# TABLE OF CONTENTS

i  Welcome

ii What is Petroleum Engineering

1 Student Life

2  Student Organizations

5  Career Fair & Recruitment

5  Career Services

6  Studying

6  Scholarships

6  Annual Events

8  Academic Life

9  Expectations

10  Academic Integrity

11  Technology Requirements

12  Advising

13  Transfer Equivalencies

14  Enrollment

17  Reasonable Accommodation

19  Accelerated Programs

20  Internships

21  Research

21  Evaluations

22  Contacts & Links

23  MPGE Faculty & Staff

23  MCEE Student Services

23  Administrative Offices

24  Student & Academic Services Offices

Updated: 21 March 2017
Welcome to the Mewbourne School of Petroleum and Geological Engineering (MPGE) at the University of Oklahoma. Our petroleum engineering program is one of the oldest and ranks among the top five in the nation. MPGE’s rigorous curriculum prepares students for work in a far reaching industry that supports much of the heartland. Through experiences that include research, innovative instruction, modern laboratories and mentoring, students gain the technical competence and intellectual perspectives needed to grow and succeed professionally. We have a long history of excellence and are recognized globally for our strong presence and contributions to the industry. None of this would be possible, though, without our students. You are essential to the mission and vitality of MPGE. Enjoy your time here, work hard, and get involved in opportunities that will ultimately enhance your career. MPGE graduates are highly sought after and hold leadership positions throughout the oil and gas industry. You are the legacy of a proud tradition of petroleum engineers and we wish you great success in your academic and professional endeavors.

Sincerely,

Chandra Rai
Director & Eberly Chair Professor
WHAT IS PETROLEUM ENGINEERING?

In today’s world, energy plays an integral role in our lives, and oil and natural gas are key figures. With over seventy percent of the energy consumed within the United States coming from petroleum, to best ensure our future, a balance between sustainability, efficiency and affordability must be maintained. Petroleum engineering aims to address these concerns and offer solutions.

Petroleum engineers come from a variety of backgrounds but all have a strong foundation in math, physics, geology and chemistry and are skilled in the use of advanced computer technology. They work with and in nature to develop and apply new technologies and techniques for improved oil and gas recovery while minimizing its impact upon the natural world. Petroleum engineers are master problem solvers who face challenges such as technology, economics and politics during the course of their projects. A career in petroleum engineering provides new experiences each day, and, because of the global operations of the industry, plenty of opportunity exists to experience a vast array of unique places and cultures.

MPGE is dedicated to preserving its history of excellence and advancements to the profession by preparing the next leaders of the energy sector through our industry focused programming. Students will be provided firm grounding in math and science, humanities, engineering principles along with advanced course work in the three primary petroleum engineering specializations:

- **Drilling Engineering**  
  Supervises the drilling of the bore hole deep into the earth and is responsible for preparing a well for production.

- **Production Engineering**  
  Figures out which rock formations contain oil and gas and the best way to recover those products.

- **Reservoir Engineering**  
  Evaluates rock formations and determines the quantities of oil and gas found below the earth through studies and simulations that help determine the optimal way to obtain those materials.

All of this is carried out in our advanced undergraduate laboratories and learning facilities and led by renowned faculty and researchers, providing real-world
perspectives that allow MPGE students to gain first-hand knowledge and expertise throughout their time at OU.
The Mewbourne School of Petroleum and Geological Engineering offers our students many opportunities to interact with peers, build professional skills, form networks, socialize and have fun. From events such as lectures, career fairs, barbecues, competitions, and philanthropy, there is much to choose from and many different ways to become involved.
Student Organizations

We encourage students to seek opportunities for personal growth and professional development. A great way to achieve this is through participating in student organizations within the school and across campus.

OU Society of Petroleum Engineers (OU SPE)

The University of Oklahoma SPE (OU SPE) strives to professionally enhance its members by providing networking opportunities within the energy industry. OU SPE maintains an active role on campus through social, philanthropic and technical events. Our chapter has been recognized by SPE International as a Gold Standard Student Chapter, one of only 26, and is a national leader in raising funds and awareness for The American Cancer Society’s Relay for Life.

