CHANGES

Changes to Graduate Assistant Offer Letters
Please use the Graduate Assistant template offer letters located on the Graduate College website (divided into Graduate Research Assistant Offer Letter and Graduate Teaching Assistant Offer Letter) when making GA offers. The templates have been updated to include ACA language.

Change in Funding Amount for the Robberson Conference Presentation and Creative Exhibition Travel Grant
The Graduate College is pleased to announce that effective January 2015, the Robberson Conference Presentation and Creative Exhibition Travel Grant awards have been raised to $1000.

International Student Services Staffing Updates
- Titus Boswell is the new Sponsored Student Programs Coordinator.
- Bri Hair is the new International Student Advisor for Business, Architecture, Education and Journalism.

From the Academic Counselors
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 Spring 2015 classes (1/23/2015). For your reference, attached to the original Liaison Links newsletter email is a copy of the conditional admission instructions sent out in July 2014, which includes directions for generating your conditional report.

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.

General Exam Application for the Doctoral Degree form (revised Fall 2014): The Graduate College has implemented a simplified version of the General Exam Application for the Doctoral Degree which is due within the first two weeks of the semester in which the exam is to be administered (for SP15, 1/23/15). As always, both the written and oral portions of the general exam must be completed within the same semester but cannot be completed on the same day.

Request for Authority for Dissertation Defense form (revised Spring 2014): The Graduate College has released an updated version of the Request for Authority for Dissertation Defense form, upon which permission for a committee member’s remote participation as well as the dissertation enrollment attribute may now be requested. If applicable, students may also check the appropriate box on the form to opt into a department’s previously approved embargo. As always, 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 via OU email by the Graduate College.
REMINDERS

From the Academic Counselors

Graduate College Website & Forms: In order to ensure that students access the most up-to-date versions 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 Spring 2015 classes (1/23/2015).

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.

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 working 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 working days) 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.

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.

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From the Academic Counselors (Continued...)

Embarages: 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 on their transcript, 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.

From the Writing Center

Graduate Writing Groups: In addition to consultation and working one-on-one with writers, the OU Writing Center supports graduate students 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.

Writing groups work in different ways. Some writing groups will share drafts with one another and provide a necessary audience and means of critique during the writing process. Some will discuss their writing and struggles. Some will meet simply to serve as an external means of accountability for getting writing done, or as support to make sure that writing is not something that the members have to give up due to busy lives.

We’re currently organizing new groups for the Spring semester. Click on the link below to find more information about current groups, or sign up for a new group:

http://www.ou.edu/content/writingcenter/graduate_writers/graduate_groups.html

Writing Support for Graduate Students: The OU Writing Center offers a variety of ways for graduate students to connect for writing support, including individual writing consultations, writing groups, writing camps and dissertation coaching. For more information, see our Graduate Writers web page:

http://www.ou.edu/content/writingcenter/graduate_writers.html
REMINDERS

From the English Assessment Program

GTA English Certification for Non-Native Speakers

Students who will be Summer 2015 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, 2015.

Students who need to obtain certification for the Fall 2015 semester should also plan to take the English Assessment tests during the Spring 2015 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 or 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 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.

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.
REMINDERS

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

January 23, 2015
- Final day to submit a Spring 2015 General Exam Application for the Doctoral Degree. Students that have missed this deadline should contact their Graduate College counselor as soon as possible.

March 2, 2015
- Final day to file Spring 2015 Graduation Application through oZONE
- Graduate Certificate Program Reports for Spring 2015 due to the Graduate College (graduate certificate students only)
- Program of Graduate Work/Admission to Candidacy form for Summer 2015 graduates due to the Graduate College (master’s students only)

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

April 17, 2015
- Final day to submit Request for Authority for Dissertation Defense (doctoral students only)

April 24, 2015
- Final day to submit Request for Authority for Thesis Defense (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)
English Assessment Program Deadlines

To obtain certification for the Summer 2015 semester, students must visit the English Assessment Program office before March 1, 2015.

Test Schedule:

**SPEAK Test:** SPEAK Tests must be individually scheduled before March 15, 2015.

**TEACH Test:** Registration for TEACH tests 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 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: tulsa.info@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