About the Conception: The Graduate College logo was designed to reflect the objective of the Graduate College staff, faculty and students and is representative of one of the many historic archways around the OU campus.

The Gate’s Pillar represents the strength and support provided by the graduate faculty and staff.

The Lamplight on the pillar represents the Beacon that will guide students along their educational journey.

The Arch represents the entrance to knowledge.

The bottom and right sides of the arch-entrance are stylized to represent a G. Therefore, the arch as a G represents the entrance to Graduate Knowledge.

**Graduate Gateway Emblem by Hadley Jerman**

Hadley Jerman graduated from the School of Art and Art History at the University of Oklahoma and was an Oklahoma State Regents Scholar and member of OU’s Joe C. and Carole Kerr McClendon Honors College. While pursuing a master’s degree in art history, she was a Robert and Grayce B. Kerr Family Foundation Fellow, which is awarded to a deserving graduate student specializing in art of the American West.

**Graduate College Logo by Miranda Sowell**

Miranda Sowell graduated from the School of Art and Art History at the University of Oklahoma in 2005 with a bachelor of fine arts degree in visual communication. She is now the visual communications design and student programs specialist for the Graduate College.
The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

The objective of the Graduate College is to guide, support and enhance the educational experience of every graduate student at the university.

The Graduate College Bulletin is produced by the University of Oklahoma Graduate College, Norman campus, issued by the University of Oklahoma, and authorized by the University of Oklahoma Board of Regents.

It is the responsibility of graduate students and graduate faculty to familiarize themselves with the general requirements of the Graduate College and with the specific requirements of their particular academic unit.

The Graduate College Bulletin is published for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. Every effort is made to provide information that is accurate at the time the Bulletin is issued.

The University of Oklahoma reserves the right at all times to discontinue, modify or otherwise change its degree programs when it determines it is in the best interest of the university to do so.

Visit us online at http://gradweb.ou.edu
Publication Date: August 2013
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GENERAL INFORMATION

The University of Oklahoma Norman campus enrolls more than 27,000 students, has almost of 1,500 full-time faculty members and has 14 colleges offering 151 majors at the baccalaureate level, 117 majors at the master’s level, 63 majors at the doctoral level and one major at the doctoral professional level, as well as 12 graduate certificate programs. The university’s annual operating budget is $838 million. The University of Oklahoma is an equal opportunity institution.

CAMPUS

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health care needs of the state, region and nation. The Norman campus serves as home to all of the university’s academic programs except health-related fields. Both the Norman and Health Sciences Center campuses offer programs at the Schusterman Center, at OU-Tulsa. The OU Health Sciences Center in Oklahoma City is one of only four comprehensive academic health centers in the nation with seven professional colleges.

The university’s main campus and offices of administration are located in Norman. At OU-Tulsa, the majority of programs are located at the Schusterman Center; others are located at area clinics and hospitals. Students are able to enroll in OU courses on U.S. military bases around the world and through the College of Liberal Studies’ innovative programs for nontraditional students. In addition, a wide variety of programs are offered through the College of Continuing Education.

Immediately adjacent to the central campus in Norman is the 271-acre University of Oklahoma Research Campus. Here, the newly completed Stephenson Life Sciences Research Center provides a home for world-class education programs, federal and military research programs, and innovative leaders in private industry. The National Weather Center houses the university’s research programs in meteorology and NOAA’s weather, research and operations programs. The Partners Place facilities foster collaboration between research and business enterprises. Also located on the south campus are Andrew M. Coats Hall, housing the College of Law; the Sam Noble Oklahoma Museum of Natural History; the OU Foundation; Lloyd Noble Center and parking complex; and the Jimmie Austin University of Oklahoma Golf Course.

The north campus, one mile from the central campus, houses University Computing Services; Max Westheimer Airpark, the university-operated airport; Swearingen Research Park, where government agencies and industry have established facilities; and the Weather Center, a complex of federal, state, private and university meteorological agencies, including the National Severe Storms Laboratory, National Weather Forecasting Office, Applied Systems Inc., and the NEXRAD Operational Test Facility.

Other research and study units associated with the university include the Biological Station at Lake Texoma; the Earth Sciences Observatory at Leonard near Tulsa; the Aquatic Biology and Fisheries Research Center in Noble and in Norman; Sarkeys Energy Center; the Oklahoma Climatological Survey; the Oklahoma Biological Survey; the Oklahoma Archeological Survey; Sutton Avian Research Center in Bartlesville, and the Center for the Analysis and Prediction of Storms. The Oklahoma Geological Survey, a state agency responsible to the University of Oklahoma Board of Regents, also is housed on the Norman campus.
The Graduate College is the center of advanced study, research and creative activity at the university. Graduate instruction has been offered at the University of Oklahoma since 1899, seven years after the university opened its doors. The first master’s degree was conferred in 1900, to C. Ross Hume. The Graduate School was formally organized in 1909 and in 1929 the first doctoral degree was awarded to Dr. Mary Brown. In 1942, the name was changed to the Graduate College.

In the past three decades, the Graduate College has greatly expanded its degree program offerings and student enrollment. In addition to the Doctor of Philosophy, the university offers the Doctor of Education and Doctor of Musical Arts degrees. Interdisciplinary degree programs are available at both the master’s and doctoral levels. The OU Health Sciences Center also offers graduate degrees at the master’s and doctoral levels.

The Graduate College strives to develop in each student a firm grasp of a chosen field, the skills and methods of research, and the capacity for independent thought. The Graduate College carefully monitors the performance of all graduate students. Final determination of a student’s graduate status, from admission through graduation, rests with the Dean of the Graduate College.

Faculty and students share an obligation to master the knowledge of their chosen fields, to add to that knowledge and to present it to the scholarly community. The Graduate Faculty has responsibility for instruction, for the guidance of graduate students in the development of their programs and for pursuing investigations associated with a particular field or discipline. Graduate students are expected to demonstrate initiative and assume responsibility for the progress of their studies. Students must master a body of knowledge, and class work merely provides the foundation for wider personal inquiry. A graduate degree is conferred for mastery of a field and thorough understanding of its related branches.

Private donations have enabled the Graduate College to provide fellowships and scholarships in designated areas. Among these are the Alumni Fellowship; Foundation Fellowship; Kenneth L. Hoving Fellowship; Hudson Fellowship; and the McNair Fellowship.

Additional programs, like the Eddie Carol Smith Scholarship, Robberson Travel and Research grants and the T.H. Lee Williams Travel Scholarship, seek to reward and encourage scholars conducting and
presenting original scholarship at the highest levels.

Dissertation Awards and Graduate Teaching Awards in three categories are given annually to reward excellence in dissertation research and teaching, respectively. The awards include a certificate and a monetary prize.

The Graduate College sponsors an annual Research and Performance Day. Cash prizes and certificates are awarded for excellence in research and presentation.

For more information on these programs and others that may be available, please visit the Graduate College website, http://gradweb.ou.edu.

RESEARCH PROGRAMS

Research is a critical dimension of the mission of the University of Oklahoma. It is vital to the growth, health and progress of the state of Oklahoma, the region and the nation. In fiscal year 2012, nearly 650 grants and contracts were awarded totaling in excess of $95 million.

Participation in research and creative activity projects is fundamental to a graduate student’s training and development. Various projects that support graduate students are conducted in all graduate programs offered at the university. Information about current research projects is available from each academic department.

Graduate students who are unsure of the norms in their department for identifying research themes and faculty advisors are encouraged to contact the graduate liaison in their academic unit for guidance on how to proceed.

USE OF HUMAN SUBJECTS IN RESEARCH

All research involving human subjects or the use of data generated via human subjects research performed by faculty, staff or students at the University of Oklahoma Norman or Tulsa campus or at Cameron University, which will result in publication or presentation, must be reviewed and approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that adequate informed consent procedures are used. The University of Oklahoma Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the following: http://irb.ou.edu.

If you have questions about compliance or the IRB approval process, you may contact the Office of Human Research Participant Protection at (405) 325-8110 or email irb@ou.edu.

USE OF VERTEBRATE ANIMALS IN RESEARCH

All research performed on live vertebrate animals or teaching that uses live vertebrates must be described for review and approved by the University of Oklahoma-Norman Campus Institutional Animal Care and Use Committee (OU-NC IACUC) prior to obtaining animals and data collection. The primary role of the IACUC is to ensure compliance with the U.S. Animal Welfare Act and Amendments and to ensure that animals receive humane care during procedures in accordance with federal...
regulations of the U.S. Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare of the Public Health Service (OLAW/PHS).

Information on the OU-NC IACUC can be found on the website http://iacuc.ou.edu/. If you have questions on the IACUC review process, you may contact the Office of Laboratory Animal Resources (405) 325-2609 or visit the website http://iacuc.ou.edu

PATENT POLICY

The University of Oklahoma Intellectual Property Policy governs the ownership of certain inventions made by university students, staff and/or faculty members. The policy provides, in part, that all discoveries and/or inventions, patentable or not patentable, which are made or conceived of while the inventor is a student at the university with substantial use of university facilities not normally made available to students, or are made with funds provided by or through the university (including research funds), are the property of the university. The policy protects and offers substantial benefits to the inventor, while simultaneously protecting the university’s interests in the invention. Students and faculty members are expected to be familiar with their rights and obligations under the University Intellectual Property Policy and to promptly report any inventions as outlined in the policy. The policy may be viewed online in section 3.29 of the Faculty Handbook found at www.ou.edu/provost/pronew/content/fhbmenu.html.

Please be aware that the University Intellectual Property Policy is subject to revision at any time, and the most current version of the policy is available online. Students who make an invention or discovery that is covered under the stated conditions should contact the Intellectual Property Management Office at (405) 325-3800 or via email at ipmo@ou.edu.

GRADUATE STUDENT TRAVEL FOR ACADEMIC PURPOSES

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

Category 1

- Activities which are specifically part of a program requirement for transcripted credit in the Graduate College, such as formal coursework or thesis/dissertation research.
  - If your travel is associated with coursework, contact the college offering the course to register your travel.
  - If your travel is part of thesis/dissertation research, follow the instructions below to register your travel:
    - Register your travel with the Education Abroad office. You must complete the online registration located at the following link no later than three weeks prior to your scheduled departure date. http://oklahoma.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10166&Type
    - If you will travel to a country with a U.S. Department of State Travel Warning, you will need to petition the Study Abroad Safety and Security Council. The petition must be submitted no less than 60 days prior to your scheduled date of departure. Instructions regarding petitions to the Study Abroad Safety and Security Council are located at the following link: http://www.ou.edu/content/cis/education_abroad/aud/faculty---staff/safety-and-security-council.html
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.
- Fill out the Graduate Student International Travel Notification form and submit it to the attention of Suzanne Peters in the Graduate College, 213 Robertson Hall.
- When a graduate student intends to travel to a country for which there is a State Department warning (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), the student is required to meet with the Associate Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

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

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

GRADUATE ASSISTANT INTEGRITY

Graduate assistants make a vital contribution to the university at every level. As teaching and research assistants, they carry on the highest levels of intellectual inquiry; as professionals in training, they connect the university to the community and the world. In these roles, graduate assistants represent not only the student body but the university as a whole. Therefore, the university expects graduate assistants to conduct themselves with the highest standards of judgment and behavior in every area.

As instructors, graduate assistants follow all university policies concerning instruction. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between instructor and student. They avoid any exploitation, harassment or discriminatory treatment of students. Graduate assistants will not receive payment from students for tutoring or help sessions in any course in which they are currently assigned as an instructor, and they will accept the judgment of their department as to other limitations on such activities.

As researchers, graduate assistants have a responsibility to ensure the integrity and ethical standards in any research activity in which they are engaged. Graduate assistants will not engage in research misconduct and will notify a responsible party if they become aware of research misconduct by others.

As professionals in training, graduate assistants have a professional obligation to their colleagues and to the university. They show due respect and civility to their associates. They understand that any other employment or enterprise in which they engage for income is secondary to their university duties and they accept the judgment of their department regarding conflicts of interest, either real or apparent, that may be caused by such outside activities.
GRADUATE DEGREES OFFERED

General requirements that apply to all of these degrees appear later in this bulletin. Information about individual degrees is available from the Graduate College or from the individual academic unit.