OU American Association of Drilling Engineers (OU AADE)

The University of Oklahoma American Association of Drilling Engineers (OU AADE) provides a forum for students to gain knowledge outside of the classroom about current drilling technologies and techniques at use in the field. It addresses and promotes professionalism, the environment and respect for the communities with which drilling operations take place. OU AADE provides students opportunities to interact with drilling professionals, and advocates for those seeking careers in drilling engineering.
OU Society of Petrophysicists and Well Log Analysts (OU SPWLA)

The University of Oklahoma Society of Petrophysicists and Well Log Analysts (OU SPWLA) exists to help OU students learn about petrophysics and well log analysis. Through participation in OU SPWLA sponsored activities, students receive exposure to the newest techniques and ideas coming from the field of petrophysics and well log analysis, as well as experience and opportunity available through networking with industry professionals.

OU Pi Epsilon Tau (OU PiET)

OU Pi Epsilon Tau (OU PiET) is the international honor society for petroleum engineers, which was founded in 1947 at OU. Its purpose is to foster a closer bond between members and the petroleum industry, to broaden the scope of activities of members, and to maintain the high ideals and standards of the engineering profession. Members are chosen on the basis of their scholastic accomplishments, leadership and sociability.

In addition to the student organizations specific to petroleum engineering, MPGE students can also take part in organizations hosted by the College of Engineering such as:

E-Club

E-Club unites the diverse engineering disciplines of the University of Oklahoma. It connects engineers from different backgrounds, interests and skill sets in order to help them succeed at university and beyond. From events such as Fall Fest, the career fair, to the annual Engineers Week, there is much to choose from.
American Indian Science and Engineering Society (AISES)
The American Indian Science & Engineering Society (AISES) is a national organization which nurtures the building of community by bridging science and technology with traditional Native values. Through its educational programs, AISES provides opportunities for American Indians and Native Alaskans to pursue studies in science, engineering and technology arenas. The ultimate goal of AISES is to be a catalyst for the advancement of American Indians and Native Alaskans as they seek to become self-reliant and self-determined members of society.

National Society of Black Engineers (NSBE)
The National Society of Black Engineers (NSBE) serves to increase the number of culturally responsible black engineers who excel academically, succeed professionally and impact community.

Society of Asian Scientists and Engineers (SASE)
The Society of Asian Scientists and Engineers (SASE) provides Asian-American engineers at OU the opportunity to explore networking options, academic support and the ability to maximize their resources.

Society of Hispanic Professional Engineers (SHPE)
The Society of Hispanic Professional Engineers promotes the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equality.

Society of Women Engineers (SWE)
The Society of Women Engineers (SWE) is a STEM (Science, Technology, Engineering and Math) society dedicated to the recruitment, retention and employment of women in STEM fields. SWE stimulates women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving quality of life and demonstrate the value of diversity.
Career Fair & Recruitment

The Engineering Career Fair is the primary campus recruiting event for employers who want to increase their visibility among students interested in careers within engineering and technical disciplines. It is sponsored each fall by the Gallogly College of Engineering and the OU Engineers’ Club, and attracts over 1,200 students from across OU’s engineering and technical majors. It is a wonderful opportunity for MPGE students to find full-time employment upon graduating or to land a summer internship. To attend, students must only register for the event through OU Career Services.

In addition to the engineering career fair, Career Services sponsors a spring career fair for the entire university in which a majority of employers represented are from the oil and gas industry.

Individual companies do visit campus regularly and recruit throughout the year. Notification of these events is sent through OU e-mail and announcements are posted throughout Sarkeys Energy Center, online and through social media outlets.

Career Services

Career Services is a valuable tool for students to utilize. Through their office, students are able to look for full-time employment and internships, receive assistance in writing resumes and cover letters, have their resumes and cover letters critiqued, sit through mock-interviews and much more. Their website lists the many resources available to students and should always be a student’s first stop when seeking an internship and/or employment.

