CHANGES

From the IRB Office

Important Notice

The OU HRPP/IRB is pleased to announce that there will be a substantial upgrade to iRIS, the OU IRB’s electronic submission system. The upgrade will provide new and improved functionality to our researchers, and we expect it to reduce the processing time of IRB submissions. IRB staff and faculty members have been testing the upgrade to minimize processing disruptions and creating information guides for researchers after the upgrades are complete.

iRIS will be down for the “go live” of this upgrade from midnight on September 27 until October 7, 2014. We anticipate the upgrade process to take less time than this (based on the success of the system tests) but have scheduled iRIS to be offline for the entire time, just in case.

The iRIS down time may impact all active researchers at OU—for this, we apologize. During the iRIS shutdown period, no one at OU—researchers, IRB staff, or IRB members/reviewers—will have access to any information that is contained within the online submission system. No new IRB submissions will be uploaded and no processing of existing submissions will occur.

Two kinds of studies will likely experience the most impact from the shutdown:

1) Full Board Review studies. We have revised the IRB meeting schedule and related submission deadlines to make sure that these studies get reviewed in October with minimal delays.

2) Studies that have expiration dates in September. Researchers should be mindful of the Continuing Review deadlines stated in the iRIS-generated email correspondence. The easiest way to avoid having to stop your research activities because the approval dates on your documents have expired is to submit the Continuing Review request far in advance of the September 27th iRIS shutdown date.

If you plan to submit a new study application or to modify your existing IRB approved study, please plan accordingly.

The IRB staff and reviewers pledge to process all submissions before the shutdown as expeditiously as possible; however, it is not reasonable for researchers to expect that IRB submissions made after Friday, September 19, 2014 will be approved if any revisions are requested by the IRB reviewer.

If you have any further questions/concerns, feel free to contact the HRPP/IRB office at (405) 325-8110.

Thank you for your cooperation.

Faustina Layne, Director – Office of Human Research Participant Protection/IRB
From International Student Services

Whitney França joined the International Student Services team over the summer as the new Assistant Director. Whitney has a BA in Orality Studies from OBU and a postgraduate certificate in TESOL from Oklahoma State University. She studied abroad in Brazil and is fluent in Brazilian Portuguese. Whitney spent the last five years at OBU recruiting international students, providing international student immigration services and coordinating international student programming. Her comprehensive experience and passion for student services are great assets to the ISS office. In addition to advising students, Whitney will assist the Director with escalated student issues and various administrative projects.

From the Academic Counselors

Graduate College Website & Forms: The Graduate College has a new website, organized topically instead of by audience, where all of our forms and documents can be found. We periodically review all of our forms to determine if updates are necessary to reflect current policies and procedures. In order to ensure that students access the most up-to-date forms, departments should not host any Graduate College forms electronically or in hard copy, but rather advise students to obtain the forms directly from the Graduate College website.

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

General Exam Application for the Doctoral Degree form (revised Fall 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 (Fall 2014 deadline is August 29). During this period of transition, students who miss the August 29 deadline 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.

Continued on page 4...
CHANGES

From the Academic Counselors (Continued...)

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 and 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 form 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.
From the Academic Counselors

**Graduate College Website & Forms:** The Graduate College has a new website, organized topically instead of by audience, where all of our forms and documents can be found. We periodically review all of our forms to determine if updates are necessary to reflect current policies and procedures. In order to ensure that students access the most up-to-date forms, departments should not host any Graduate College forms electronically or in hard copy, but rather advise students to obtain the forms from the Graduate College website.

**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 about 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 five (5) working 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 working days (three weeks) prior to the exam date.

**Thesis Defense:** Students planning to hold their thesis defense must submit a completed Request for Authority for Thesis Defense form 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 form 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.

Continued on page 6...
IN THIS ISSUE

Changes
> From the IRB Office
> From International Student Services
> From the Academic Counselors

Reminders
> From the Academic Counselors
> From the English Assessment Program
> GTA English Certification for Non-Native Speakers
> Graduate Assistant Appointments
> Exceeding .50 FTE
> Study Abroad Registration
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> Three Minute Thesis Competition
> Fall Graduate Liaison Meeting
> IRB Training Session
> Academic Deadlines
> English Assessment Program Deadlines

Graduate College Contact Info
> Norman Campus
> Tulsa Campus

REMINDERS

From the Academic Counselors (Continued...)

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, 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.
REMINDERS

From the English Assessment Program

GTA English Certification for Non-Native Speakers

Students who will be graduate teaching assistants in Spring 2015 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 Spring 2015 semester, students must visit the English Assessment Program by October 15, 2014.

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 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

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.
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 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](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.
IN THIS ISSUE

Changes
> From the IRB Office
> From International Student Services
> From the Academic Counselors

Reminders
> From the Academic Counselors
> From the English Assessment Program
  • GTA English Certification for Non-Native Speakers
> Graduate Assistant Appointments Exceeding .50 FTE
> Study Abroad Registration
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> Three Minute Thesis Competition
> Fall Graduate Liaison Meeting
> IRB Training Session
> Academic Deadlines
> English Assessment Program Deadlines

Graduate College Contact Info
> Norman Campus
> Tulsa Campus

IMPORTANT DATES/DEADLINES

3 Minute Thesis Competition

COULD YOU PRESENT 80,000 WORDS IN JUST 3 MINUTES?