MASTER’S DEGREES AND PROGRAMS OF STUDY

A complete list of the Master’s Degrees and Programs of Study offered at the University of Oklahoma is located at: http://www.ou.edu/content/gradweb/aud/current/programs.html

ACCELERATED UNDERGRADUATE AND GRADUATE DEGREES

Accelerated Degree Programs (ADPs) are designed to provide superior students the opportunity to share up to 15 percent of the required coursework between the stand-alone bachelor and graduate degrees. ADP students normally begin taking graduate-level courses in their fourth year. Their undergraduate curriculum, along with their approved graduate work, is designed to fulfill all requirements of both the undergraduate and graduate degrees. As a result, students are able to earn a graduate degree in an accelerated time frame.

Qualified students apply during the junior year of the undergraduate program and are admitted to the undergraduate portion of the Accelerated Degree Program. Students then begin the pursuit of both an undergraduate and graduate degree via either the sequential or simultaneous model, as explained in the sections below.

ACCELERATED DEGREE OFFERINGS

A complete list of the Accelerated Degrees offered at the University of Oklahoma is located at: http://www.ou.edu/content/gradweb/aud/current/programs/norman_campus.html#Accelerated

ADMISSION AND RETENTION REQUIREMENTS

Admission and retention requirements are higher for Accelerated Degree Program (ADP) students than for students in stand-alone programs.

- A student must have a minimum 3.00 overall GPA in order to be admitted into the undergraduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.
- A student must meet the Graduate College admission criteria stated in the Graduate College Bulletin to be admitted to the graduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.
- The GPA will be monitored by the undergraduate college while the student is in the undergraduate ADP code. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Readmission to the ADP will not be permitted.
- Once admitted to the graduate ADP code, the GPA will be monitored by the Graduate College. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Neither readmission to the ADP nor academic probation will be permitted.
If a student does not maintain the standards of an ADP, he or she will not be allowed to continue in the ADP and will no longer have the privilege of sharing hours between the two degrees. The student can, however, apply for the stand-alone graduate program. In this case, applicable graduate courses taken as an undergraduate but not applied to the undergraduate degree may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.

- Upon admission to the undergraduate portion of the ADP, the undergraduate college will notify the Graduate College by submitting the **ADP Conditions and Limitations** form.
- Once the student is admitted to the undergraduate ADP, the department will engage, assess and grade the student as a graduate student; however, the student will be considered an undergraduate with regard to funding opportunities.
- Graduate courses to be applied to the graduate’s degree and completed prior to admission to the graduate ADP must be taken while the student is in the undergraduate ADP code. For any courses taken prior to admission to the undergraduate ADP, the student should complete the **Application for Graduate Credit for Courses Taken during the Junior/Senior Years**.

The Accelerated Degree Program (ADP) operates in two ways, sequential and simultaneous, depending upon when the degrees are awarded.

**OPERATING PROCEDURES: SEQUENTIAL MODEL**

The student completes all undergraduate degree requirements and is awarded the undergraduate degree prior to completing the graduate degree requirements.

1. An undergraduate student is admitted to the undergraduate portion of the Accelerated Degree Program (ADP) by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will do an **Addition or Change of Program Request** into the appropriate undergraduate ADP. The undergraduate college will then notify the Graduate College of the change by submitting the **ADP Conditions and Limitations** form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, he or she cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits.

2. During the student’s final undergraduate semester, the student will apply to the Graduate College by completing an **Addition or Change of Program Request** into the graduate portion of the ADP. The student must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.

3. An ADP student who is admitted to the Graduate College and has been cleared for their undergraduate degree may hold a graduate assistantship and is potentially eligible for graduate-level tuition waivers and health subsidy benefits.

4. Any questions regarding course enrollment should be directed to the student’s graduate department.

5. During the semester prior to graduation with a graduate degree, the student must submit his or her completed **Admission to Candidacy** form to the Graduate College. Deadlines are posted on the Academic Calendar.

6. During the semester that all graduate degree requirements will be met, the student must file for graduation.
OPERATING PROCEDURES: SIMULTANEOUS MODEL

The student completes both the undergraduate and graduate degrees at the same time.

1. Undergraduate students are admitted to the undergraduate portion of the Accelerated Degree Program (ADP) by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will complete an Addition or Change of Program Request into the appropriate undergraduate ADP. The undergraduate college will then notify the Graduate College of the change by submitting the ADP Conditions and Limitations form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate.

2. During the semester prior to graduation, the student must submit his or her completed Admission to Candidacy form to the Graduate College. Deadlines are posted on the Academic Calendar.

3. During the semester prior to intended graduation, the student will apply to the Graduate College by completing an Addition or Change of Program Request into the graduate portion of the ADP. This change should be effective for the student’s final semester, both undergraduate and graduate. The student must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.

4. Any questions regarding course enrollment should be directed to the student’s graduate department.

5. A student in the simultaneous ADP is considered to be an undergraduate until he or she has completed the undergraduate degree. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, he or she cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits. In addition, they may not enroll in graduate-level courses other than those indicated in the specific Accelerated Degree Program.

6. In the semester that all undergraduate and graduate requirements will be met, the student must file for graduation. The student must graduate with both degrees in the same semester.

7. An ADP student will not be awarded the accelerated graduate degree if he or she does not complete the undergraduate degree, regardless of the amount or quality of the graduate work.

8. If the student is removed from the ADP or chooses to receive only the undergraduate degree, the student must contact his or her undergraduate college to return to standard undergraduate status. Upon completion of a stand-alone undergraduate degree, the student can apply for the stand-alone graduate program. In this case, graduate courses taken as an undergraduate, which were not applied to the undergraduate degree, but were intended for a graduate degree, may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.

DUAL MASTER’S DEGREES

Dual Master’s Degree programs allow students to pursue degrees simultaneously in two fields of study. To obtain dual degrees, the student must satisfy the admission, course and examination requirements of both programs.

Requirements:

1. The student must be admitted to both programs prior to completing more than 12 hours of coursework.

2. If changing from a single graduate degree program to a dual degree program, hours taken prior to admission to the dual degree program may be applied to one of the degrees if approved by both academic departments and the Dean of the Graduate College. If changing
from a non-degree-seeking status to a dual degree program, this coursework will be subject to the guidelines regarding coursework taken prior to admission to a graduate degree program.

3. All deficiencies must be completed and all degree requirements, including foreign languages, non-thesis examination and thesis, must be met for both programs.

4. Up to 20 percent of the total graduate credit hours required for both degrees taken individually may be double-counted, e.g., counted as credit for both master’s programs.

5. The double-counted courses must be appropriate for each degree.

6. No more than one-half of the credits for coursework in each degree program, excluding research for the thesis (5980), may be S/U graded coursework; and no more than one-half of the overall coursework, excluding research for the thesis (5980), may be S/U graded coursework.

7. The student must graduate with both degrees in the same semester.

DUAL MASTER’S DEGREE PROGRAMS

A complete list of Dual Master’s Degree Programs offered at the University of Oklahoma are listed at: http://www.ou.edu/content/gradweb/aud/current/programs/norman_campus.html#Dual

INTERDISCIPLINARY MASTER’S DEGREES

The interdisciplinary master’s degree is for students whose educational goals cannot be met by one of the existing master’s degree programs at the University of Oklahoma. The student may propose an interdisciplinary master’s degree program to the Dean of the Graduate College and the Graduate Council. The various components of an interdisciplinary master’s degree must be integrated so that the program presents a well-defined and coherent educational experience. The integration must be accomplished through research that culminates in a thesis.

Individuals proposing interdisciplinary master’s degree programs must either be admitted in full standing or be academically admissible in full standing, either as a graduate student in an academic unit or as an unclassified graduate student. When all required information is submitted to the Graduate College, a subcommittee of the Graduate Council will review the proposal and make a recommendation to the Council, which will then decide whether to approve the proposed interdisciplinary degree program.

Guidelines for Interdisciplinary Master’s Proposals

- The proposal must be approved by the Graduate Council before 12 hours are completed.
- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree and explain why the degree cannot be completed within an existing degree program.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- All coursework for the interdisciplinary degree program must carry graduate credit.
- The student should confirm course availability with each relevant department.
- Interdisciplinary master’s degree programs must have at least 30 credit hours of graduate-credit coursework.
- No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 5980.
- If the Graduate Council approves the proposal, it will constitute the student’s program of study.
- Requests for changes must be submitted to and approved by the Graduate Council.
- The Graduate Council may return the proposal to the student for revision if it is not acceptable.
If the Graduate Council does not approve the proposal, the student may apply to or remain in a traditional degree program.

The final entry on the transcript will show the thesis title. If there is an overlap with an existing program designation on campus, the director/chair of that program must approve the title selected by the student. All other procedures follow the rules of the Graduate College, except that the advisory committee is not constrained to follow the specific degree requirements of a particular academic unit.

**Application materials**

**DOCTORAL DEGREES AND PROGRAMS OF STUDY**

A complete list of the Doctoral Degrees and Programs of Study offered at the University of Oklahoma is located at: [http://www.ou.edu/content/gradweb/aud/current/programs.html](http://www.ou.edu/content/gradweb/aud/current/programs.html).

**INTERDISCIPLINARY DOCTORAL DEGREES**

The interdisciplinary doctoral degree is for students whose educational goals cannot be met by one of the existing doctoral degree programs at the University of Oklahoma. The student may propose an interdisciplinary doctoral degree program to the Dean of the Graduate College and the Graduate Council. The various components of an interdisciplinary doctoral degree program must be integrated so that the program presents a well-defined and coherent educational experience.

Individuals proposing interdisciplinary Ph.D. programs must either be admitted in full standing or be academically admissible in full standing, either as a graduate student in an academic unit or as an unclassified graduate student. They also must have completed a master’s degree or its equivalent before proposing an interdisciplinary doctoral degree. When all required information is submitted to the Graduate College, a subcommittee of the Graduate Council will review the proposal and make a recommendation to the Council, which will then decide whether to approve the proposed interdisciplinary degree program.

**Guidelines for Interdisciplinary Doctoral Degrees:**

- The proposal must be approved by the Graduate Council before 12 hours are completed.
- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree and explain why the degree cannot be completed within an existing degree program.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- The student should confirm course availability with each relevant department.
- All coursework for the interdisciplinary degree program must carry graduate credit.
- Unless there is reason for an exception, the coursework must include at least 12 hours of 6000-level courses, not counting directed readings and dissertation hours.
- The majority of the courses beyond the master’s level leading to the interdisciplinary degree must be taken in academic units authorized to offer the doctoral degree.
- No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 6980.
- If the Graduate Council approves the proposal, it will constitute the student’s program of study.
- Requests for changes must be submitted to and approved by the Graduate Council.
The Graduate Council may return the proposal to the student for revision if it is not acceptable. If the Graduate Council does not approve the proposal, the student may apply to or remain in a traditional degree program.

The final entry on the transcript will show the dissertation title. If the title overlaps an existing program designation on campus, the director/chair of that program must approve the title selected by the student. All other procedures follow the rules of the Graduate College, except that the advisory committee is not constrained to follow the specific degree requirements of a particular academic unit.

**Application materials**

**GRADUATE CERTIFICATES**

A graduate certificate represents completion of a set of courses that provides mastery of a specific area of knowledge. A graduate certificate indicates an advanced, focused inquiry into a defined area of study and is recorded on the student’s transcript. For a degree student, a graduate certificate may indicate an area of specialization; for a professional, a graduate certificate may provide evidence of special expertise.

**GRADUATE CERTIFICATE PROGRAMS**

A complete list of the Graduate Certificate Programs offered at the University of Oklahoma is located at:

[http://www.ou.edu/content/gradweb/aud/current/programs/norman_campus.html#certificates](http://www.ou.edu/content/gradweb/aud/current/programs/norman_campus.html#certificates)

The Distinction between a Graduate Certificate and a Graduate Degree:

A graduate *certificate* is not a graduate *degree*.

Both graduate certificates and graduate degrees earned at the University of Oklahoma reflect the pursuit of knowledge at an advanced level, and both reflect high standards of performance. However, a graduate degree represents a program of independent inquiry beyond the depth of coursework alone, while a graduate certificate represents a set of courses only.

For administrative purposes, a student *enrolled* only in a graduate certificate program is not considered to be enrolled in a graduate *degree* program. However, a student *enrolled* in a graduate degree program may be concurrently enrolled in a graduate *certificate* program if he or she chooses to earn a graduate certificate while pursuing a graduate degree.

