CHANGES

From International Student Services

International Student Intern Program

In January 2014, the International Student Services office launched the new International Intern Program. This program facilitates on-campus internships at OU’s three campuses (Norman, OUHSC, and OU-Tulsa) for graduate and undergraduate students from universities outside the US. The internships provide work-based experience and reinforce interns’ ongoing academic programs. This is a great opportunity for OU faculty to collaborate with universities abroad and recruit future international students.

Internships can be completed in any area of study offered at OU. To date, international student interns have been placed in various departments, including Oncology, Microbiology, and Chemistry, and hopefully the number of interns will increase over the next year. The International Intern Coordinator is currently scheduling meetings with OU faculty and administrators to share information about the program. If you are interested in learning more, please contact Tracy Shaw at tracy.shaw@ou.edu or call 325-3337.
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## REMINDERS

### From the Academic Counselors

- **Thesis and Dissertation Deposit Procedure:** The Graduate College has been working with University Libraries Dean Rick Luce to bring our processes in line with current trends and practice in digital information. We made important changes to the thesis and dissertation deposit process effective Fall 2013.
  - Doctoral degree candidates will be required to submit an electronic copy of the dissertation to the SHAREOK institutional repository. In addition, University Libraries will require doctoral candidates to deposit only one printed, signed copy of the final dissertation.
  - University Libraries will require master’s degree candidates to deposit only two printed, signed copies of the final thesis.

Additional information is available in the *Thesis Instruction Packet* and *Dissertation Instruction Packet*.

- **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) at 325-3800.

- **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 business days) prior to their defense date. The *Authority Report Form* will be issued electronically by the Graduate College.

- **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 business days) prior to their defense date. The *Authority Report Form* will be issued electronically by the Graduate College.

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REMINDERS

From the Academic Counselors (Continued)

• **Master’s Degree Based on the General Exam:** Students completing a master’s degree based upon the completion of the General Exam while enrolled in a doctoral program must submit a *Program of Graduate Work/Admission to Candidacy* form at **least one semester prior** to taking the General Exam. 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.

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

• **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. Students wishing to request extensions for “I” grades received Fall 2012 and beyond must submit to the Graduate College a copy of the *Incomplete Contract* form along with a *Petition to Receive an Extension for an Incomplete Grade*. 
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REMINDERS

Reminders from the English Assessment Program

GTA English Certification for Non-Native Speakers
Students who will be Summer 2014 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, 2014.

Students who need to obtain certification for the Fall 2014 semester should also plan to take the English Assessment tests during the Spring 2014 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.

Preregistration 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 call the English Assessment Program at 325-1838, email smpeters@ou.edu, or visit the English Assessment Program by checking in at Robertson Hall, Room 213.

Thank you for your assistance!

Spoken English Class
Graduate Liaisons and department chairs may nominate graduate 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.

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REMINDERS

Spoken English Class (Continued)

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.

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.
REMINDERS

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.
  - 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.
  - 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.
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.
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IMPORTANT DATES/DEADLINES

Academic Deadlines

March 3, 2014
• Final day to file Spring 2014 Graduation Application through oZONE (master’s & doctoral students)
• Program of Graduate Work/Admission to Candidacy form for Summer 2014 graduates due to the Graduate College (master’s students only)
• Graduate Certificate Program Reports for Spring 2014 due to the Graduate College (graduate certificate students only)

April 4, 2014
• Final day to submit Request for Degree Check (doctoral 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 & complete electronic submission (doctoral students only)
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English Assessment Program Deadlines

To obtain certification for the Summer 2014 semester, students must visit the English Assessment Program office before March 1, 2014.

Test Schedule:

SPEAK Test:  SPEAK Tests must be individually scheduled before March 15, 2014.
TEACH Test:  Registration for TEACH tests will begin the first week in March.
  TEACH Tests will start 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 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>
</tr>
</tbody>
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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