hour Master’s degree submit a Candidacy Form with 36 hours listed. If this student is a GA, then he or she will end up paying for 6 hours of tuition because the tuition waiver is limited to the hours (30) required for the degree (with small adjustments to allow students to meet minimum enrolment requirements in their final semester). We also had a doctoral student who submitted an Advisory Conference Report with 100 total hours listed but including 44 hours of transfer credit. This student would end up having to pay for 10 hours of tuition. Assuming all the 56 hours to be taken at OU are necessary, the ACR should only have listed 34 transfer hours, thus keeping the total program to 90 hours and ensuring the student (if a GA) received full waiver credit for all the OU hours.

So, please advise your faculty to submit programs of study that ideally are limited to the hours for the degree, or, if not, to make sure everyone realizes the tuition implications. I would actually prefer the former, as we do need to be sensitive to (external) criticism that we are extending the time and cost of an OU degree. Yes, we have to make sure the student gets a quality, complete graduate experience, but we are accountable to multiple constituencies within and outside the university, so we can’t simply extend degree programs without strong case-by-case justification.

I’ll be happy to come and discuss in a faculty meeting if that would help.

- T.H. Lee Williams
Dean, Graduate College
Regents Professor
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CHANGES

New Study Abroad Registration Process for Graduate Students

The OU Graduate College and the Education Abroad office have collaboratively developed new registration procedures for all graduate students traveling abroad. Registration is required so, 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 student access to traveler medical insurance for purchase. 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 webpage also connects students to various on and off campus resources pertinent to planning a trip abroad. 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.

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

Change of Program Requests
The Graduate College will be sending Change of Program requests to departments via OU email, effective immediately. When a liaison receives a Change of Program request, s/he should respond to the email with a decision. If the decision is admit conditional, a Statement of Conditional Admission must be attached in the email.

We hope sending these requests electronically and allowing departments to return them to us in the same manner will expedite the process. Transcripts will not be sent with the Change of Program request; however, if the liaison would like to view a student’s transcript, s/he can access it electronically through oZONE.

Thesis and Dissertation Reading Copies
Effective spring 2012, students are no longer required to bring a reading copy of their thesis or dissertation to the Graduate College for review. Students are responsible for making sure their theses or dissertations meet the formatting specifications outlined in the Thesis Instruction Packet or Dissertation Instruction Packet before submitting final copies. Students who would like a courtesy formatting check of their thesis or dissertation should contact the Graduate College at 325-3811 for an appointment.

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## REMINDERS

### Reminders from Academic Counselors

- Because an N grade may signify an academic misconduct charge, if a student has a “N” grade on their transcript the Graduate College cannot clear the student for graduation. If a professor forgets to put a grade in for a student, the student’s record will reflect a grade of “N.” It is important that the professors try remembering to assign a grade for every student to avoid holding up graduation.

- The Office of Admissions has new deadlines for applicants outside the United States.
  - Applications and all credentials required for admission must be received by:
    1. March 1 for Fall (August) Term
    2. September 1 for Spring (January) Term
    3. February 1 for Summer (June) Term

- Per Graduate College policy (effective Spring 2010), prior to the start of each semester, the Graduate Liaison must submit a complete list of all master’s students enrolling in thesis hours for the first time before the Graduate College will add the attribute to allow a student to enroll in Thesis hours.

- Per Graduate College policy (effective Spring 2010), prior to the start of each semester, the Graduate Liaison must submit a complete list of all doctoral students enrolling in dissertation hours for the first time before the Graduate College will add the attribute to allow a student to enroll in Dissertation hours. In addition, doctoral students must have either:
  1. taken the general exam
  2. submitted the Application for the General Exam (the earliest the Graduate College will accept an Application for the General Exam is two weeks prior to the start of the semester for which they intend to sit for the exam) OR
  3. the liaison may submit a memo indicating that “while the student has not yet submitted the Application for the General Exam they do intend to sit for the exam during the XXXX semester.”

- Requests for authority for non-thesis exams must include the examination date, committee members, and must be sent to the Graduate College at least 5 business days prior to the exam date. Requests for more than 5 students should be submitted to the Graduate College at least 15 business days (3 weeks) prior to the exam date.

- 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 graduate students working on a doctoral degree cannot apply for a master’s degree based on the passage of the General Exam if a thesis is required for all master’s degrees in that academic unit.

*continued on page 6*
**REMINDERS**

Reminders from Academic Counselors Continued...

- Students planning to hold their thesis defense must submit a completed *Request for Authority for Defense of Thesis* 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.

- Students planning to hold their dissertation defense must submit a completed *Request for Authority for Defense of Dissertation* 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.

- The Graduate Council is the third level of approval for program and course modifications; however, all program and course modifications require higher levels of approval. Judy Cain in the office of Curricular Changes and Academic Publications will notify the department of final approval.