**General Guidelines for Graduate Certificates**

- Students must be admitted in full standing to the Graduate College to receive a graduate certificate.
- Students must enroll for the term of admission to retain active status as a graduate student.
- Students may apply to be admitted solely into a graduate certificate program, or they may complete the graduate certificate requirements while enrolled in a graduate degree program.
- Students who apply solely to a graduate certificate program must meet Graduate College admission requirements as well as any additional departmental admission requirements.
- Students who apply solely to a graduate certificate program may not be conditionally admitted.
- A student in a non-degree program may take only the maximum number of hours required for the Graduate Certificate.
- Students must make a 3.0 grade point average on total hours applied toward a graduate certificate.
- All courses must be taken at OU. No transfer credit will apply.
No course substitutions will be permitted for graduate certificates.
- Students admitted solely to graduate certificate programs are not eligible for financial aid.
- At time of completion, all courses must be no more than five years old.
- Students will be responsible for meeting certificate requirements in force at time the student is cleared for certificate completion.

How to Apply
- Students should first contact the academic program offering the graduate certificate to learn about admission requirements.
- Students who are currently enrolled in a graduate degree program and also wish to pursue a graduate certificate in a discipline outside their degree program should submit a completed OU Addition or Change of Program Request to add the graduate certificate code. Students who are currently enrolled in a graduate degree program and also wish to pursue a certificate in the same program are not required to submit an Addition or Change of Program Request.
- Students who are not enrolled in a graduate degree program may apply by submitting the online application for admission and choosing the appropriate graduate certificate program code.
- At the time of application to a graduate certificate program, students admitted solely to a graduate certificate program must submit the Graduate Certificate Conditions and Limitations form.

Course Age Limits
- At the time the student is cleared for graduate certificate completion, no course may be more than five years old. If a course has exceeded the five-year rule, it must be re-taken or replaced with a current course. Revalidation of overage coursework will not be permitted.

Applying Graduate Certificate Coursework Toward a Graduate Degree Program
- Students already in a master's degree program who desire to earn a graduate certificate while pursuing the degree may apply eligible hours to both the graduate certificate and the degree.
- Students who are solely pursuing a graduate certificate and later pursue a master's degree at OU must be aware of the Limitations on Transfer Credit Applied Toward the Master’s Degree.
- Students who are solely pursuing a graduate certificate and later pursue a doctoral degree at OU must be aware of the Limitations on Transfer Credit Applied Toward the Doctoral Degree.

Completion of Graduate Certificate
- During the semester in which the last course is to be completed, a Graduate Certificate Program Report (GCPR) must be filed in the Graduate College no later than the first Monday in October (for the Fall semester), the first Monday in April (for the Spring semester) and the first Monday in July (for the Summer semester).
- The GCPR must be signed by the graduate liaison in the department issuing the graduate certificate.
- Once the Graduate College has approved the GCPR and determined that all requirements have been met, the graduate certificate will be issued to the student by the OU Records Office at the conclusion of the semester.
- The student's official transcript will denote the graduate certificate.
- Students who receive only graduate certificates without completing degree programs do not participate in convocation, commencement or any other graduation ceremonies.
ADMISSION INFORMATION

The University of Oklahoma requires all prospective students to apply using the online application for admission, available at [http://www.ou.edu/admissions](http://www.ou.edu/admissions).

ADMISSION APPLICATION

Applicants who apply for graduate study at the University of Oklahoma are applying for admission to the Graduate College and the specific academic program in their proposed area of study. Questions about the graduate student application process can be directed to the Graduate College or the Graduate College web site, [www.gradweb.ou.edu](http://www.gradweb.ou.edu).

By Email: gradinfo@ou.edu
By Phone: (405) 325-6765

Application Materials Required:
- Transcript from last degree conferring institution.
- Transcripts for any graduate work.
- Some schools only will forward official transcripts directly to the university. The applicant must request that these transcripts be sent.

Application Fee
- The application fee for U.S. citizens and permanent residents is $40.00
- The application fee for international students is $90.00

In order to complete the online application, the applicant must pay the application fee at the time of application, using a credit card.

Where to Return Application Materials
Official transcripts must be sent to:
Office of Admissions and Records
University of Oklahoma
1000 Asp Ave., Room 127
Norman, OK 73019-4076

Academic Unit Applications and Requirements
- Applicants should also contact the academic unit to which they are seeking admission to verify admission requirements.
- The Graduate College does not require the Graduate Record Examination (GRE) or other standardized tests. However, many academic units do require the GRE or other standardized tests.

Deadlines
- The Graduate College does not have application deadlines, but many academic units have deadlines. Applicants are encouraged to contact the academic unit to which they are seeking admission for information about deadlines.
- International applicants are subject to university application deadlines due to the additional time needed to process international applications and to obtain student visas. These deadlines are available at [http://www.ou.edu/admissions](http://www.ou.edu/admissions).
- Applications cannot be considered until all required materials have been submitted.
- To be eligible for enrollment for any given semester, the student must be admitted to OU and to the Graduate College before the registration period ends.
Admission of University of Oklahoma Graduating Seniors

A senior graduating from the University of Oklahoma who wishes to apply for admission to a graduate program should complete the online application for admission.

Health Questionnaire

Every student admitted to the University of Oklahoma will receive a health questionnaire. This questionnaire must be completed and returned to Goddard Health Center before the student can enroll.

ADMISSION CRITERIA

The admission process assesses the likelihood that an applicant will succeed in, and benefit from, a particular academic program.

Changes to the Graduate Admission Criteria will be effective for all applications for Summer 2013 and beyond.

GRADUATE COLLEGE ADMISSION CRITERIA

- The Dean of the Graduate College governs admission and enrollment in the Graduate College utilizing the recommendations of academic units. The Office of Graduate Admissions has charge of all matters pertaining to general admission to the University.
- All admissions to the Graduate College require that the student hold a baccalaureate degree or equivalent from a regionally accredited college or university.
- Undergraduates in their final two semesters at regionally accredited colleges and universities may apply for admission to the Graduate College.
- Admission to a graduate program at the University of Oklahoma is based on an evaluation of an applicant’s overall record, experience, personal qualifications, and proposed area of study.
- The Graduate College does not set minimum GPA requirements and allows departments to evaluate applications holistically, but generally successful graduate applicants possess a 3.0 cumulative GPA over their undergraduate and/or graduate work.
- Academic programs may set more stringent admission requirements. Please check with the program to which you are applying in order to determine any program specific requirements.
- The University of Oklahoma uses the following 4.0 scale to calculate grade point averages:
  - A 4.0 points per credit hour
  - B 3.0 points per credit hour
  - C 2.0 points per credit hour
  - D 1.0 point per credit hour
  - F 0.0 points per credit hour
- If an applicant’s prior college or university uses a different scale, the grade point average is converted to a 4.0 scale to determine whether the applicant meets University of Oklahoma grade point admission requirements.
- The grade point average is based on the following:
  - If a bachelor’s degree has been earned at a regionally accredited college or university, the cumulative grade point average from the conferred degree is used. All letter-graded courses are subject to evaluation.
  - If graduate work has been completed at a regionally accredited college or university, but no master’s degree has been earned, the cumulative grade point average from the conferred bachelor’s degree is used. All letter-graded courses are subject to evaluation.
• If a master’s degree has been earned at a regionally accredited college or university, the cumulative grade point average from the conferred degree is used. All letter-graded courses are subject to evaluation.

ACADEMIC UNIT ADMISSION CRITERIA

• Academic units reserve the ability to require all transcripts from all institutions attended.
• Many academic units require additional materials, such as letters of recommendation and/or test scores before the admission application can be considered.
• To determine these additional requirements, applicants should consult with the graduate liaison of the academic unit to which they are applying.

INTERNATIONAL ADMISSION

Graduate applications and admission credentials from international applicants are processed in the same manner as described above, with the following additions:

• International graduate applicants should use the International Graduate Application.
• Other credentials usually will be required. These are detailed in the International Graduate Application.
• For applicants outside the United States, the admission application and all credentials must be received by the deadlines located at http://www.ou.edu/admissions.
• English proficiency requirements are detailed below:

English Proficiency

English proficiency requirements are discussed in detail on the Admissions and Records website at http://www.ou.edu/admissions/home/requirements/international.html#EnglishProficiency.

Before being admitted to the Graduate College, all applicants for whom English is a second language must present documentation of proficiency in the English language in one of the following ways:

1. An official score of at least 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, or 79 on the iBT TOEFL. (Some graduate programs require a higher score. Check with the individual department for more specific information.) The score must be sent directly from the Educational Testing Service. Scores more than two years old by the beginning of the term the student wishes to enter are not acceptable unless the student has been attending school in the United States since the test date.

2. An official IELTS score of 6.5. (Some graduate programs require a higher score. Check with the individual department for more specific information.) IELTS is jointly managed by the British Council, IDP, IELTS Australia, and the University of Cambridge ESOL Examinations. Information about the IELTS is available at IELTS.

3. Secondary school work in the United States, including graduation from a U.S. high school and completion of the high school curricular requirements required for freshman admission.

4. Successful completion of 24 semester hours of college-level coursework, or a bachelor’s degree or higher degree, from a regionally accredited college in the United States or a country where English is the native language.

5. Attendance at the University's Center for English as a Second Language (CESL) or one of the other Oklahoma State Regents-approved intensive English language programs in Oklahoma until a satisfactory level of English proficiency (determined by TOEFL or IELTS and classroom assessment) is achieved. For programs that require a 550/213/79 TOEFL or 6.5 IELTS only, English proficiency can be established by submitting a TOEFL score of at least 500/173/61 or IELTS score of 5.5 and then satisfactorily completing 12 weeks intensive English language training at a Regents-approved school immediately prior to beginning regular classes. No college credit is awarded for intensive English language study.
A list of the graduate programs that will not review an applicant’s credentials for admission until the English proficiency requirement has first been satisfied is located at the following link: http://www.ou.edu/content/admissions/home/requirements/international.html#english

Financial Assistance
An international student may apply for aid offered by Financial Aid Services only if considered an “eligible noncitizen” by the U.S. Department of Education. Most international students are not eligible for this type of government-supported financial aid. Contact OU Financial Aid Services for additional information.

International students may be eligible for university or department scholarships, fellowships, grants or assistantships. Contact your department and/or program for more information about these forms of financial assistance.

TYPES OF ADMISSION

The University of Oklahoma recognizes the following types of admission:

ADMISSION IN FULL STANDING

- The applicant can be admitted in full standing if he or she has met all University of Oklahoma admission requirements, is recommended for admission in full standing by the appropriate academic unit, and is accepted for admission by the Dean of the Graduate College.
- The admission recommendation may be based on many factors including the applicant’s grade point average.

CONDITIONAL ADMISSION

This status generally describes applicants who meet most of the admission requirements and who show the potential for academic success in graduate school, but who exhibit deficiencies.

- An applicant who does not qualify for admission in full standing may be conditionally admitted to a degree program.
- Conditional admission to a degree program is contingent on the recommendation of the academic unit and approval of the Dean of the Graduate College.
- Students who are admitted conditionally may not earn a grade of D, F or U during the period of the conditional admission.

There are two categories of Conditional Admission:

1) Admission with Academic Deficiencies
An applicant with a low cumulative grade point average from the last conferred degree or low test scores, as determined by the academic unit, may be conditionally admitted with academic deficiencies.

- Admission will depend heavily on other indices of the student’s ability to do successful graduate-level work.
- These might include, but are not limited to, strong performance on standardized tests, a high grade point average in the major, and/or subsequent experiences that clearly indicate strong academic ability.
- The graduate liaison must provide the Graduate College with a Statement of Conditional Admission form. The form must indicate:
  - any specific grade requirements beyond the Graduate College recommended 3.0 average, and
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- any course deficiencies to be satisfied.
  - The Graduate College must approve the **Statement of Conditional Admission**.
  - If the **Statement** is approved by the Graduate College and admission is granted, the **Statement** is included with the admission letter sent to the student.

**Meeting the Conditions**

- The student must maintain at least a 3.0 grade point average in the first 12 hours of letter-graded OU coursework taken after admission to the Graduate College.
- A student who earns more than two grades of I and/or W at any time during the period of conditional admission will be subject to disenrollment.
- A student who accumulates more than 18 hours of graduate coursework but has not fulfilled the terms of the conditional admission may be subject to disenrollment.
- When the student has completed the terms specified in the **Statement of Conditional Admission**, the student’s status will be changed to full standing.
- A student who fails to comply with the requirements listed in the **Statement of Conditional Admission** will be disenrolled.

