From International Student Services

Tracy Shaw began work in the International Student Services office on Monday, October 14 as the new International Intern Coordinator. She was most recently a part-time teacher at the Center for English as a Second Language. The International Intern Program will facilitate on-campus internships at OU’s three campuses (Norman, OUHSC, OU-Tulsa) for individuals who are currently pursuing, or who have very recently completed, a degree abroad. This is a new OU program that will be launched in January 2014 after two years in a successful test phase.

From the Academic Counselors

Thesis and Dissertation Deposit Procedures: 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 have made important changes to the thesis and dissertation deposit process.

For graduate degree candidates, effective August 19, 2013:

- Doctoral degree candidates will be required to submit an electronic copy of their 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.
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REMINDERS

From the Academic Counselors

- **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.

- **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 Report 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 Report Form will be issued electronically by the Graduate College.

- **Master’s Degree Based on 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 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.

- **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.
REMINDERS

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 the groups are led by writing center consultants, but for others, 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.

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 Spring 2014 semester must visit the English Assessment Program 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 as soon as possible.

If you have questions, please call the English Assessment Program at 325-1838, email Suzanne Peters, or make an appointment to visit us in 213 Robertson Hall.

Spoken English Class

Graduate Liaisons and department chairs may nominate graduate students for enrollment in the Spoken English class. Enrollment in this class is free for students.

One section of the Spoken English class will be offered during the Spring 2014 semester. The class will meet on Tuesdays and Thursdays from 4:50-6:20 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. during the Spring 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 the course fills up quickly. When the Spring 2014 class has filled, we will begin accepting nominations for the Fall 2014 semester. Two sections of the course will be offered during the Fall 2014 semester (Tuesday and Thursday evenings from 4:50-6:20 p.m. and 6:30-8:00 p.m.)
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). 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 the opportunity for students to purchase travel medical insurance. The Education Abroad office will provide a digital image of a student’s passport in case it is lost or stolen while the student is 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. 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.
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. It is the responsibility of the student to submit the petition. However, if a department is aware that a graduate assistant’s total appointment will exceed .50 FTE, the department should inform the graduate assistant of his or her responsibility to complete and submit the petition to the Graduate College.

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.

Petitions will be reviewed for approval based upon the following criteria:

- Graduate students may not be appointed over .75 FTE at any time during the Fall and Spring semesters.
- Appointments totaling more than .50 FTE cannot be approved for the Fall and Spring semesters for any international student on a student visa.
- Students must be in good academic standing.
- The assistantship(s) must be relevant to the student’s program of study.
- The assistantship(s) must not impede the student’s progress toward the degree.
- Students are generally not approved to work over .50 FTE during the first semester of graduate level coursework.

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.

- For doctoral students, the program of study is the Report of Advisory Conference (ACR).

- 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.

Beginning Fall 2010, 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 will apply to any new student who began his/her degree program after the end of the Spring 2010 semester.
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IMPORTANT DATES/DEADLINES

Academic Deadlines

October 1, 2013
• Final day to file Fall 2013 Graduation Application through oZONE
  (master’s & doctoral students)
• Graduate Certificate Program Reports for Fall 2013 due to the Graduate College
  (graduate certificate students only)

October 7, 2013
• Program of Graduate Work/Admission to Candidacy form for Spring 2014 graduates
  due to the Graduate College (master’s students only)

November 8, 2013
• Final day to submit Request for Degree Check
  (doctoral students only)

November 19, 2013
• Final day to submit Request for Authority for Dissertation Defense
  (doctoral students only)

November 29, 2013
• Final day to submit Request for Authority for Thesis Defense
  (master’s thesis students only)

December 6, 2013
• 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)

December 13, 2013
• 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

Writing Center Events

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

English Assessment Program Deadlines

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

Test Schedule:

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

TEACH Test: Registration for TEACH tests began the first week in October. Teach Tests began in late October. 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, November 2, 2013</td>
<td>9 a.m.–2 p.m.</td>
<td>111 Sutton Hall</td>
</tr>
<tr>
<td>Saturday, November 23, 2013</td>
<td>9 a.m.–2 p.m.</td>
<td>111 Sutton Hall</td>
</tr>
</tbody>
</table>
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, RH 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