Enter OU’s Inaugural 3 Minute Thesis Competition

Sponsored by the OU Graduate College
and open to current OU graduate students

Cash prizes will be awarded!
1st place, $500
Runner-up, $250
People’s Choice Award, $250

OBJECTIVE: Create a 3-minute presentation summarizing your thesis or dissertation research for a non-specialist audience.

Submit your final competition video by September 10th.
If you are selected as a finalist, give your presentation at the live competition on October 4, 2014.

ADDITIONAL INFORMATION: http://www.ou.edu/content/gradweb/events/3MT.html
IN THIS ISSUE

Changes
> From the IRB Office
> From International Student Services
> From the Academic Counselors

Reminders
> From the Academic Counselors
> From the English Assessment Program
• GTA English Certification for Non-Native Speakers
> Graduate Assistant Appointments
Exceeding .50 FTE
> Study Abroad Registration
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> From the IRB Office
> From International Student Services
> From the Academic Counselors

Graduate College Contact Info
> Norman Campus
> Tulsa Campus

IMPORTANT DATES/DEADLINES

Fall 2014 Graduate Liaison Meeting
The Fall 2014 Graduate Liaison Meetings will be held on Tuesday, September 30th from noon – 3 p.m. and on Wednesday, October 1st from 9 a.m. – noon. All current Graduate Liaisons should plan to attend one of these meetings. You will receive an email with instructions regarding registration.

IRB Training Session on September 26th
September 26, 2014, 11 a.m. – 1 p.m.
OU Writing Center, Wagner Hall Rm 280
The session is voluntary and registration is required.**

Note: This presentation is a duplicate of the Graduate Student Spring Training session held on February 28, 2014.

The purpose of this training session is to provide information and resources to OU Graduate Students who may conduct research that involves human subjects.

**Registration is limited to the first 40 attendees.
Please register by calling (405) 325-8110 or email irb@ou.edu.
(Lunch will be provided).
IN THIS ISSUE

IMPORTANT DATES/DEADLINES

Academic Deadlines

August 29, 2014
• Final day to submit the new and simplified General Exam Application for the Doctoral Degree for students intending to complete a Fall 2014 General Examination

October 1, 2014
• Final day to file Fall 2014 Graduation Application through oZONE (master’s & doctoral students)

October 6, 2014
• Final day to submit Graduate Certificate Program Report for Fall 2014 (graduate certificate students only)
• Final day to submit Program of Graduate Work/Admission to Candidacy for Spring 2015 graduates (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)
IN THIS ISSUE

Changes
> From the IRB Office
> From International Student Services
> From the Academic Counselors

Reminders
> From the Academic Counselors
> From the English Assessment Program
• GTA English Certification for Non-Native Speakers
> Graduate Assistant Appointments Exceeding .50 FTE
> Study Abroad Registration
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> Three Minute Thesis Competition
> Fall Graduate Liaison Meeting
> IRB Training Session
> Academic Deadlines
> English Assessment Program Deadlines

Important Dates/Deadlines

English Assessment Program Deadlines
To obtain certification for the Spring 2015 semester, students must visit the English Assessment Program office by October 15, 2014.

Test Schedule:
SPEAK Test: SPEAK tests must be individually scheduled by October 15, 2014.
TEACH Test: Registration for TEACH tests 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 1, 2014</td>
<td>9 a.m.–2 p.m.</td>
<td>Sutton Hall, Rm 111</td>
</tr>
<tr>
<td>Sunday, November 16, 2014</td>
<td>1 p.m.–6 p.m.</td>
<td>Sutton Hall, Rm 111</td>
</tr>
</tbody>
</table>

Graduate College Contact Info
> Norman Campus
> Tulsa Campus
## IN THIS ISSUE

### Changes
- From the IRB Office
- From International Student Services
- From the Academic Counselors

### Reminders
- From the Academic Counselors
- From the English Assessment Program
  - GTA English Certification for Non-Native Speakers
- Graduate Assistant Appointments
  - Exceeding .50 FTE
- Study Abroad Registration
- Tuition Waivers
- Professional Ethics Training Workshop

### Important Dates/Deadlines
- Three Minute Thesis Competition
- Fall Graduate Liaison Meeting
- IRB Training Session
- Academic Deadlines
- English Assessment Program Deadlines

### Graduate College Contact Info
- Norman Campus
- Tulsa Campus

## GRADUATE COLLEGE CONTACT INFORMATION

### Norman Campus
- **Phone:** 405-325-3811
- **Fax:** 405-325-5346
- **Website:** [www.ou.edu/gradweb](http://www.ou.edu/gradweb)
- **Email:** gradinfo@ou.edu

**Mailing Address:**
Robertson Hall, Room 213
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](http://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