2) **Admission with Program Deficiencies**
The applicant lacks coursework relevant to the proposed field of study.

- Academic units may recommend conditional admission for an applicant who has program deficiencies relevant to the field of study, provided the applicant has met all other requirements for admission in full standing.
- In such cases, the graduate liaison must provide the Graduate College with a **Statement of Conditional Admission** form.
- The form must indicate the program deficiencies to be made up.
- The Graduate College must approve the **Statement of Conditional Admission**.
- If the **Statement** is approved by the Graduate College and admission is granted, the **Statement** is included with the letter of admission sent to the student.

**Meeting the Conditions**

- A student admitted to the Graduate College with program deficiencies must:
  - have an overall 3.0 grade point average in courses used to fulfill program deficiencies, and
  - must maintain at least a 3.0 grade point average in all other coursework attempted in each semester
- Program deficiencies should be completed within the first 18 credit hours of coursework.
- Courses used to fulfill program deficiencies cannot be applied toward a graduate degree.
- Program deficiencies cannot be arbitrarily removed, but a department’s graduate liaison must petition the Dean of the Graduate College for the removal of a deficiency, stating the justification.
- When the student has fulfilled the terms of his or her conditional admission, the student’s status will be changed to full standing.
- A student who fails to meet the requirements listed in the **Statement of Conditional Admission** will be disenrolled.

**UNCLASSIFIED ADMISSION**

This status generally describes applicants who wish to take graduate courses and do not intend to pursue a graduate degree; or applicants who have not yet chosen an academic field of study. In order to review an application for unclassified admission, the Graduate College requires the following information:

- A completed OU **Application for Admission**
- An application fee
A signed and completed *Unclassified Graduate Student Status Statement of Purpose* form and a signed *Unclassified Graduate Student Status Conditions and Limitations* form (these two forms come in a single file).

Unclassified students:
- are not candidates for a degree
- are not assured future admission to a degree program
- are not eligible for financial aid
- are limited to a maximum of 12 hours while in unclassified status

An applicant may be admitted to the Graduate College in unclassified status based on the “Graduate College Admission Criteria” and are subject to the “Types of Admission” as previously outlined.

**Note:** Under INS regulations, international students are not typically able to apply as unclassified students. Students should contact the International Student Services office at (405) 325-3337 or the Office of Graduate Admissions at (405) 325-6765 for additional information regarding regulations for International students.

**Restrictions to Unclassified Status**
- A graduate student is limited to a maximum of 12 hours in unclassified status. Therefore, a student in unclassified status who anticipates seeking a graduate degree at the University of Oklahoma should become a graduate-degree-seeking student before completing 12 hours.
- Graduate courses completed by unclassified graduate students may be used toward a graduate degree with the approval of the academic unit and the Dean of the Graduate College. However, all hours taken by an unclassified student will be subject to the guidelines regarding coursework taken prior to admission to the graduate degree program.
- Courses taken as an unclassified student will be used in calculating the grade point average for purposes of satisfying Graduate College degree or retention requirements.
- Students admitted in unclassified status cannot change programs during the first semester of enrollment.

**Financial Assistance for Unclassified Students**
- Students admitted to unclassified status are not eligible for financial aid through the Free Application for Federal Student Aid (FAFSA) process. Additional information is available from Financial Aid Services.

**Changing to Degree-Seeking Graduate Student Status**
- If an unclassified student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if the courses are accepted by the relevant academic unit and they adhere to the guidelines regarding coursework taken prior to admission to the graduate degree program.
- Academic units may have specific limits on the number of credit hours earned in this status that may be accepted in meeting degree requirements. The student is responsible for checking these requirements before enrolling in the unclassified category.
- A student must complete the *Addition or Change of Program* form, available online at http://gradweb.ou.edu, to initiate the change to degree-seeking status after his or her first semester of enrollment.
TEACHING CERTIFICATION STATUS

- A student wishing to fulfill requirements for a State Education Certificate (not a Graduate Certificate) may be admitted in certification status.
- Credits earned under this status may be used to fulfill graduate degree requirements only if accepted by the appropriate academic unit and the Dean of the Graduate College.
- Academic units may have specific limits and students are responsible for ascertaining these before enrolling in this status.
- Students enrolled in teaching certification programs should contact Financial Aid Services for financial aid eligibility information.

GRADUATE VISITOR STATUS

- A graduate student who has earned a baccalaureate degree and is in good academic standing at another regionally accredited institution may take courses at the University of Oklahoma as a visitor.
- To be admitted as a visitor, a prospective graduate student must submit the following information to the Office of Admissions:
  - A completed University of Oklahoma Application for admission
  - An application fee
  - A letter of good standing from the student’s home institution. This letter must be from the Dean of the applicant’s Graduate College and bear the seal of the university.
- As a visitor, a graduate student has all the rights and privileges of other graduate students except the student is not in a degree program and, thus, is not pursuing a graduate degree at the University of Oklahoma.
- A visitor who later wants to apply visitor credit toward an OU graduate degree must have been eligible for admission in full standing at the time the courses were taken.
- Should the visitor decide to pursue a graduate degree here, the student is required to file another application and submit official copies of all transcripts and any other materials required by the academic unit to be admitted as a graduate student.
- Visiting students are ineligible for federal financial aid because this assistance is limited to students seeking degrees at the University of Oklahoma. Additional information is available from Financial Aid Services.
READMISSION TO THE GRADUATE COLLEGE

Readmission Process
• A prospective student must register for courses at the University of Oklahoma for the term of admission to retain active status as a graduate student.
• The student is subject to the regulations applicable during the first term of enrollment so long as continuous enrollments are maintained.
• A student whose initial enrollment as a graduate student at the University of Oklahoma is during the Summer session will be subject to the University of Oklahoma catalog or bulletin in effect for the academic year following that summer.

Updating an Admission
A prospective student who has been admitted and does not enroll for the term of admission must reapply for admission.

Lapsed Enrollment
• A graduate student who has a lapse of enrollment for one year must reapply for admission.
• A graduate student readmitted after a lapse of enrollment is subject to the current conditions and curriculum of his or her program of study at the time of readmission, not those in place at the time of the initial enrollment.
• Readmitted students are subject to all Course Age Limits, as outlined in the doctoral and master’s degree sections of this Bulletin.

Stop-out Policy
• A graduate student who finds it necessary to discontinue the program of study (i.e., stop-out) may petition the Graduate College for an exception to return under the student’s original program of study.
• The petition must detail the reasons for the stop-out and indicate how long the stop-out period will be and, whenever possible, must be processed while the student is still enrolled.
• The petition must be endorsed by the student’s graduate liaison.
• As a general rule, the stop-out period will not exceed two years from the student’s last enrollment.
• The period of the stop-out will count toward the time limits for completing the degree.
• Stop-outs do not affect the policies governing lapses in enrollment. A student on a stop-out who allows his or her enrollment to lapse will need to reapply for admission and pay all associated application fees.
COST AND FINANCIAL SUPPORT

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation and miscellaneous living expenses. The actual cost of attending the university will vary depending on a student’s resident status, academic level, course load, housing arrangements, personal needs and spending habits.

Please contact the Bursar’s Office for specific information regarding tuition and fees.

1000 Asp Avenue, Room 105
Norman, OK 73019-4078
(405) 325-3121
http://www.ou.edu/content/bursar/tuition_fees.html

FINANCIAL SUPPORT

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the university.

These resources include:
- financial aid, such as federal and state grants, loans and work-study programs
- graduate assistantships
- fellowships and scholarships
- tuition waivers

FINANCIAL AID

Office of Financial Aid
- The Office of Financial Aid Services awards and monitors all federal and need-based awards.
- Financial Aid Services is open from 8 a.m. to 5 p.m. Monday through Friday and is located in Buchanan Hall.
- For additional information on financial aid programs and application information, please contact:
  University of Oklahoma Financial Aid Services
  1000 Asp Ave., Buchanan Hall Room 216
  Norman, OK 73019-2111
  (405) 325-4521; FAX (405) 325-7608 or financialaid@ou.edu
- Students are encouraged to utilize the Financial Aid Services website for general financial aid and scholarship information as well as to check the status of their financial aid application.
- Students also are required to keep their address updated with Financial Aid Services at all times.

GRADUATE ASSISTANTSHIPS

- Most academic units employ graduate students on a part-time basis. Graduate assistantships are awarded and governed by individual academic units and appointing departments.
- A student should contact the appointing department or academic unit to obtain information about, and applications for, graduate assistantships.
Teaching Assistant Training
- All graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the Center for Teaching Excellence prior to commencing their teaching responsibilities.
- GTAs who do not have substantive contact with students (e.g., those who only do grading) are exempt from this requirement.
- International GTAs must attend the Development of International Teaching Assistants (DITA) training program; all GTAs (international and domestic) must attend the Teaching Assistant Orientation (TAO).
- For additional information contact the Center for Teaching Excellence, 101 Copeland Hall, at (405) 325-2323 or at teach@ou.edu.

English Language Certification
- Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not the native language must be certified as proficient in oral, aural and written English.
- Certification is obtained through the English Assessment Program, 213 Robertson Hall, (405) 325-1838.
- If observation determines that a certified instructor is having serious communication difficulties in the classroom, English language certification may be revoked, which will require that the instructor be removed from the classroom.
- Graduate students who wish to improve their English skills may take speaking or writing classes offered by the English Assessment Program. Information regarding these classes can be obtained at http://www.ou.edu/content/gradweb/eap/classes.html

Assistantships and Financial Aid
- Graduate assistantships do not affect enrollment requirements for financial aid purposes.
- Other conditions of appointments, including minimum enrollment requirements, are listed in the Graduate Assistant Handbook.

Workload
- The primary purpose of a graduate assistant appointment is to aid the student in the successful completion of an academic program. For this reason, enrollments and appointments are subject to certain restrictions.
- Employment is generally measured as a proportion of Full Time Equivalent or FTE status, with 1.0 FTE representing full-time employment or 40 hours per week.
- Graduate assistantships are subject to FTE limitations and cannot resemble full-time work. The standard Qualifying Graduate Assistantship is .50 FTE, which is equivalent to 20 hours per week. Graduate assistantships totaling .50 FTE or less do not require the permission of the Associate Dean of the Graduate College.
- In necessary circumstances, graduate assistantships totaling .51 to .75 FTE can be approved by petitioning the Associate Dean of the Graduate College. Petitions for FTE exceptions should be directed to the Associate Dean of the Graduate College. A signature from the student’s adviser, Graduate Liaison or Chair of the student’s academic department will be required. The Petition to Appoint a Graduate Assistant Over .50 FTE must state the nature of the increased FTE and the rationale for the appointment.
- It is the responsibility of the graduate student to submit the Petition to Appoint a Graduate Assistant Over .50 FTE to the Graduate College prior to the start of the semester during which the appointment(s) exceeding .50 FTE will be held.
- Whenever a department is aware that a graduate student's total appointment(s) will exceed .50 FTE, the department should inform the student of his or her responsibility to complete and submit the Petition to Appoint a Graduate Assistant Over .50 FTE.
Review and approval of the Petition to Appoint a Graduate Assistant Over .50 FTE will be 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 their degree.
- Students are generally not approved to work over .50 FTE during the first semester of graduate-level coursework.

The Graduate College will review the petition based upon the student's GPA, current academic standing and progress toward the degree. The Graduate College may approve a student's appointment(s) for the upcoming academic year or for a single semester only. The Graduate College may also deny the student's petition.

The student and departments will be notified of the determination by the Graduate College via email.

If a graduate student's appointment(s) will continue to exceed .50 FTE after the term of approval has expired, the graduate student must submit a new Petition to Appoint a Graduate Assistant Over .50 FTE form, prior to the start of the subsequent semester.

Departments may not effectively increase a graduate assistant's FTE via supplemental pay.

The Graduate College may terminate any appointment(s) which exceeds .50 FTE and has not been approved by the Graduate College.

Academic units are encouraged to set limitations on the number of semesters a student may hold a graduate assistantship. These limitations should be made available in writing at the time of a student's application, appointment or reappointment.

In general, the Graduate College expects that a graduate assistant will not be appointed for more than the number of semesters required to complete the degree program, assuming six semester hours of enrollment per semester.

