Changes

There is a new Graduate College website page with enrollment information for graduate students: http://www.ou.edu/content/gradweb/funding_and_aid/enrollment.html.

• Graduate assistants in their final semester may enroll in fewer than 5 hours as applicable to hours required to complete their degree.
• Full-time enrollment for international graduate students who start their program in the Summer is 3 hours instead of 5 hours.

Reminders

From the Writing Center

Graduate Writing Groups

In addition to consultations 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 lead 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 fall 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, and writing camps. For more information, see our Graduate Writers web page: http://www.ou.edu/content/writingcenter/graduate_writers.html.
REMINDERS

From the Academic Counselors

Graduate College Website & Forms: In order to ensure that students access the most up-to-date version 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.

Embarages: The Graduate College’s policy regarding embargoes of theses and dissertations is available in both the Thesis Instruction Packet and Dissertation Instruction Packet. This policy explains the procedures for requesting an embargo, or delay of publication. Beginning in Spring 2016, both doctoral and master’s degree candidates will be required to deposit the final dissertation or thesis in the SHAREOK open access institutional repository. Currently, only doctoral candidates are required to deposit in SHAREOK. Graduate students should thoroughly review both the embargo policy and the SHAREOK Policies and Guidelines well in advance of defending their dissertations or theses.

Conditional Admission: Effective Fall 2014, the Graduate College monitors only minimum conditional requirements, and the departments 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 classes.

Addition/Change of Program Requests: A student who is currently enrolled in the Graduate College and wishes to add to or change their major area of interest or degree program must complete the online graduate application. Note: All admission related processes fall under the purview of the Office of Graduate Admissions. Any questions or concerns related to the graduate admission process should be directed there.

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.

Master’s Thesis Deposit Policy: Beginning with the Spring 2016 semester, master’s degree candidates will be required to submit an electronic copy of the final thesis to the SHAREOK institutional repository at https://www.shareok.org. The electronic copy will replace one of the two paper copies currently required for master’s candidates. More specific instructions will be available for the 2015-2016 academic year. The SHAREOK institutional repository provides open and immediate 24/7 access to OU dissertations and other scholarly content submitted by researchers at OU and OSU. 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.

IRB Documentation 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 4...
IN THIS ISSUE

Changes
> New Graduate College webpage with enrollment information

Reminders
> From the Writing Center
> From the Academic Counselors
> From the English Assessment Program
> Graduate Assistant Appointments Exceeding .50 FTE
> Study Abroad Registration Process
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> Graduate Liaison Meeting Dates
> 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.

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 outstanding “N” grades 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.
From the English Assessment Program Office

GTA English Certification for Non-Native Speakers

Students who will be graduate teaching assistants in Spring 2016 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 2016 semester, students must visit the English Assessment Program by October 15, 2015.

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 any questions, please contact the English Assessment Office at 325-1838 or smpeters@ou.edu, or visit the English Assessment Office by checking in at Robertson Hall, Room 213.

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. In order to maintain compliance with the policies implemented as part of the Affordable Care Act, no graduate assistant can be appointed over .70 FTE at any time.

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.

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 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 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 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.
A Quarterly Update from the Graduate College | September 2015

IN THIS ISSUE

Important Dates/Deadlines
Reminders
Changes
Graduate College Contact Info

IMPORTANT DATES/DEADLINES

Fall 2015 Graduate Liaison Meeting

The Fall 2015 Graduate Liaison Meetings will be held on Tuesday, October 13 from noon–3 p.m. and on Wednesday, October 14 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.

Academic Deadlines

September 4, 2015
- Final day to submit the General Exam Application for the Doctoral Degree (doctoral students only)

October 1, 2015
- Final day to file Fall 2015 Graduation Application through oZONE (master’s & doctoral students)

October 5, 2015
- Graduate Certificate Program Reports for Fall 2015 due to the Graduate College (graduate certificate students only)
- Program of Graduate Work/Admission to Candidacy form for Spring 2016 graduates due to the Graduate College (master’s students only)

November 11, 2015
- Final day to submit online Request for Degree Check (doctoral students only)

November 25, 2015
- Final day to submit Request for Authority for Dissertation Defense (doctoral students only)
  Actual due date is 10 working days prior to the scheduled defense date.

December 4, 2015
- Final day to submit Request for Authority for Thesis Defense (master’s students only)
  Actual due date is 5 working days prior to the scheduled defense date.

December 11, 2015
- 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 complete dissertation defense (doctoral students only)

December 18, 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)

Reminders
- From the Writing Center
- From the Academic Counselors
- From the English Assessment Program
- Graduate Assistant Appointments Exceeding .50 FTE
- Study Abroad Registration Process
- Tuition Waivers
- Professional Ethics Training Workshop

Important Dates/Deadlines
- Graduate Liaison Meeting Dates
- Academic Deadlines
- English Assessment Program Deadlines

Graduate College Contact Info
- Norman Campus
- Tulsa Campus

Links

A Quarterly Update from the Graduate College   September 2015
(405) 325-3811 ou.edu/gradweb     gradinfo@ou.edu
IN THIS ISSUE

Changes
> New Graduate College webpage with enrollment information

Reminders
> From the Writing Center
> From the Academic Counselors
> From the English Assessment Program
> Graduate Assistant Appointments Exceeding .50 FTE
> Study Abroad Registration Process
> Tuition Waivers
> Professional Ethics Training Workshop

Important Dates/Deadlines
> Graduate Liaison Meeting Dates
> Academic Deadlines
> English Assessment Program Deadlines

Graduate College Contact Info
> Norman Campus
> Tulsa Campus

IMPORTANT DATES/DEADLINES

English Assessment Program Deadlines

Test Schedule:
SPEAK Test: SPEAK tests must be individually scheduled by October 15, 2015.

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, October 17, 2015</td>
<td>9 a.m.–2 p.m.</td>
<td>Robertson Hall, Room 311</td>
</tr>
<tr>
<td>Saturday, November 14, 2015</td>
<td>9 a.m.–2 p.m.</td>
<td>Robertson Hall, Room 311</td>
</tr>
</tbody>
</table>

Determining Appropriate Test:

Do not take the SPEAK Test if you have previously taken the TEACH test.

If you have previously taken the TEACH test and are required to take the SPEAK test, you must retake the TEACH test before taking the SPEAK test.

If you have previously taken the SPEAK test, do not retake the TEACH test.

SPEAK Test Registration:

Test Schedule:
- October 15, 2015
- November 14, 2015
- December 12, 2015
- January 9, 2016
- February 13, 2016
- March 14, 2016

EXAM SITE:
- Robertson Hall, Room 311

IMPORTANT DATES/DEADLINES

Graduate College Contact Info
> Norman Campus
> Tulsa Campus

(405) 325-3811 ou.edu/gradweb gradinfo@ou.edu
## 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  
- **Campus Address:**  
  - Robertson Hall, Room 213  
  - 731 Elm Avenue, Robt. Hall, Room 213  
  - Norman, OK 73019-2115

### 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](mailto:wray@ou.edu)  
  - Krista Pettersen - (918) 660-3491 or [kpettersen@ou.edu](mailto:kpettersen@ou.edu)