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CHANGES

From International Student Services
Beginning October 13, International Student Services has assigned each international student to one International Student Advisor based on the student’s major. Unless a student changes majors, s/he will be advised by the same advisor throughout his/her program of study. ISS anticipates that this new arrangement will benefit students by providing more continuity of service and improving communication between ISS advisors and academic units. In addition, each ISS advisor will be better acquainted with the degree programs they regularly work with. ISS appreciates your patience as we make this transition! Click here to find out which advisor has been assigned to your department.

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).

Master’s Thesis Topic and Committee Membership form (revised Summer 2014): The Graduate College has released a shorter version of the Master’s Thesis Topic and Committee Membership form, effective Summer 2014.

Advisory Conference Report form (revised Summer 2014): The Graduate College has released an updated version of the Advisory Conference Report (ACR) form, effective Summer 2014.

General Exam Application for the Doctoral Degree form (revised Summer 2014): The Graduate College has released a simplified version of the General Exam Application for the Doctoral Degree, effective Fall 2014, which is due within the first two weeks of the semester in which the exam is to be administered. During this period of transition, students who missed the Fall 2014 deadline (August 29) should contact their academic counselor to obtain the old form. The old form will not be accepted after Fall 2014. 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 Thesis Defense form (revised Spring 2014): The Graduate College has released an updated version of the Request for Authority for Thesis Defense form, upon which permission for a committee member’s remote participation may now be requested. As always, 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 via OU email by the Graduate College.

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 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.
The Graduate College is now accepting nominations for the Provost’s Ph.D. Dissertation Prize and the Graduate Teaching Assistant Award. Any graduate student receiving a Ph.D. degree in the 2014 calendar year (Spring/Summer/Fall) is eligible to receive the Provost’s Ph.D. Dissertation Prize. Any graduate student with teaching responsibilities is eligible to receive the Provost’s Graduate Teaching Assistant Award, provided the student has not received this award in the last two years. Nominations are due by February 2, 2015. However, you may begin submitting your nominations to the Graduate College at any time! Instructions regarding nomination procedures are located at the following link:
Please contact Suzanne Peters (smpeters@ou.edu) in the Graduate College if you have any questions regarding nominating a graduate student for one of these awards.

REMINDERS

From the Office of the Provost

The Graduate College is now accepting nominations for the Provost’s Ph.D. Dissertation Prize and the Graduate Teaching Assistant Award.

Any graduate student receiving a Ph.D. degree in the 2014 calendar year (Spring/Summer/Fall) is eligible to receive the Provost’s Ph.D. Dissertation Prize. Any graduate student with teaching responsibilities is eligible to receive the Provost’s Graduate Teaching Assistant Award, provided the student has not received this award in the last two years. Nominations are due by February 2, 2015. However, you may begin submitting your nominations to the Graduate College at any time!

Instructions regarding nomination procedures are located at the following link:

Please contact Suzanne Peters (smpeters@ou.edu) in the Graduate College if you have any questions regarding nominating a graduate student for one of these awards.

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).

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 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.

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From the Academic Counselors (Continued...)

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.

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.
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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 2015 semester must visit 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 at smpeters@ou.edu, or make an appointment to visit us in 213 Robertson Hall. Thank you for your assistance!

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, visit the following link: http://www.ou.edu/content/gradweb/funding_and_aid/Approval_over_50_FTE.html.
REMINDERS

Study Abroad Registration Process

Graduate students who will travel overseas to pursue an activity related to their programs of study must register the travel with OU. If you plan such travel, please read the categories of Student Travel Abroad Experiences below and follow the instructions for the type of travel in which you will participate.

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, activities which are sponsored in some way by OU through faculty funding or scholarships and activities that involve a faculty member taking a group of students for an educational experience abroad.

If your travel meets the requirements for category 1, please email Education Abroad at ea@ou.edu to begin the registration process.

Category 2

Travel which is not included in the scope of what is listed in category 1.

If your travel meets the requirements for category 2, please complete the following steps to register your travel with the Graduate College.

- Fill out the Graduate Student International Travel Notification form and submit it to the attention of Suzanne Peters in the Graduate College, 213 Robertson Hall.
- When a graduate student intends to travel to a country for which the State Department has issued a travel warning (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), the student is required to meet with the Associate Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

Students who will be conducting research overseas may need approval from the OU Institutional Review Board (IRB) before conducting any research activities. It is your responsibility to contact the IRB office to obtain any approval that is necessary. Information for the OU IRB is provided at the following link: http://ouhsc.edu/irb-norman.

U.S. law limits the exportation of certain items, technology and software to certain foreign destinations. U.S. government approval may be required in some situations, including but not limited to, temporary exportation of OU equipment or property, in-country activities in certain countries (Cuba, Iran, North Korea, Sudan and Syria) and interactions with foreign military units and forces, regular or irregular, in any country. It is your responsibility to contact the OU Office of Export Controls to obtain any approval that is necessary. Information for the OU Office of Export Controls is provided at the following link: http://www.ou.edu/exportcontrols.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 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/academic_programs/masters_degree/norman.html](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](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.

**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
  - **October 1, 2014**
    - Final day to file Fall 2014 Graduation Application through oZONE (master’s & doctoral students)
  - **October 6, 2014**
    - Graduate Certificate Program Report for Fall 2014 due to the Graduate College (graduate certificate students only)
    - Program of Graduate Work/Admission to Candidacy for Spring 2015 graduates due to the Graduate College (master’s students only)
  - **November 7, 2014**
    - Final day to submit Request for Degree Check (doctoral students only)
  - **November 19, 2014**
    - Final day to submit Request for Authority for Dissertation Defense (doctoral students only)
    - Final day to submit the General Exam Application for the Doctoral Degree for doctoral students who missed the August 29th deadline. **Students who find themselves in this situation should contact their Graduate College counselor as soon as possible to obtain the correct form.**
  - **November 26, 2014**
    - Final day to submit Request for Authority for Thesis Defense (master’s thesis students only)
  - **December 5, 2014**
    - 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)
  - **December 12, 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)

#### Graduate College Contact Info
- Norman Campus
- Tulsa Campus
English Assessment Program Deadlines

Students who wish to become certified for Spring 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 Spring 2015 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 1</td>
<td>9 a.m.–2 p.m.</td>
<td>Sutton Hall, Rm 111</td>
</tr>
<tr>
<td>Sunday, November 16</td>
<td>1 p.m.–6 p.m.</td>
<td>Sutton Hall, Rm 111</td>
</tr>
</tbody>
</table>

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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
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