OTHER FUNDING OPPORTUNITIES

- Students are encouraged to apply for funding based on academic ability or talent.
- Students may conduct an online search for funding by visiting www.finaid.ou.edu.
- Funding recipients who are also recipients of other financial aid sources may expect their award letters to be revised.
- The university strongly encourages graduate students to apply for funding from external agencies. Students are encouraged to write directly to granting agencies.
- There are a number of major funding opportunities available for students engaged in full-time study leading to the doctoral degree.
- The Graduate College website also provides detailed information on funding opportunities.

Community of Scholars

In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access via its funding page to the Community of Scholars National Funding Opportunities database. This comprehensive Web-based listing of funds from various government agencies, private foundations, industries and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information and an application. This service is an invaluable tool for quickly identifying funding opportunities for graduate students and faculty. Visit the Graduate College’s home page at http://gradweb.ou.edu and select Funding Opportunities to explore this database.
Oak Ridge Associated Universities
Since 1949, students and faculty of the University of Oklahoma have benefited from the university’s membership in Oak Ridge Associated Universities (ORAU). Through the Oak Ridge Institute for Science and Education, the DOE facility that ORAU operates, undergraduates, graduates, postgraduates and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines, including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of underrepresented minority students pursuing degrees in science and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines and details on locations and benefits, can be found in the online resource guide.

Additional Funding Sources
Additional information regarding grants, scholarships or other funding should be directed to the following agencies. Recipients of funding from these programs who are recipients of other financial aid sources may expect their award letters to be revised.

Vocational Rehabilitation Services
- Vocational Rehabilitation Services may assist students who have certain physical, mental or emotional disabilities by providing funding or other support services.
- Contact the Department of Human Services Rehabilitation Services Division in your community for information and applications.
- The vocational objective must be approved by a representative of the division.

GI Bill
- Educational benefits may be available to students who are active duty, reserve personnel or veterans.
- Students should contact their area Veterans Affairs office for information regarding educational benefits.

Tribal Grants
- Native American students are encouraged to contact their tribal agency for specific information and application materials for higher education grants, scholarships and fellowships.
- Students also may obtain information from the associate director of American Indian Student Life, Center for Student Life, Oklahoma Memorial Union, third floor south.
- Another valuable source of funding is through the American Indian Graduate Center at, 3701 San Mateo NE #200, Albuquerque, NM 87110, or at 1-800-628-1920.
ENROLLMENT, GRADES AND GRADUATION

COURSES APPROVED FOR GRADUATE CREDIT

- Graduate credit for work successfully completed at the University of Oklahoma is allowed only for courses listed with a G before the course number.
- Daggered courses (†G) are not applicable for graduate credit for majors in the academic unit offering the courses.
- Whether a particular course is acceptable as credit toward the degree on which the student is working is determined by the academic unit and/or advisory committee and the Dean of the Graduate College.

ENROLLMENT

To be eligible for enrollment, the student must have been admitted to the University of Oklahoma before the registration period ends for any given semester.

Enrollment Approval

- All enrollments must be approved by the academic unit adviser or, in the case of unclassified students, by the Dean of the Graduate College if no academic unit adviser has been assigned.
- A student whose initial enrollment in the University of Oklahoma is during the Summer session will be subject to the University of Oklahoma catalog and bulletin in effect for the academic year following that summer.

Sexual Misconduct Awareness Training Required Prior to Enrollment

- Prior to enrollment, federal law and university policy require all students to successfully complete the sexual misconduct awareness training located at https://sexualmisconduct.ou.edu. You may access this training by utilizing your 4x4 and password. It may take up to 30 minutes to complete, but once complete, the Title IX hold on your account will be automatically lifted. If you have technical difficulties, please contact 405-325-HELP or needhelp@ou.edu.

Assignment of an Adviser

- Although the Dean of the Graduate College is a general adviser for all graduate students, a student is under the immediate direction of a graduate adviser in the academic unit of the major field.
- With the permission of the academic unit, students admitted in unclassified status may be assigned a graduate adviser in the academic unit most closely related to their academic interest.

Maximum Enrollment

- A student may not carry more than 16 hours per regular semester nor more than nine hours per Summer session without the permission of the Dean of the Graduate College.
- Advanced Programs students may carry up to 16 hours in any term, including Summers.

ENROLLMENT OF UNDERGRADUATES IN GRADUATE COURSES

Eligibility

- Undergraduates may not enroll in 6000-level courses except by permission of the academic unit and the Dean of the Graduate College.
- Qualified junior or senior undergraduates at the University of Oklahoma may, with permission from the academic unit, enroll in 5000-level graduate courses for either undergraduate or graduate
credit (with approved Application for Graduate Credit for Courses Taken during the Junior and Senior Years).

Application for Graduate Credit

- To apply for graduate credit, an undergraduate must have a minimum overall grade point average of 3.0.
- The student must submit to the Graduate College the Application for Graduate Credit for Courses Taken During the Junior and Senior Years. The application must be submitted by the end of the second week of enrollment in the class for which graduate credit is requested.
- To enroll in the course for graduate credit, the student must receive permission from:
  - the instructor
  - the undergraduate adviser
  - the person who serves as liaison between the Graduate College and the academic unit offering the course
  - the Dean of the Graduate College.
- The approval of the instructor signifies that the junior or senior will be evaluated at the same level as the graduate students in the class.

Earning Graduate Credit

- Credit for courses earning graduate credit may not be applied toward the bachelor’s degree. Conversely, courses applied toward a bachelor’s degree may not be applied toward a graduate degree.
- The Graduate College will verify that a grade of A, B, C, or S was earned in the course.
- If all of the above stipulations are satisfied, the Office of Academic Records will note on the student’s transcript that graduate credit was earned in the course.

Limitations

Each graduate degree has a prescribed set of courses required for that degree, and not all graduate-level courses can be applied to fulfill those requirements. Prior to enrolling in graduate-level courses, the student should consult with the academic unit from which he or she plans to receive a graduate degree to plan an appropriate program. In addition, coursework taken prior to admission to a graduate degree program at OU, which will be applied to the degree program, is limited to no more than 12 credit hours for the master’s degree and no more than 49 percent of the minimum number of credit hours required for the doctoral degree.

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ENROLLMENT IN OU HEALTH SCIENCES CENTER COURSES

- A graduate student may enroll in graduate courses at the OU Health Sciences Center if they are appropriate for the degree sought.
- The courses taken will be reported on a separate OU Health Sciences Center transcript. The student must submit this transcript to the Norman Office of Admissions in order to have the course credit posted to his or her Norman transcript.
- Tuition waivers awarded from the Norman campus Graduate College may apply to courses taken at the OU Health Sciences Center. Consult with the Graduate College for additional information.

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ENROLLMENT IN LAW COURSES

- The College of Law will allow graduate students at the University of Oklahoma to enroll in College of Law courses as long as the graduate student has the advance approval of:
- the Dean of the Graduate College or academic unit chair
- the Dean or Associate Dean of the College of Law and
- the instructor teaching the course.

- The course must be determined by the graduate student’s academic unit to beneficially contribute to the student’s graduate degree program.
- Of necessity, students desiring to take College of Law courses will only be allowed to do so after law students have enrolled and space remains in the class.
- Tuition waivers awarded from the Norman campus Graduate College do not apply to courses taken at the OU College of Law.

**Grading Scale**

- Graduate students enrolled in College of Law courses may be graded on an S/U grading scale.
- Students earning at least a four in a course on the College of Law grading scale will receive an S in the course. Students earning below a four will receive a U.

**ENROLLMENT IN COURSEWORK AT ANOTHER UNIVERSITY**

- A University of Oklahoma graduate student must be in good academic standing and obtain the approval of the Dean of the Graduate College prior to enrolling concurrently in coursework at another university.
- Failure to obtain this approval could lead to disenrollment as a graduate student at the University of Oklahoma.

**GRADES IN THE GRADUATE COLLEGE**

The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W and X. Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content. Grades from all subsequent attempts at a course will be used in addition to, not in place of, all grades earned in previous attempts at the course.

The following explanations apply only to those courses that are approved for graduate credit.

**AU**

*AU* (Audit) Auditing is attending class without participating in classwork or receiving credit. Enrollment as an auditor is indicated on the student’s permanent academic record and is subject to the same posting regulations governing credit enrollment.

**AW**

*AW,* meaning *Administrative Withdrawal,* is a neutral grade assigned when the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or for inadequate attendance.

**D**

The letter grade of *D* cannot be applied to a graduate degree or a graduate certificate, and it cannot be used to satisfy prerequisite requirements.
**I**

*I* is a neutral grade meaning *Incomplete*. It indicates that the student has not yet completed all required coursework. The instructor will indicate to the student what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time allowed may not exceed one calendar year. If, by the end of the year, no change in grade has been submitted, the grade of *I* will become permanent on the student’s record unless the instructor chooses to assign a letter grade. After a grade of *I* has become permanent, a student may re-enroll in the course. At the University of Oklahoma, credit for courses in which a student has received an *I* cannot be transferred from or to another institution.

**N**

*N* is a temporary grade used only to indicate that no final grade has been reported at the time of grade processing and is removed from the student’s record when the final grade is received. It is neutral in the computation of the student’s grade point average.

**P and NP**

*P* and *NP*, meaning *Pass* and *No Pass*, are used as grades in a course in which a student has enrolled under the *pass/no pass* grade option. The grades of *P* and *NP* are considered neutral in the computation of the student’s grade point average.

*P* indicates work equivalent to a grade of *C* work or better. *NP* indicates no credit for a *pass/no pass* option enrollment. Graduate students may use the *pass/no pass* option only with courses that will not apply toward a graduate degree.

**S and U**

*S* and *U* are neutral grades meaning *Satisfactory* and *Unsatisfactory*.

The grade of *S* signifies work equivalent to a grade of *B* or better. The grade of *U* indicates that no credit is received for the work undertaken.

The grade of *S* is used in the final semester to indicate that a thesis, dissertation or equivalent work is complete and deposited. The S grade may not be used for lecture/recitation courses except with the approval of the Dean of the Graduate College. In special problems, individual research and directed readings courses, if the course is graded *S/U*, *S* is the only passing grade accepted.

*S* and *U* grades may be used for seminar courses provided that the seminars are taught on a noncompetitive basis and that all students in the course are graded on this basis.

**W**

*W*, meaning *Withdrawal*, is a neutral grade assigned when the student is passing at the time of withdrawal.

**X**

*X* is a neutral grade used only for the thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880. It indicates that satisfactory progress is being made toward the thesis, dissertation or equivalent work. The grade of *X* is used until the thesis or dissertation is complete. When the thesis or dissertation is deposited, the grade for the final semester is S.
AUDITING COURSES

- A graduate student may enroll as an auditor with the approval of the course instructor.
- Junior and senior undergraduate students may audit 5000-level courses if they have received permission from the instructor and the academic unit.
- Undergraduates may not audit 6000-level courses, except with the permission of the instructor, the academic unit and the Dean of the Graduate College.

DEGREE COMPLETION

- To qualify for a graduate degree, students must achieve an overall grade point average of 3.0 or higher in the degree program coursework and in all resident graduate coursework attempted. A student must also have at least a 3.0 in all coursework (undergraduate, if any, graduate, and combined) attempted.
- All of these grade point calculations are based on coursework attempted since the completion of the most recent degree earned at the University of Oklahoma.

APPLICATION FOR GRADUATION

- Students must apply for graduation for the appropriate degree early within the semester in which they propose to graduate.
- The Graduation Application is located in ozone (http://ozone.ou.edu). Students graduating in the Fall must apply for graduation online by Oct. 1, Spring by March 1 and Summer by July 1.
- The Application for Graduation must be filed with the Office of Records indicating the student’s name exactly as it is to appear on the diploma and giving the semester in which the student intends to graduate.

GRADUATION

- Degrees are conferred at the end of the Fall and Spring semesters and Summer session.
- Attendance at the commencement exercises in May is requested of all candidates.
- Appropriate academic attire must be worn.
- The Graduate College will not approve any changes in the student’s permanent record once the graduate degree is awarded.
GRADUATE COLLEGE STANDARDS

The Graduate College is responsible for periodic performance reviews of graduate students in accordance with the guidelines described in this bulletin. If these standards are not met, the Graduate College has the authority to deny further enrollment.