Studying

Sarkeys Energy Center offers comfortable accommodations for studying. On the first floor, the atriums offer plush seating, tables and plenty of outlets for students to unwind and work in a natural light filled environment; similar areas can be found on the second floor across from the elevators and on the plaza level.
The tenth floor hosts a computer lab run by OU; large scale printing is available in this location.

Sarkeys is also home to the Laurence G. Youngblood Library, which is an outstanding source for energy research and education. The Youngblood Library is located on the second floor, and has computer computers, workstations and plenty of seating for studying needs.

With special thanks to alumni Jack Sleeper and his wife, the Sleeper Lounge was created to provide MPGE undergraduates a space to study and work on projects. It is located on the 11th floor (1135) and has whiteboards, tables, projectors and seating available. Mr. Sleeper also provided students with a space to meet and work together on projects. The Sleeper Team Room is found on the 12th floor and includes a white board and a technology hub. In addition, MPGE has conference rooms available for meetings. To reserve one of these rooms, contact the Staff Assistant on the 12th floor.

Scholarships

MPGE is fortunate to have generous alumni and industry friends. Each year, students in petroleum engineering are awarded close to $1,000,000 in scholarships. All MPGE scholarships are merit based, and are run through OU’s Centralized Academic Scholarship Hub (CASH). With just one application, you are make yourself eligible to be awarded scholarships from across the OU community. Applications open October 1 and close on February 1. Information about CASH and how to apply can be found by visiting scholarships.ou.edu.

Annual Events

OU has events taking place every day of the year. Within MPGE, students can expect to see the following take place:

August
  • Shell Fall Fest/Schlumberger New Engineers Week
  • Events hosted by oil and gas companies to welcome students back with food and give-aways
September
- MCEE Welcome Back BBQ
- MPGE Open House and New Student Welcome
- Tailgating on the plaza two hours before every home football game sponsored by Dover Artificial Lift
- Engineering Career Fair
- First meetings of MPGE student organizations
- ATCE & Petrobowl

December
- MPGE Graduates Reception
- MCEE Convocation & Reception

February
- Spring Career Fair

April
- MPGE Student Awards Banquet
- Relay for Life
- OU SPE Crawfish Boil

May
- MPGE Graduates Reception
- OU Commencement
- MCEE Convocation & Reception
Petroleum engineering is an intense discipline that requires students to be proficient in math and science, engineering principles and skills learned through hands-on experiences and classroom learning in their petroleum engineering courses. Each of our courses is designed to provide students with the foundation needed to succeed in the next level of coursework, and students are encouraged to their courses as they have been laid out on the Degree Check Sheet to receive the maximum benefit to their learning.
Expectations

Due to the popularity of the program and the rigorous nature of coursework, a set of expectations are placed upon petroleum engineering students. These expectations are in place to allow students to succeed in their studies. OU’s Course Catalog is the official document of record when referencing any academic queries.

• Students must earn a grade of C or better in each course required for graduation. Any grade below a C is considered an unsuccessful completion of the course. Students will not be able to take any courses for which the unsuccessfully completed course is a prerequisite for.

• Students must maintain a minimum combined, OU, semester and retention GPA of 2.5 or higher to remain in good standing with the Mewbourne College of Earth and Energy (MCEE). Students who fall below this mark will be placed on academic contract. Students who fail to meet the conditions of the contract will be removed from the college and program.

• Students are allowed no more than three attempts to successfully complete a course. Unsuccessful attempts include earned grades of D, F, I, U, AU, W and AW. After two unsuccessful attempts, a student will be placed on academic contract to stress the seriousness of the situation.

