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CHANGES

Comprehensive Examination

The master’s comprehensive examination is now referred to as the non-thesis examination throughout the Graduate College Bulletin.

Non-Thesis Waiver

The Graduate College no longer requires submission of a waiver for students who elect to sit for the non-thesis examination prior to completing all required or core courses and at least 75 percent of all required coursework for the master’s degree. As the non-thesis examination is comprehensive, a student should complete all required or core courses and at least 75 percent of all coursework listed on the approved Program of Graduate Work/Admission to Candidacy form before taking the exam. However, they may elect to sit for the exam early. If so, the student cannot appeal an unsatisfactory result of the non-thesis examination on the basis that he or she had not completed all required or core courses and at least 75 percent of all coursework listed on the approved Program of Graduate Work/Admission to Candidacy form before taking the exam.

12 Hours from Unsuccessful Graduate Program

A student who has either failed the non-thesis examination for the second time or failed the thesis defense may seek admission to another master’s degree program at the University of Oklahoma. However, no more than 12 hours of coursework taken before failing the non-thesis examination for the second time or failing the thesis defense may be applied toward another master’s degree.

Transfer Credit Toward Master’s Degree

When combined, hours transferred from other institutions and residence credit taken before admission to a master’s degree program may not constitute more than 12 credit hours.
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Thesis and Dissertation Deposit Policy
The Graduate College is working with the University Libraries’ Dean Rick Luce to bring our processes in line with the current trends and practice in digital information. Our goal is to make the results of our students’ research more accessible. We have made some important changes to the thesis and dissertation deposit process, effective August 19, 2013.

- Doctoral degree candidates will be required to submit an electronic copy of the dissertation to the SHAREOK institutional repository; submission to ProQuest/UMI is no longer required. In addition, the University Libraries will require doctoral candidates in most disciplines to deposit only one printed, signed copy of the final dissertation. This copy will reside in the Bizzell Memorial Library’s Great Reading Room.
  - Geology/Geophysics candidates will deposit one additional printed copy for a total of two; the additional copy will reside in the Youngblood Energy Library.
- The University Libraries will require master’s degree candidates in most disciplines to deposit only two printed, signed copies of the final thesis. One copy will reside in the Bizzell Memorial Library’s Great Reading Room; the second copy will be archived in the University Libraries’ annex.
  - Geology/Geophysics candidates will deposit one additional printed copy for a total of three; the additional copy will reside in the Youngblood Energy Library.

The SHAREOK institutional repository will provide open and immediate 24/7 access to OU dissertations and other scholarly content submitted by researchers at OU and OSU. Open access supports the discovery and advancement of knowledge by making research digitally available to a broader community. Faculty and students with questions about open access may wish to consult the University Libraries online guide to open access scholarship at http://guides.ou.edu/openaccess.

While it may be appropriate to delay immediate access to a thesis or dissertation in some cases, the Graduate College will not approve any publication restriction, or embargo, of a thesis or dissertation without compelling cause. To help faculty and graduate degree candidates plan early for cases where an embargo of a thesis or dissertation may be appropriate, the Graduate College has provided a written policy regarding embargoes of theses and dissertations. This document was emailed to academic units on July 30, 2013 and is also available in the Thesis Instruction Packet and Dissertation Instruction Packet.
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From the Academic Counselors
- Students completing a master’s degree based upon the completion of the General Exam while enrolled in a doctoral program must submit an 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.
- Requests for authority for non-thesis examinations must include the exam date and committee members’ names, and must be sent to the Graduate College at least five (5) business days (one week) prior to the exam date. Requests for more than five (5) students at a time should be submitted to the Graduate College at least 15 business days (three weeks) prior to the exam date.

From International Student Services
- A friendly reminder to all departments: check with ISS for employment eligibility and/or restrictions before hiring international students.
- International graduate applicants and prospective students who are present in the U.S. in a student immigration status other than F-1 or J-1 should contact ISS for information and assistance.
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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. To obtain certification for the Spring 2014 semester, students must visit the English Assessment Program office by October 15, 2013.

Before scheduling any English Assessment tests, students must meet with an English Assessment representative and discuss individual certification requirements. Students should bring certified copies of TOEFL or IELTS scores and, if possible, transcripts from any U.S. schools they have attended.

Pre-registration is required for all English Assessment Program tests. To register, students must come to the English Assessment Program office, 213 Robertson Hall.

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 office at 325-1838, e-mail Suzanne Peters, or 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.)
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Study Abroad Registration Process for Graduate Students

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 hand side of the Graduate College homepage).

Please direct all questions to Suzanne Peters, Study Abroad Liaison for the Graduate College.
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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 (405) 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 Student Over .50 FTE, please visit the following link: http://www.ou.edu/content/gradweb/aud/current/funding/Approval_over_50_FTE.html.
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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.
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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

Graduate Liaison Meetings for the Fall 2013 Semester
Noon-3:00 p.m. Wednesday, October 9 or 8:30-11:30 a.m. Thursday, October 10 in the Anne & Henry Zarrow Hall, J.J. Rhyne Community Room (the Social Work building on the corner of Elm & Brooks)

Academic Deadlines

October 1, 2013
• Final day to file Fall 2013 Graduation Application (master’s & doctoral students)
• Admission to Candidacy form for Spring 2014 graduates due to the Graduate College
• Graduate Certificate Program Reports for Fall 2013 due to the Graduate College

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 (master’s students only)
• Final day to hold defense of thesis (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)
DEADLINES/IMPORTANT DATES

English Assessment Deadlines

To obtain certification for the Spring 2014 semester, students must visit the English Assessment Program Office by October 15, 2013.

Test Schedule:

SPEAK Test: Students must be individually scheduled by October 15, 2013.

TEACH Test: Registration for TEACH will begin the first week in October. TEACH Tests will start in late October. If you have previously taken the TEACH Test, you must review your most recent test before retaking the exam. All reviews must be completed in September and October.

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>
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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, RH 213
Norman, OK 73019

Tulsa Campus
Phone: 918.660.3660
Fax: 918.660.3361
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