The Graduate Council and the Dean of the Graduate College supervise and evaluate the academic units of the university which offer the master’s and/or doctoral degree to ensure observance of policy and academic excellence.

RETENTION

A student will be permitted to continue as a graduate student as long as he or she fulfills the specific requirements of the academic unit and:

- makes satisfactory progress toward the degree and
- maintains a minimum 3.0 GPA in all coursework attempted (undergraduate, graduate, and combined) while in the graduate program.

The rules for retention apply to all graduate students.

Progress Review

The Graduate College monitors each student’s academic progress. At the end of each semester the Graduate College will notify those students who fail to meet the standards of performance.

Satisfactory Progress

- Making satisfactory progress toward the degree includes, but is not limited to,
  - timely completion of the coursework required for the degree
  - submission of a program of study
  - progress made in completing research
  - passing of the non-thesis examination, General Examination, or final oral examination
  - completion of the thesis or dissertation

The Grade Point Average

- A graduate student’s grade point average is calculated in three ways:
  - on graduate coursework only,
  - on undergraduate coursework only (if any) and
  - on all coursework attempted.

- These grade point averages are determined on the coursework taken at the University of Oklahoma since completion of the most recent degree earned.

- If any of the three calculations yield a grade point average of less than 3.0, the student will be placed on academic probation.

- All grades, whether comprising a part of the degree program or not, will be used in calculating grade point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W, AW, and AU, for which no grade points are awarded.

- If a graduate student has credits earned as an undergraduate that were approved to form part of the graduate program, these credits will be used in determining the student’s graduate grade point average.
ACADEMIC PROBATION

Students on probation will be notified by OU email that they have been placed on probation. The student’s academic unit will receive the same notification.

Low Graduate College GPA
- Students who fall below a 3.0 on any of the three GPA averages will be placed on academic probation. The student must then bring his or her GPA up to a 3.0 in the next 12 hours. (See the previous Grade Point Average section.)
- Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the conclusion of an equivalent period.
- The 12 hours of probation include both letter-graded and S/U graded courses.
- Students who do not improve their grade point averages each semester may be denied further enrollment before the standard 12-hour probationary period elapses.

U and NP Probation
- A student earning two or more credit hours of U and/or NP in one semester will be placed on academic probation for the next two semesters in which the student enrolls.
- Earning two or more credit hours of U and/or NP during a U or NP probation will be grounds for disenrollment from an academic program and the Graduate College.

Disenrollment for Low Grades
- A student will be denied further enrollment when he or she is placed on any type of academic probation for the third time.
- When a doctoral student earns nine credit hours of grades C, D or F in any combination, he or she will be disenrolled from the doctoral program.

ACADEMIC UNIT STANDARDS
- Academic units may have additional and more stringent criteria for evaluating a student’s performance and progress than that required by the Graduate College.
- An academic unit may, under some circumstances, recommend disenrollment of a student from a graduate program even though a 3.0 grade point average has been maintained. In such cases, the academic unit must describe in writing to the student and the Graduate College the circumstances on which the unsatisfactory performance or progress evaluation is based, and specify what the student should do and the time frame for improvement. If the student fails to meet the criteria outlined in this letter, he or she is subject to disenrollment.
- Students cannot change programs, take the General Examination, take the non-thesis exam, defend, or graduate while on any type of academic probation.
- Grounds for disenrollment include, but are not limited to,
  - failure to be accepted by an appropriate thesis or dissertation adviser within the stipulated time limitations
  - failure to make timely progress toward the degree
  - failure to perform in coursework, qualifying examinations or research at an acceptable level in the respective academic unit.
EVALUATION OF STUDENTS

- Academic units **must** conduct an annual review and evaluation of their graduate students’ progress in meeting degree requirements.
- Normally, the graduate faculty of the academic unit conducts this review. However, in large academic units, the review may be done by program units or other units designated by the department, when authorized by the Dean of the Graduate College.
- Any exceptions to this requirement must receive the prior written approval of the Dean of the Graduate College.

Review Criteria
- The review may include, but is not limited to, considerations such as:
  - progress made in meeting conditions of admission
  - completion, within the prescribed period of time, of those courses in which the student has received an I
  - completion of core course requirements
  - completion of research tool requirements
  - progress made in completing research requirements
  - timely filing of the prospectus
  - the general quality of research
  - completion of the thesis or dissertation.
- The review also may encompass the student’s broader scholarly capabilities and professional development.
- The review should not include an assessment of the student’s performance as a graduate assistant.

Review Notification Letter
- The academic unit will notify each student and the Graduate College by letter of the student’s progress and performance toward satisfying degree requirements. This letter must clearly state whether the overall evaluation is satisfactory or unsatisfactory.
- If there are deficient areas, the academic unit should specify clearly what the student should do to receive a satisfactory evaluation.
- If the student is not so notified by the end of the 14th week of the Spring semester, it is the student’s responsibility to request in writing that the academic unit provide such an evaluation.
- This request must be received by the academic unit prior to the beginning of the Summer session.
- Failure to receive or request the written evaluation does not change the student’s responsibility of maintaining satisfactory progress in meeting academic unit and Graduate College requirements.

Second Review
- The academic unit is responsible for monitoring the performance of a student with an unsatisfactory evaluation and will conduct a second review at the end of the next semester or designated period.
- The Graduate College and the student should be notified by letter of the results of the second review.
- Based on the second review and the academic unit’s recommendation, the Graduate College will either allow or deny the student further enrollment.

Third Review
- A student who receives three consecutive unsatisfactory evaluations will be denied further enrollment.

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DISENROLLMENT

Options for Disenrolled Students

- A student who is disenrolled from a graduate program may apply to pursue a graduate degree in another major field with the approval of the Dean of the Graduate College. At the time of the new admission, the student must satisfy all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges and its academic units.
- When a doctoral student accumulates nine credit hours of grades C, D or F in any combination, the student will be disenrolled from the doctoral program and will be ineligible for admission to another doctoral program. However, this student can be considered for admission to a master’s program in which the student does not already hold a master’s degree.

SPECIAL STANDARDS OF PERFORMANCE FOR STUDENTS ENROLLED IN INTERNSHIPS, PRACTICUMS OR SIMILAR PROFESSIONAL EXPERIENCES

- Some degree programs require that students successfully complete a professional experience such as an internship or practicum.
- Students who have advanced to this point in their academic programs must exhibit the highest level of professional standards and conduct.
- For this reason, a student who earns an unsatisfactory grade or engages in inappropriate conduct in a professional experience such as an internship or practicum may be disenrolled from the academic program.
- To recommend a student for disenrollment under these provisions, the chair or director will:
  - meet with the student involved;
  - conclude that the incident or incidents involve misconduct so egregious that the student must not be assigned a second professional experience; and
  - write a letter to the Dean of the Graduate College with a copy to the student reporting on the incident, describing the professional standards that have been violated, the results of the investigation and the results of the meeting with the student, and recommending that the student be disenrolled.
- The Dean of the Graduate College may then approve or disapprove the recommendation or may conduct a further investigation. If the recommendation is approved, the Dean of the Graduate College will notify the student of disenrollment from the academic program and advise the student of the right to file an academic appeal of the matter. The Academic Appeals Board for the Graduate College will hear appeals of disenrollments made under the provisions of this policy.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies and procedures concerning academic misconduct. These are explained in the Student’s Guide to Academic Integrity http://integrity.ou.edu/students_guide.html.

The Academic Integrity Code http://integrity.ou.edu/files/Academic_Misconduct_Code.pdf defines academic misconduct as any act which improperly affects the evaluation of a student’s academic performance or achievement.
Examples are:
- Cheating and unauthorized material on examinations
- Improper collaboration
- Submitting the same assignments for different classes, fabrication, forgery
- Fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage
- Assisting others in misconduct
- Attempting to commit misconduct
- Submitting the same assignments for different classes, fabrication, forgery
- Fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage
- Assisting others in misconduct
- Attempting to commit misconduct
- Destruction of property, hacking, etc.
- Intimidation and interference with integrity process.

Complete information about academic integrity is available at http://integrity.ou.edu.

ACADEMIC APPEALS

A Graduate College Academic Appeals Board will be appointed and given authority to hear all appeals involving qualifying examinations, non-thesis examinations, General Examinations, theses and dissertations and other appropriate matters as determined by the Dean of the Graduate College.

The only issues to be resolved are those of prejudiced or capricious evaluation, or alleged inability to speak the English language to the extent necessary to adequately instruct students.

Complete information about Graduate College academic appeals may be obtained from the Graduate College Academic Appeals Guidelines and the Student Code, Title 14.

The Academic Appeal Process

The student is responsible for notifying the instructor of any dispute that meets the above criteria. If the student’s attempts at resolution with the instructor fail, the student should immediately notify the Graduate College of the potential Academic Appeal immediately to make an appointment to discuss the matter.

Time Limits

- In cases of end-of-term evaluations, a student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than Feb. 15 for the previous Fall semester or intercession, and no later than Sept. 15 in cases of end-of-term evaluations for the previous Spring semester, Spring intercession or Summer session.
- In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and university holidays from classes) after the results of an evaluation are made known to the student.
- If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the panel will deny any request for a hearing on the claim unless, in the view of the board, the student has been prevented from complying with the appropriate time limit (for example, a student being called into military service).

When a potential Academic Appeal is brought to the attention of the Graduate College, the following steps will be taken:
- An attempt will be made to resolve the problem with the department.
- If the matter is not resolved in conference, the student will be briefed on the procedures for filing an Academic Appeal.

Appeals must be filed in writing in the Graduate College office.
The written appeal should state:
- the action being appealed
- the individual(s) responsible for the action under appeal
- the basis for the appeal
- the relief sought by the student

Time Limits
- A written appeal must be filed as soon as possible, but in no event later than 10 calendar days (excluding Saturdays, Sundays and university holidays from classes) following the day when attempts at resolution are completed.
- The board will deny any request for hearing on a claim that does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim.

GRADUATE ASSISTANT APPEALS

The Graduate Assistant Appeals Board will be appointed to hear appeals by graduate assistants regarding termination requests by academic units and/or employment grievances of graduate assistants. A student who feels he or she may have a potential appeal should notify the Graduate College immediately to arrange an appointment to discuss the issue.

Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College Office.

The written appeal should state:
- the action being appealed
- the basis for the appeal
- the relief the student seeks.

The decisions made by the Graduate Assistant Appeals Board will be considered as recommendations to the Senior Vice President and Provost, who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the Graduate Assistant Handbook.

OTHER STUDENT GRIEVANCES

Sexual Harassment
- The University of Oklahoma explicitly condemns sexual harassment and gender discrimination of students, staff and faculty.
- Because some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, including Graduate Assistants, it is their responsibility to be sensitive to that power.
- The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment, gender discrimination and sexual misconduct.
- To proceed with such a grievance or for further information, contact the Institutional Equity Office, Shad Satterthwaite, Equal Opportunity Officer, 102 Evans Hall, for further information, or call (405) 325-3546 or Laura Palk, Institutional Equity and Title IX Officer or Kathleen Smith, Sexual Misconduct Officer, Walker Center Room 220W (405) 325-2215.
For more information regarding the Sexual Misconduct, Discrimination & Harassment Policy, please visit the OU Institutional Equity Office website.

Student Discrimination
- The university has a policy of internal adjudication of student grievances.
- A procedure is established to provide the opportunity for a student to have a grievance of any type heard and adjudicated by administrative settlement.
- The procedures are designed to hear all grievances related to alleged discrimination on the basis of race, color, sex, religion, national origin or age.
- The Non-Discrimination Policy is available at the Equal Opportunity Office’s website.
- For further details regarding the procedure by which to file a grievance, see the Equal Opportunity Grievance Form or contact the Office of Equal Opportunity.
INFORMATION FOR MASTER’S DEGREE STUDENTS

BASIC REQUIREMENTS FOR THE MASTER’S DEGREE

GRADUATE COLLEGE REQUIREMENTS

- The master’s degree requires the equivalent of at least two semesters of satisfactory graduate work, and additional work as may be prescribed for the degree.
- All coursework applied toward the master’s degree must carry graduate credit.
- Master’s degree programs which require a thesis consist of at least 30 credit hours. Whether a thesis is required is determined by the Graduate Council on request from the academic unit offering the degree.
- All non-thesis master’s degree programs require at least 32 credit hours.