Professional Program

All petroleum engineering students must be admitted into the professional program before being allowed to take 3000-level or higher courses. MCEE Student Services manages the program for MPGE. To be admitted, students must:

• Meet the minimum 2.50 OU retention and combined retention GPA requirements for admission to the Mewbourne College of Earth and Energy

• Complete six requisite courses: MATH 1823 or 1914 (Calculus I) and MATH 2423 or 2924 (Calculus II); CHEM 1315 and 1415 (Chemistry I & II); PHYS 2514 (Physics I); and GEOL 1114 (Intro to Physical Geology) with the following grade requirements:
• Students who transfer no more than two courses from another institution (i.e., complete at least four of the six courses at OU) must earn a minimum 3.00 GPA in the six requisite courses with a grade of C or better in each course

• Students who transfer three or more of the six courses from another institution must earn a minimum 3.25 GPA in the six requisite courses with a grade of C or better in each course

Applications and instructions for applying are available on MCEE Student Service’s website. Questions about the program may be directed to their office by calling 405-325-4005, visiting SEC P-110 or e-mailing ceestudentservices@ou.edu.

Appealing a Dismissal
Students who are dismissed from MCEE may appeal the decision by completing a form from MCEE Student Services. To be considered, students must prove extenuating circumstances that contributed to poor academic performance.

Readmission Policy
A student who is dismissed from MCEE is unlikely to be readmitted. Students are eligible to apply for readmission after at least two full (fall and spring) semesters have elapsed since the date of dismissal and they have significantly improved their performance in courses that are technically demanding and relevant to an engineering/science education. Applying for readmission does not guarantee that a student will be readmitted. Each request is considered on its individual merit. If a student is readmitted to MCEE, the student will be placed on academic performance contract. Students who are dismissed from MCEE for a second time are not eligible for readmission.

Academic Integrity

MPGE has a zero tolerance policy towards academic dishonesty. Unless otherwise noted by the professor or teaching assistant, all work is considered done by the student individually, this includes in-class assignments, take-home projects, homework, quizzes, exams, lab reports and other activities.
The following is noted by all professors in the syllabus for each course listed under MPGE:

- No programmable calculators allowed during examinations. Students must buy a TI-30 or furnish one for exams.
- The exam room is considered a non-talking area, any talking will be considered cheating and thus in conflict with this policy.
- Cellular devices are not permitted for use during exams. They should be turned off and placed away. This policy also goes for laptops, tablets, smartwatches and other technology.
- Exams will be handed out face down. Do not start till you are instructed to do so.
- At the completion of time, instructor will announce 'pencils down'. At this point students must stop writing and turn in the exam.
- You must remain in your seat and quiet until the examinations have been collected by the professor and/or the teaching assistants.
- Any violation of the MPGE Academic Integrity Policy will be reported to the University’s Academic Integrity Office.

There are various possible sanctions that could come from breaking the Academic Integrity Policy including expulsion. If you break any of the above rules or are caught cheating, you will receive a zero on that assignment.

For further information on OU’s academic integrity standards, visit the Integrity Council website.

Technology Requirements

Many courses now utilize multimedia-based courseware that require students to have and use a laptop computer in both the classroom and laboratories. Laptops, combined with wireless networks, allow student to access course materials from anywhere on campus. Technology is used to improve teaching and learning and facilitate communication between faculty and students.

Petroleum engineering students are expected to have a laptop computer throughout their time at OU. The recommended minimums can be found on our website.
Additionally, students are eligible to download Microsoft Office for free and purchase other software at discounted rates through OU’s IT Store. Repair service and support are also available on campus for our students.

**E-mail**

Every student is assigned an OU e-mail address. Because the primary form of communication between faculty and staff to students is through e-mail, students need to check their university e-mail regularly. Failure to read an e-mail is not an acceptable excuse for missing a deadline.

**Advising**

MPGE provides academic advising to its students during the pre-enrollment periods of the spring and fall each academic year. Students meet with faculty advisors to review previous coursework, academic and career goals and determine the appropriate classes to take for the upcoming semester. To best facilitate the advising process, the following guidelines have been established:

- Advising will be open for a set period of time only. Once advising closes for a semester, students must wait until the start of the semester to be advised during make-up advising.