- Per Graduate College policy, both the written and oral portions of the General Exam must be completed during the same semester. However, the written and oral portions cannot be completed on the same day. The first part of the General Examination consists of written examinations in the major and (if any) the minor fields and is the responsibility of the Doctoral Committee. The Doctoral Committee should meet to determine the results of the written examination. The written examination is followed by an oral examination in the presence of the entire committee. A student cannot proceed to the oral portion of the General Examination until the written examination has been satisfactorily completed. If the examination results are failing or marginal or if the exam was not held, refer to the General Exam section of the Graduate College Bulletin. Please note that while the Graduate College does not have a requirement as to the amount of time between the written and oral portion, it is required that both portions be completed within the stated semester deadlines.
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Tuition Waiver Information
- GRAs and GTAs who began a current master’s or doctoral degree program in or after the fall 2010 semester may be eligible for a waiver of up to the total number of hours remaining toward the degree, provided that s/he enrolls in 5 or more credit hours and holds a graduate assistantship of at least .50 FTE.
- Transfer credits will be applied toward the degree and will be deducted from the available tuition waiver; therefore, it is very important that students submit their program of study early. Doing so ensures the correct number of tuition waiver credits is available for the student.
  - The Graduate College requests the program of study for these students as follows:
    1. Masters 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
    3. 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 that enroll in additional semester(s) to complete their thesis or dissertations.

Professional Ethics Training Workshop

Register for GRA & GTA required training here.

Beginning fall 2010 forward, all graduate assistants who wish to receive a 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

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 2012 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 2012 semester should also contact the English Assessment Program office as soon as possible.

If you have questions, please call the English Assessment Program office at 325-1838, e-mail Suzanne Peters, or visit us in 213 Robertson Hall.

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 fall 2012. 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.

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 p.m. during the fall 2012 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.
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Graduate Student Appreciation Week

April 1 - 6, 2012

Hosted by:
Graduate College
Graduate College Student Ambassadors
Black Graduate Student Association
Graduate Student Senate

As a vital part of OU’s community, we would like to recognize the importance of our graduate students and their contributions with a week-long series of events. We understand that many of our graduate students rarely meet students from outside their home department, and hope that you will take this opportunity to meet students from other disciplines and make new friends and contacts. Above all, we hope you will have a great time!

Some events require pre-registration. Click here to register and to see the complete schedule of events.

For more information about Graduate Student Appreciation Week events, please contact Sarah Williams in the Graduate College at sarahwilliams@ou.edu or 405-325-2139.
DEADLINES/IMPORTANT DATES

Academic Deadlines

April 2, 2012
• Graduate Certificate Program Reports for spring 2012 due to the Graduate College
• Admission to Candidacy form for fall 2012 graduates due to the Graduate College
• Final day to submit Request for Degree Check (doctoral students only)

April 20, 2012
• Final day to submit Request for Authority for Dissertation Defense (doctoral students only)
• Final day to turn in Application for the General Examination (doctoral students only)

May 4, 2012
• 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 11, 2012
• 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)

June 29, 2012
• Final day to submit summer 2012 Request for Degree Check (doctoral students only)

July 2, 2012
• Graduate Certificate Program Reports for fall 2012 due to the Graduate College
• Final day to submit summer 2012 Graduation Application (master’s & doctoral students)

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DEADLINES/IMPORTANT DATES

Academic Deadlines Continued...

July 13, 2012
- Final day to submit summer 2012 Request for Authority for Dissertation Defense (doctoral students only)
- Final day to turn in Summer 2012 Application for the General Examination (doctoral students only)

July 27, 2012
- 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)

August 3, 2012
- Final day to deposit Thesis in library (master’s Thesis students only)
- Final day to deposit Dissertation in library & complete electronic submission (doctoral students only)
- Final day to hold Defense of Dissertation (doctoral students only)
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English Assessment Deadlines

Students who wish to become certified for summer 2012 must contact the English Assessment Program office immediately to meet with a representative.

Test Schedule:

SPEAK Test: Students must schedule SPEAK Tests immediately in order to obtain certification for the summer 2012 semester.

TEACH Test: Registration for TEACH tests will begin the first week in March. TEACH Tests will begin in late March. Students who have previously taken 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 31, 2012</td>
<td>9 a.m. – 2 p.m.</td>
<td>111 Sutton Hall</td>
</tr>
<tr>
<td>Saturday, April 21, 2012</td>
<td>9 a.m. – 2 p.m.</td>
<td>111 Sutton Hall</td>
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</tbody>
</table>

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Graduate Student Appreciation Week

April 1 - 6, 2012

(Note some events require pre-registration. Click here to register)

Weeklong Promotions
Discounts for OU Graduate Students April 1-7 Norman, OK

Sunday, April 1
The Magic of Music 1:45 – 5pm Sharp Concert Hall, Catlett Music Center
Fred Jones Jr. Museum of Art
Graduate Student Bowling Night 9:30pm – 12am Sooner Bowling Center

Monday, April 2
Massages in the Union 10am – 2pm Traditions Room, 2nd Floor
Oklahoma Memorial Union

Tuesday, April 3
Bike Health Check & Registration 9am – 1pm South Oval
(South of the library)

Wednesday, April 4
Waffles for Graduate Writers 9am – 12pm OU Writing Center
Wagner Hall, Rm 280
BGSA Research Symposium 11am – 3pm Scholars Room
Oklahoma Memorial Union
Eggstravaganza 4 – 7pm Sam Noble Museum
of Natural History

Thursday, April 5
Wine Tasting 5 – 7pm National Weather Center
(corner of Jenkins and Hwy 9)

Friday, April 6
Cookout with Dean Williams 11:30am – 1:30pm Robertson Hall Lawn

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GRADUATE COLLEGE CONTACT INFORMATION

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

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Robertson Hall, Room 213

Mailing Address:
The Graduate College
731 Elm Avenue, RH 213
Norman, OK 73019

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Fax: 918.660.3361
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Email: tulsainfo@ou.edu

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