Course Credit Requirements

- All resident credit required for a master’s degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Credit transferred from other institutions must meet specific criteria and is subject to certain limitations (see Transfer Credit Applied Toward the Master’s Degree).
- Courses completed through correspondence study may not be applied toward the master’s degree.

Obtaining a Master’s Degree While Working on a Doctoral Degree

- The Graduate College will not grant an additional master’s degree in the same field in which an individual has previously received a master’s degree.
- Students working on a doctoral degree who have not previously received a master’s degree in the same field may be admitted to candidacy for the master’s degree provided they meet the following requirements:
  - Apply for admission to the master’s program through the academic unit and complete the online Addition or Change of Program Request form through the Graduate College website by the appropriate deadline:
    - The semester before defending the thesis or attempting the non-thesis examination, for a master’s degree to be awarded on the basis of a thesis defense and/or non-thesis examination
    - The semester before taking the doctoral General Examination, for a master’s degree to be awarded on the basis of the General Examination
  - Gain admission to the master’s degree program with approval of the academic unit and the Graduate College.
  - Submit the Program of Graduate Work/Admission to Candidacy form to the Graduate College by the appropriate deadline (see Admission to Candidacy).
  - Meet all requirements of the academic unit offering the master’s degree.
  - Apply for graduation by the required deadline (see Application for Graduation).
- If the master’s degree requires a thesis, the degree cannot be awarded on the basis of the doctoral General Examination.

TRANSFER CREDIT APPLIED TOWARD THE MASTER’S DEGREE

Transfer credit applied toward a master’s degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Admissions, the academic unit offering the degree, and the Graduate College. Academic units may set more stringent rules for transfer credit, which must
be identified in the section of the University of Oklahoma General Catalog describing the academic unit’s graduate programs.

**Graduate College Guidelines for Transfer Credit Applied Toward the Master’s Degree**

Transfer credit must meet all of the following criteria:

- Official transcripts must be submitted to the Office of Admission for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university.
- The credit was not previously applied toward a bachelor’s, master’s, or doctoral degree.
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable toward the degree.
- The credit carries a grade of A, B, or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P, or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

**Graduate College Limitations on Transfer Credit Applied Toward the Master’s Degree**

- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.
- The academic unit may have more stringent limitations than those of the Graduate College. These limitations must be identified in the General Catalog, and will take precedence over those found elsewhere.

**Transfer Credit from Oklahoma State University-Tulsa Applied Toward an OU-Tulsa Master’s Degree**

A list of master’s degree programs offered by OU in Tulsa is available on the OU-Tulsa website at [http://tulsagrad.ou.edu/](http://tulsagrad.ou.edu/).

- In no case may more than 15 hours from OSU-Tulsa be applied toward a graduate degree earned at OU-Tulsa.
- Coursework transferred from OSU-Tulsa must meet all other requirements for transfer credit set by the Graduate College and the academic unit.

**Transfer Credit from the OneNet Conferencing System**

- An exception to the 12-hour limit on transfer credit applied toward a master’s degree is made for courses taken through the OneNet two-way video conferencing system.
- Up to 50 percent of the credit hour requirements for a master’s degree may be transferred from Oklahoma State University if the courses were taken via OneNet.
- Residence credit is granted for graduate-level coursework taken via OneNet when taught by a member of the University of Oklahoma graduate faculty.

**Transfer Credit from a Professional Degree Applied Toward a Master’s Degree**

Graduate-level coursework applied to a professional degree (e.g., D.D., M.D., J.D., D.V.M., D.D.S.) may be applied toward a master’s degree, provided that the coursework carries graduate credit and meets all other requirements for transfer credit set by the Graduate College and the academic unit offering the master’s degree.

**Transfer Credit Completed in Absentia**

Courses and fieldwork completed in absentia may be transferred in rare cases upon recommendation of the academic unit and with approval of the Dean of the Graduate College.
Transfer Credit from Advanced Standing Exams
No graduate credit may be earned by advanced standing examinations.

Transfer Credit and Grade Point Average Computation
Transfer credit is considered neutral in the computation of the University of Oklahoma grade point averages used to determine satisfactory academic progress.

OU COURSEWORK TAKEN BEFORE ADMISSION TO A MASTER’S DEGREE PROGRAM

Graduate College Guidelines for Residence Credit Taken Before Admission to a Master’s Degree Program
- Residence credit taken before admission to the OU master’s degree program must meet the guidelines for transfer credit (see Graduate College Guidelines for Transfer Credit Applied Toward the Master’s Degree). Note that residence credit approved to apply toward a master’s degree is included in the calculation of grade point averages used to determine eligibility for graduation.
- Residence credit includes:
  - Graduate coursework completed while in a non-degree-seeking status at OU.
  - Graduate coursework completed while pursuing a previous OU graduate degree (but which was not applied to that degree).
  - Coursework completed during the junior/senior years of the OU undergraduate degree and approved to carry graduate credit.
  - Graduate coursework completed at the University of Oklahoma Health Sciences Center.
- Credit previously applied toward an OU degree cannot be applied toward a second OU degree, except in the case of an approved accelerated degree program (see Accelerated Undergraduate and Graduate Degrees).
- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.

COURSE CREDIT LIMITATIONS

3000/4000 Level Courses
- With approval of the academic unit offering the degree, a student may apply up to a total of 12 credit hours of 3000-level and/or 4000-level courses that carry graduate credit toward a master’s degree requiring 36 or fewer hours.
- For any master’s degree requiring more than 36 credit hours, a student may apply up to one-third of the total credit hours required for the degree, but no more than 16 credit hours of 3000-level and/or 4000-level courses toward the degree.
  - No more than three-fourths of the credit hours of 4000-level courses permitted by the Graduate College may be from the academic unit offering the degree (e.g., nine hours on a master’s degree requiring 36 or fewer hours).
  - No 3000-level courses from the academic unit offering the degree may apply toward any of its graduate degrees.

S/U Graded Coursework
For coursework applied to an OU master’s degree:
- No more than one-half of the credits for OU coursework, excluding Research for Master’s Thesis (5980), may be S/U graded coursework.
- No more than one-half of the overall coursework (OU credit and transfer credit combined), excluding 5980, may be S/U graded coursework.
Research for Master’s Thesis Credit

- Within the limit of six credit hours, each academic unit must set the number of credit hours of Research for Master’s Thesis (5980) that may be applied toward the master’s degree.
- Each academic unit must inform the Graduate College of its limits.
- Research for Master’s Thesis (5980) may not be applied toward a non-thesis master’s degree, nor may it be applied toward the dissertation research requirement for a doctoral degree.

Application of Credit from an Unsuccessful Master’s Degree to Another Master’s Degree

- A student who has 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.
- To apply courses taken for an unsuccessful master’s degree program to another master’s degree program:
  - The student must gain admission to the new program.
  - The student must have the permission of the academic unit offering the new program and the Dean of the Graduate College.
  - The courses must be applicable to the new program.
- 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.

Application of Credit from an Unsuccessful Doctoral Degree to a Master’s Degree

- Credit from an unsuccessful doctoral degree may be applied to a master’s degree with approval of the academic unit offering the master’s degree and the Dean of the Graduate College, provided that the credit meets all other guidelines and limitations set by the Graduate College and the academic unit.
- Courses taken before failing the doctoral General Examination for the second time may constitute no more than one-half of the credit hours required for the master’s degree.

TIME LIMIT FOR COMPLETION OF THE MASTER’S DEGREE

- A master’s student must complete all of the degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied toward the master’s degree.
- Academic units may set shorter time limits for degree completion, which must be identified in the section of the University of Oklahoma General Catalog describing their graduate programs. Students in these programs are subject to the shorter time limit.
- No program may set a longer time limit for degree completion than that established by the Graduate College.

Extensions for Master’s Degree Completion

- If an academic unit determines that additional time is needed for a student to complete the degree, the student’s committee should petition the Dean of the Graduate College for an extension.
- The petition should explain why additional time is necessary and specify when the student is expected to complete all degree requirements. The petition must also be endorsed by the graduate liaison and the student’s committee chair.
- A student who is granted an extension remains subject to the guidelines indicated below in the section on Course Age Limits for the Master’s Degree.

Course Age Limits for the Master’s Degree

- Graduate credit applied toward a master’s degree cannot be more than five years old at the time of admission or readmission to the Graduate College.
- Credit that is older than five years at the time of graduation is considered to be overage credit. No more than 25 percent of the total credit hours required for the master’s degree can be more than
five years old at the time of graduation. Overage transfer credit cannot be applied toward the master’s degree.

Validating Overage Coursework to be Applied to a Master’s Degree

- When a student wishes to apply overage coursework beyond the allowed limit of 25 percent of the total credit hours required for the master’s degree, the excess overage coursework cannot be applied toward the master’s degree unless it is validated. Potential validation of overage coursework is subject to the discretion of the academic unit and faculty involved; it may not be possible to validate a course which is no longer offered.
- The following types of overage coursework cannot be validated:
  - Transfer credit
  - Individualized courses such as directed readings, special topics, or independent studies
  - Coursework for which a grade lower than B was earned
- Validation of overage coursework requires the approval of the Dean of the Graduate College. To request approval to proceed with validation of an overage course, the student’s academic unit should submit a petition that outlines a detailed, concrete plan for evaluating the course content and the student’s knowledge.
  - Each course must be validated by a faculty member, usually the original course instructor or current course instructor.
  - If the content that was covered in the overage course is different from the content that is now covered in the course as it is currently offered, the plan must address how the student will demonstrate mastery of the knowledge covered in the current course.
- If the request for validation is approved by the Dean of the Graduate College, the academic unit may proceed with the validation process.
- After an evaluation has been conducted for an overage course, the academic unit must submit a report of the results to the Dean of the Graduate College.
- Overage coursework is not fully validated until the academic unit’s report is received and approved by the Dean of the Graduate College.

ADMISSION TO CANDIDACY

A student who has done satisfactory graduate work and has earned a 3.0 grade point average may file for master’s candidacy.

A student may initiate the steps to schedule the non-thesis examination and/or the thesis defense only after he or she has been admitted to candidacy. Final authority for admission to candidacy rests with the Dean of the Graduate College.

Program of Graduate Work/Admission to Candidacy Form

- A Program of Graduate Work/Admission to Candidacy form must be submitted to the Graduate College no later than the first Monday in April, for Fall graduates; the first Monday in October, for Spring graduates; or the first Monday in March, for Summer graduates.
  - Academic units may require earlier submission of this form.
  - Qualified graduate assistants who receive a Graduate College tuition waiver will need to submit this form earlier to meet waiver eligibility requirements.
- Only those graduate-level courses needed to complete the requirements of the degree should be listed on the Program of Graduate Work form.
  - If graduate-level courses are listed in excess of those required for the degree, they will be considered part of the degree program. This can create problems for students who plan to apply the excess courses toward a second master’s degree.
  - Qualified graduate assistants who list coursework beyond the minimum number of hours required for the degree will incur tuition charges for the extra hours.
Students pursuing a dual degree must file the *Program of Graduate Work/Admission to Candidacy* form for each program in the Graduate College simultaneously. All forms must be approved by the Graduate College before the student will be authorized to begin the non-thesis examination or thesis defense for either program.

**Changes to the Program of Graduate Work/Admission to Candidacy Form**

- Additions, deletions, or other modifications to the *Program of Graduate Work/Admission to Candidacy* form must be submitted in writing to the Graduate College and signed by the graduate liaison of the student’s academic unit.
- The student should contact the graduate liaison to request approval for the changes before enrolling in coursework that is not listed on the program of study.
- Failure to follow this procedure could delay a student’s thesis defense, non-thesis examination, and/or graduation.

**MASTER’S DEGREE WITH THESIS**

A master’s thesis is the product of individual research. It should represent an original contribution to the academic field of knowledge, and it must represent original research by the student.

**The Master’s Thesis Topic and Committee Membership Form**

- A student in a thesis program must work with an adviser to select both a thesis topic and a thesis committee.
- The *Master’s Thesis Topic and Committee Membership* form must be submitted to the Graduate College at the time the *Program of Graduate Work/Admission to Candidacy* form is submitted.

**Thesis Committee Selection**

- The committee must consist of a committee chair and at least two other members of the graduate faculty.
- The committee chair must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- A majority of the committee members must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- Special members of the graduate faculty may not, under any circumstances, serve as the chair of a master’s committee or make up the majority of the committee membership.
- The Dean of the Graduate College must approve the committee membership. In rare circumstances, the Dean may appoint additional members to a student’s committee.