- Students are responsible for scheduling their advising appointments through OU’s iAdvise system (iadvice.ou.edu).

- Students who miss more than two advising appointments in a period will be prevented from scheduling and must see MPGE’s Enrollment Coordinator.

- Advising holds will not be lifted until a student has been advised.

- Students requiring permissions in order to enroll in a course must complete a request form through MCEE’s Student Services Office.

Only current MPGE students are advised faculty advisors. Students who are transferring into the Mewbourne College of Earth and Energy from either inside of OU
or outside of OU will be advised by MCEE Student Services in order to review degree records and complete the college orientation.

Petroleum engineering majors who are within University College will be advised by University College. Once those students have completed 24 credit-hours, have completed CHEM 1315 and MATH 1823 & 2423 or MATH 1914 with a C or higher, have spent at least two semesters in University College and have an OU retention and combined retention GPA of 2.5 or higher, they will be automatically transferred into MCEE. They will be notified by e-mail and are required to be advised by MCEE Student Services for their first advisement as students of the college.

Prior to advising, students should review their coursework in Degree Navigator. If any discrepancies are found, contact MCEE Student Services; coursework completed at another institution must be transferred into OU, contact OU Enrollment Services with questions regards to transfer coursework. Students should also review course offerings in ClassNav. Write a sample schedule and bring it to the scheduled advising appointment. Degree checksheets are available online for students to review the courses they need to take for their degree and the order in which to take them.

Transfer Equivalencies

It is not uncommon for students to transfer coursework into OU. Petroleum engineering courses from other institutions must be reviewed and approved by MPGE faculty before the credits may be applied towards an OU degree. Transfer credits from non-ABET accredited institutions will not be approved as equivalent unless OU has an articulation agreement with the institution. They may, however, be considered as substitutions.

To have a course reviewed by MPGE:

- Complete the Transfer Equivalency form found on MPGE's website and submit it along with the syllabus for the course being reviewed to MPGE's Enrollment Coordinator.
• The Enrollment Coordinator will forward the request to the appropriate faculty for review. Upon their decision, the Enrollment Coordinator will inform the student and MCEE Student Services of the decision.

Some OU College of Engineering courses may be used as equivalent:
• CEES 2153 Mechanics of Materials = PE 2153 Mechanics of Materials
• AME 2213 Thermodynamics = PE 2213 Thermodynamics
• AME 3153 Fluid Mechanics = PE 3223 Fluid Mechanics
• CHE 3723/AME 3723/CS 3723 Numerical Methods = PE 3723 Numerical Methods

Students wishing to take these courses must seek the permission of the department offering the course and be subjected to their prerequisites.

AME 2113 & CEES 2113 are NOT approved as equivalents for PE 2113 Statics and Dynamics.

Enrollment

OU has set enrollment policies. Enrollment windows open each semester based upon the number of credits a student has earned during their academic careers, and some students do have early enrollment privileges. It is important for students to schedule their advising prior to the opening of their enrollment windows in order to ensure a smooth enrollment process. To determine when an enrollment window will be open, consult the Academic Calendar.

All enrollment is done through Ozone. For instructions on how this is done, visit the Enrollment website’s How To section. Be certain to enroll in co-requisite courses together to avoid errors. Also, should a course state that one does not have a prerequisite for the course:

• Have you successfully completed the prerequisite? Overrides will not be issued if a student has not successfully completed the prerequisite.
• If you have, was this taken at another institution? If it was, did you submit the final grades to OU Enrollment Services? If the answer is yes, check with MCEE Student Services to see if the course was applied to your Degree Navigator.

• If the course was transferred in and applied to Degree Navigator, it is possible that, due to how the course transfers into OU, an override will be required. Visit MCEE Student Services to complete an Override Request form.

At times, due to courses being taken out of the normal sequence, there will be conflicting finals. In this case, contact the Assistant to the Director to discuss this matter.

Any other enrollment issues encountered should be directed to the Enrollment Coordinator. Make certain to include your OU ID in all correspondence.

Students are responsible for class attendance after completion of registration. A student must cancel before the first day of class to avoid being charged any fees or tuition. Students who do not attend a course on the first day may be dropped if there is a high enough demand for seats from students waiting to enroll in the course. Students should understand, though, that non-attendance and/or non-payment of fees will not automatically result in cancellation of enrollment. Students are responsible for dropping courses by the set deadlines in order to avoid tuition charges.

**Credit Hour Limitations**

Students are limited on the number of credit they may enroll in each semester.

- Fall/Spring: 19 hours for undergraduate
- Summer: 14 hours for undergraduate

Students wishing to exceed the number of credit hours allowed will need to file a petition with MCEE Student Services.

**Add/Drop**

The following information refers to courses that meet for a full semester. To establish the proper Add/Drop limitations for summer or other class blocks, refer to the Academic Calendar or contact Enrollment Services (Buchanan Hall 230, enroll@ou.edu).
Period I, Free Add and Drop

Students may add a course during the first week of classes during the Fall and Spring semesters without obtaining instructor approval. The second week will require instructor approval and permission to be placed on the student’s Ozone account by MCEE Student Services. Once the permission has been placed on the student’s Ozone account, the student will be able to add the course as usual through Ozone.

During this same period (the first two weeks of the Fall and Spring semesters), students may drop a course through Ozone without additional charges or grading penalties. No grades will be recorded for dropped courses.

Period II, Automatic Grade of W for Dropped Courses

Beginning with the third week of classes, any adds or drops must be done through OU Enrollment Services in Buchanan Hall. Online add/drop is not available.

Undergraduate: Third through tenth week of Fall and Spring, students must have an Add/Drop slip completed that has the instructor’s signature as well as the Dean’s signature (obtained via MCEE Student Services) to add or drop a course. Once complete, students will take the slip to Enrollment Services in Buchanan Hall to be enrolled in/dropped from the course. All dropped courses will have a grade of “W”.

Graduate: Third through sixth week of Fall and Spring, students must have an Add/Drop slip completed that has the instructor’s signature as well as the Graduate College Dean’s signature to add or drop a course. Once completed, students will take the slip to Enrollment Services in Buchanan Hall to be enrolled in/dropped from the course. All dropped courses will have a grade of “W”.

Period III, Grade of W or F

Graduate Students: For the seventh through the tenth weeks of Fall and Spring, the same restrictions as in Period II apply, however, dropped courses will be assigned a grade of “W” or “F” by the instructor.

Period IV, Petition College Dean

Eleventh through the end of classes in Fall and Spring, students wishing to add a course will require permission of the instructor and Dean; students dropping courses will need to petition the Dean (via MCEE Student Services for Undergraduates and Graduate College for graduates). A grade of “W” or “F” will be assigned by the instructor.
It is important to note that students are limited to 5 W’s during their academic career at OU. After the five-drop limit has been reached, the student will no longer be able to drop courses outside of the free add/drop period. Drop courses can have an impact on financial aid, insurance, etc. It is always recommended that students carefully weigh their decisions before dropping a course.

Reasonable Accommodation

The University of Oklahoma Statement on Disability

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma. Accommodations on the basis of disability are available by contacting the Disability Resource Center in Room 166, Goddard Center (405) 325-4173/TDD or (405) 325-3852 Voice.

University Reasonable Accommodation Policy (Faculty Handbook, Section 5.4)

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or would result in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation may include, but is not limited to:

1. Making existing facilities readily accessible and usable by individuals with disabilities;
2. Job restructuring;
3. Part-time or modified work schedules;
4. Reassignment to a vacant position if qualified;
5. Acquisition or modification of equipment or devices;
6. Adjustment or modification of examinations, training materials, or policies;
(7) Providing qualified readers or interpreters; or

(8) Modifying policies, practices, and procedures.

The Disability Resource Center, unless otherwise provided, is the central point of contact to receive all requests for reasonable accommodation and all documentation required to determine disability status under law. This center will then make a recommendation concerning accommodation to the appropriate administrative unit. Reasonable accommodation with respect to employment matters should be coordinated with Human Resources. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with the Office of Senior Vice President and Provost's Office, while all other issues of reasonable accommodation should be coordinated with the Office of the Vice President for Administration and Finance.

Individuals who have complaints alleging discrimination based upon a disability may file them with the University's Equal Employment Opportunity Officer in accordance with prevailing University discrimination grievance procedures.

**Accommodations**

Students must initiate their requests for reasonable accommodation through the DRC. DRC will notify faculty members of specific accommodations via e-mail if permission is given by the student. Students are encouraged to be advocates on their own behalf by identifying themselves and their specific accommodation needs to instructors and discuss the specific accommodations authorized by DRC.

No arrangements, promises, or other manifestations of individual accommodation should be made by faculty without prior consultation with the Officer of Disability Services. Only those arrangements authorized by the Office of Disability Resources should be implemented. (*Faculty Handbook, Section 5.3.4*)

**Alternative Testing**

Test-proctoring services through the DRC are available between the hours of 8 a.m. and 5 p.m. Monday through Friday. Students can schedule appointments for alternative testing by utilizing the test calendar in the Disability Resource Center. Students should indicate the date, time, first name and last initial on the calendar at least five days in advance of the test. Appointments should be confirmed two days prior to the test. Students are responsible for notifying the instructor and making arrangements for delivery and return of the tests. Tests can be delivered to the DRC office by the instructor, campus mail, fax, e-mail, and returned in the same manner. Tests are normally administered during the same time the rest of the
class is taking the test unless there are extenuating circumstances. Any rescheduling must be approved by the instructor and the DRC staff. If a change in a test format is required as a reasonable accommodation, the DRC staff will work with the student and instructor to discuss appropriate formats. Alternative testing is provided to allow a student to accurately demonstrate his/her knowledge and achievement as opposed to measuring the impact of the disability. Students are expected to uphold the academic integrity of the University. Any incidents of alleged academic misconduct discovered by the DRC staff will be reported for action under the Academic Misconduct Code for the Norman campus. The DRC staff uses cameras to monitor students taking exams.

Accelerated Programs

MPGE offers two accelerated programs of study: B.S. Petroleum Engineering/M.B.A. and B.S./M.S. Petroleum Engineering. Both programs add an additional year onto the undergraduate curriculum, and both are applied for during the Junior year of curriculum.

Petroleum Engineering/Master of Business Administration Program

The Mewbourne School of Petroleum and Geological Engineering, in conjunction with Price College of Business, created a 5 year program where students could earn a B.S. in Petroleum Engineering and an M.B.A. This provides a track for petroleum students who also have an interest in business. The synergy of this track is strengthened by incorporating the Energy specialization of the M.B.A. program into the accelerated curriculum. Students graduating with this option will have a firm foundation in engineering fundamentals along with knowledge of business and energy principles.

Students will apply for the program during their junior year and must:

- Be an undergraduate student majoring in Petroleum Engineering
- Have a GPA of a 3.0 or higher
- Have at least twelve credit-jours of petroleum engineering courses completed at OU
- Meet the minimum GMAT requirements
Petroleum Engineering BS/MS Program

The Accelerated BS/MS in Petroleum Engineering is a sequential program that allows qualified undergraduate students to pursue graduate education in conjunction with their undergraduate degree in petroleum engineering. Students will graduate with their BS before entering the MS portion of their degree program. With candidates already receiving core instruction from MPGE’s undergraduate program, the introductory courses for the graduate petroleum engineering curriculum are not necessary, which allows students to explore course electives in other disciplines such as geology, geophysics, mechanical engineering, civil engineering, and chemical engineering, making them more well-rounded in their discipline and increases their marketability. Please note, MPGE's PE 4033 Oil and Gas Law, unfortunately, cannot be shared between the B.S. and M.S. degrees.

Minimum Admission Requirements

- Must be an undergraduate in OU’s Petroleum Engineering program
- Must have an OU retention and combined GPA of 3.25 or higher

Students should submit the Accelerated Degree Coursework Plan by May 15 of their junior year in the program to MPGE's Graduate Programs Coordinator. The applicant will then need to submit a resume, an official OU transcript, three (3) letters of recommendation, a statement of purpose and their official GRE scores to the Graduate Programs Coordinator not later than September 15.

Internships

It is a requirement of MPGE’s Undergraduate Program for students to complete an internship. While it appears on the degree sheet between sophomore and junior years, it may be taken during any summer in which the student obtains an internship. Students may have as many internships as they wish, however, only one will be counted towards the fulfillment of the internship requirement.

The internship course (PE 3222) is offered in the fall and not summer. The lag time between the actual internship and the semester students enroll in the course allows for time to complete a summary report of internship experiences. This report is due the third week of the fall semester and concludes the course.
Internships must comprise of eight weeks of full-time employment (35-hours per week) within the oil and gas industry. Students who work for faculty doing research or laboratory work may use the experience for their internship provided that they are able to prove that they worked eight weeks of full-time employment during that period.

The staff of MPGE are wonderful resources and are committed to providing opportunities throughout the year for students to find internships. Should a student not complete an internship, however, an additional petroleum engineering elective will be required of the student prior to graduation.

Research

Some students choose to take part in research during their time at OU. Research opportunities do exist, however, it is up to the student wishing to complete research to seek them. The first step would be to browse through the list of faculty on MPGE’s website and see what their areas of research are. If your research interest matches with theirs contact them about the possibility of conducting research. Please note, though, that not all professors will have positions available for undergraduate students.

Additionally, Honors College offers a program that allows undergraduate students to apply for funding to conduct their research under the guidance of a faculty mentor.

Evaluations

Students have the opportunity each semester to voice their concerns over courses through completing course evaluations. Towards the end of a semester, an e-mail with a link to eval.ou.edu will be sent to allow students to evaluate the courses they are enrolled in. Answers submitted are completely anonymous and are not released to the professors until after grades have been submitted. Be honest and constructive so that OU and MPGE can improve the courses it offers to our students.
Spread throughout campus are offices and individuals that are available to assist students. The contacts and links on these pages represent just a sampling of what OU has to offer.
MPGE Faculty & Staff

MPGE Faculty and staff are dedicated to student success. We are always available to assist our students. Our main office is located on the 12th floor of Sarkeys Energy Center. Students may stop by during regular business hours, M-F, 8:00 a.m.-5:00 p.m., call (405) 325-2921 or e-mail us at mpge@ou.edu.

A complete listing of faculty and staff is available on our website.

MCEE Student Services

MCEE Student Services is located on the first floor of Sarkeys Energy Center, directly across from the elevators. They are available to assist students M-F, 8:00 a.m.-5:00 p.m. Students may stop by their office, call (405) 325-4005 or e-mail them at ceestudentservices@ou.edu. Appointments are recommended and may be made through iAdvise.

Administrative Offices

The following offices are commonly visited by students:

**Academic Records**
330 Buchanan Hall
(405) 325-4147

**Bursar’s Office**
105 Buchanan Hall
(405) 325-3123

**Enrollment Services**
230 Buchanan Hall
(405) 325-3572
Financial Aid Services
216 Buchanan Hall
(405) 325-4521

Graduation Office
203 Wagner Hall
(405) 325-0841

Student & Academic Services Offices

Career Services
323 Oklahoma Memorial Union
(405) 325-1974

Disability Resource Center
166 Goddard Health Center
(405) 325-3852

Goddard Health Center
620 Elm Avenue
(405) 325-4611

International Student Services
144 Hester Hall
325-3337

OneCard Office
127 Oklahoma Memorial Union
325-3113

Student Life
370 Oklahoma Memorial Union
325-3163
University Counseling Center
201 Goddard Health Center
325-2911

Writing Center
280 Wagner Hall
325-2936