**Changes to the Thesis Topic or Thesis Committee**

- If a student wishes to make changes to the thesis topic or committee membership, a new *Master’s Thesis Topic and Committee Membership* form must be completed and submitted at least 14 calendar days before the thesis defense.
  - Minor changes to the listed title that do not reflect a change in topic may be made with permission of the Dean of the Graduate College. However, if the thesis topic changes, all committee members and the graduate liaison of the student’s academic unit must sign a new form.
- If a committee member who is being removed is not in residence during the semester in which the new form is submitted, then the chair or director of the committee member’s academic unit may sign on their behalf. The chair or director’s signature indicates the willingness of the committee member who is not in residence to be removed from the committee.
• If a committee member who is being removed is no longer employed by the University of Oklahoma, this should be indicated on the form; the signature of the committee member who has left the university will not be required.

THE thesis

Enrollment Requirements for Thesis Research
• Before a student begins work on the thesis, the graduate liaison must contact the Graduate College to obtain approval for the student’s first enrollment in Research for the Master’s Thesis (5980).
• A student who is working on the thesis during a regular semester or Summer session must enroll in at least two hours of 5980, regardless of the total number of hours in which the student is enrolled.
• The number of credit hours for each enrollment in 5980 will be determined by the student’s faculty adviser on the basis of the amount of faculty and university services required by the student during that enrollment.
• Students are required to enroll in 5980 during the Summer session if any of the following apply:
  - The student is actively working on the thesis during Summer.
  - The student is seeking committee advice on the thesis during Summer.
  - The student is otherwise using university facilities during Summer, and has previously enrolled in 5980.
  - The degree will be conferred in the Summer session.
• After the first enrollment in 5980, the student must maintain continuous enrollment in at least two hours of 5980 during each Fall and Spring semester until all degree requirements are completed.
  - The continuous enrollment requirement will be waived only for a student who is not working on the thesis and who is enrolled in at least nine graduate credit hours during a regular semester.
  - If a student has not maintained continuous enrollment in master’s thesis hours, the student must retroactively enroll in the number of hours of 5980 for each semester that would have been completed with continuous enrollment.
  - The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the current semester rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

THESIS Defense
• A student must be admitted to candidacy by the Graduate College before scheduling the thesis defense.
• A student must be in good academic standing during the semester the thesis defense is scheduled. A student who is on probation may not schedule the thesis defense until probationary status has been cleared.
• A student must submit the Request for Authority for Thesis Defense form to the Graduate College and receive authority before defending the thesis. The result of an unauthorized thesis defense will not, under any circumstances, be considered valid.
• Only one attempt to defend the thesis is permitted. If the defense is unsatisfactory, it cannot be repeated.
• A student must be enrolled in at least two credit hours of 5980 at the University of Oklahoma during the semester of the thesis defense.
Thesis Draft
- Before scheduling the thesis defense, the student is responsible for providing every member of the thesis committee with a complete draft of the thesis. Formatting requirements are explained in the Thesis Instruction Packet available on the Graduate College website at http://gradweb.ou.edu.
- The thesis committee will determine how far in advance student should provide the draft to all committee members. This time limit should allow the committee sufficient time to review the thesis before the deadline for submitting the Request for Authority for the Thesis Defense form to the Graduate College. This form is due five business days before the defense.

Scheduling the Thesis Defense
The date, time, and location of the thesis defense must be scheduled according to the following requirements:
- The student, the committee chair, and one other member – at minimum – must be physically present at the same location.
- The defense should be held before the deadline indicated on the Academic Calendar. The defense may not be held during the period of final course examinations, nor may it be held while the university is not in session.
- The defense is open to the public, unless closed by prior approval of the Office of Technology Development under the University Intellectual Property Policy.

Video or Telephone Participation in the Thesis Defense
Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to oral examinations and thesis defenses in master’s programs:
- The student, the committee chair and at least one other member must be physically present at the same location.
- Other members of the committee may participate remotely via audio or video conference. A majority of the committee members must participate in the defense.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Thesis Defense. However, original signatures from all members will be required on the final copies of the thesis.

Authority for the Thesis Defense
- The student must submit the signed, completed Request for Authority for Thesis Defense form to the Graduate College at least five business days before the defense.
- If the request for authority can be approved, the Graduate College will issue the Authority Report Form for the Thesis Defense to the student, the thesis committee, and the graduate liaison via email. The student may not defend until this form has been issued. The result of an unauthorized defense will not, under any circumstances, be considered valid.
- The Authority Report Form is valid only for the period indicated on the form.
  - If the defense is not held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the defense was not held and the form must be returned marked “Not Taken.”
  - The thesis defense must then be re-scheduled for a future term and the student must submit a new Request for Authority for Thesis Defense form.
Result of the Thesis Defense

- After the thesis defense, the committee will report its decision on the Authority Report Form for the Thesis Defense by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the thesis defense.
- In the event that the committee does not reach a unanimous decision:
  - If one committee member dissents, the dissent is recognized as a minority report.
  - If the committee consists of more than three members and two dissent, then the Dean of the Graduate College will investigate and make a final decision.
  - If more than two committee members vote “unsatisfactory,” the thesis defense will be judged unsatisfactory.

Unsatisfactory Result and Disenrollment

- In the event of an unsatisfactory result, the decision is final and the defense cannot be repeated. The student will be disenrolled from the Graduate College and the student’s candidacy for the master’s degree will be terminated.
- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment section of this Bulletin.

Satisfactory Result and Thesis Deposit

- After a satisfactory thesis defense, the student must deposit two final copies within 60 calendar days of the defense. A student planning to graduate in a given semester may need to submit the final copies sooner in order to meet the graduation deadline for that semester indicated on the Academic Calendar.
  - For theses in geology or geophysics, three final copies are required.
- A student who does not deposit during the semester of the defense must enroll in at least 2 hours of 5980 during the semester in which the thesis is deposited.
- The semester in which the thesis is deposited will be the semester of graduation if all other outstanding requirements for the degree have been completed.
- The student must schedule an appointment to bring the final thesis copies to the Graduate College before depositing them with Bizzell Library Acquisitions. The copies must be delivered in person; they cannot be mailed or dropped off.
- The three final copies of the thesis must meet all of the following requirements:
  - Meet all formatting requirements explained in the Thesis Instruction Packet available on the Graduate College website at http://gradweb.ou.edu
  - Be submitted unbound and printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper
  - Have original signatures from all committee members on the signature page of each copy
- The Graduate College will review the final copies and perform a final degree check. If the final copies are approved, the student will receive a form that must be signed by a representative of Bizzell Library Acquisitions and returned by the student to the Graduate College.

Failure to Deposit the Thesis

- A student may not graduate until all degree requirements, including the thesis deposit, have been completed.
- If the final copies of the thesis are not deposited with Bizzell Library Acquisitions within 60 calendar days of the satisfactory defense, the result of the defense will be set aside and the student will need to repeat the defense.
- A student required to repeat the thesis defense under these circumstances will need to repeat the processes described in the Thesis Defense section of this bulletin, including submission of new Request for Authority for Thesis Defense form.
MASTER’S DEGREE, NON-THESIS

Students in non-thesis master’s degree programs are required to complete a non-thesis examination to demonstrate mastery of their academic field of study. This examination is comprehensive in the sense that it should cover all work offered for the degree (with respect to areas of knowledge, not specific courses). The non-thesis examination may be oral, written, or both. For certain programs, the non-thesis examination involves a project to be completed during enrollment in Graduate Project (5880).

Work completed for the non-thesis examination should be the result of the student’s individual effort. Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning academic misconduct. These are explained in the Student’s Guide to Academic Integrity available at http://integrity.ou.edu/students_guide.html.

THE NON-THESIS EXAMINATION

- The non-thesis examination is one of the requirements of a non-thesis program and cannot be waived.
- A student must be admitted to candidacy by the Graduate College before scheduling the non-thesis examination.
- A student must be in good academic standing during the semester the non-thesis examination is scheduled. A student who is on probation may not schedule the exam until probationary status has been cleared.
- Because 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.
- The graduate liaison must request authority from the Graduate College before the non-thesis examination is administered. The result of an unauthorized exam will not, under any circumstances, be considered valid.
- The non-thesis examination should be held before the deadline indicated on the Academic Calendar. The exam may not be held during the period of final course examinations, nor may it be held while the university is not in session.
- A student who does not pass the non-thesis examination on the first attempt may, at the discretion of the committee, repeat the exam once in a future term. No more than two attempts to pass the non-thesis examination are permitted.
- The result of a non-thesis examination remains valid for two years from the end of the semester in which the exam was completed.

Enrollment Requirements for the Non-Thesis Examination

- A student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester in which the non-thesis examination is taken.
- Failure to maintain enrollment for the entire semester will invalidate the result of the examination.
- With the approval of the academic unit and the Dean of the Graduate College, a student may enroll in these two hours as an auditor. However, a student in a program that requires enrollment in Graduate Project (5880) must enroll for credit.

Enrollment Requirements for Project Research

The following requirements apply to students in degree programs that require enrollment in Graduate Project (5880):
A student who is working on the non-thesis examination project during a regular semester or Summer session must enroll in at least two hours of 5880, regardless of the total number of hours in which the student is enrolled.

The number of project credit hours for each enrollment in 5880 will be determined by the student’s faculty adviser on the basis of the amount of faculty and university services required by the student during that enrollment.

Students are required to enroll in 5880 during the Summer session if any of the following apply:

- The student is actively working on the project during Summer.
- The student is seeking committee advice on the project during Summer.
- The student is otherwise using university facilities during Summer, and has previously enrolled in 5880.
- The degree is conferred in the Summer session.

After the first enrollment in 5880, the student must maintain continuous enrollment in at least two hours of 5880 during each Fall and Spring semester until all degree requirements are completed.

- The continuous enrollment requirement will be waived only for a student who is not working on the project and who is enrolled in at least nine graduate credit hours during a regular semester.
- If a student has not maintained continuous enrollment in project hours, the student must enroll in the number of hours of 5880 for each semester that would have been completed with the continuous enrollment.
- The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the current semester rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

### Non-Thesis Examination Committee Selection

- The committee must consist of a committee chair and at least two other members of the graduate faculty.
- The committee chair must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- A majority of the committee members must hold an M1, M2, or M3 graduate faculty appointment through the student’s academic unit.
- Special members of the graduate faculty may not, under any circumstances, serve as the chair of a master’s committee or make up the majority of the committee membership.
- The Dean of the Graduate College must approve the committee membership. In rare circumstances, the Dean may appoint additional members to a student’s committee.

### Video or Telephone Participation in the Non-Thesis Examination

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for non-thesis examinations in master’s programs if oral presentation is involved:

- The student, the committee chair, and at least one other member must be physically present at the same location.
- Other members of the committee may participate remotely via audio or video conference.
- The Graduate College must be notified of remote participation prior to the examination in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Non-Thesis Exam.
Authority for the Non-Thesis Examination

- The graduate liaison must request authority from the Graduate College before a non-thesis examination is administered.
  - The request must be made in writing at least five business days before the examination.
  - Requests for more than five students should be submitted at least 15 business days before the examination.
  - The request should indicate the name and OU ID number of each student, the date and the time of the exam, and the names of the committee members. The committee chair should be clearly identified.

- A student who has 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 is not normally granted authority to take the non-thesis examination.

- If the request for authority is approved, the Graduate College will issue the Authority Report Form for the Non-Thesis Exam to the committee and the graduate liaison via email. A student should not take the exam until this form has been issued. The result of an unauthorized exam will not, under any circumstances, be considered valid.

- The Authority Report Form is valid only for the period indicated on the form.
  - If the examination is not taken during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the exam was not taken and the form must be returned marked “Not Taken.”
  - The exam must then be re-scheduled for a future term and the graduate liaison must submit a new request for authority.

Result of the Non-Thesis Examination

- The committee should grade the non-thesis examination and report the results to the Graduate College within four weeks after the student has completed the examination. The committee will report its decision on the Authority Report Form for the Non-Thesis Exam by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within one week of the decision or by the end of the semester (whichever occurs first).

- If the committee does not reach a unanimous decision:
  - If one committee member dissents, the dissent is recognized as a minority report.
  - If the committee consists of more than three members and two dissent, then the Dean of the Graduate College will investigate and make a final decision.
  - If more than three committee members “vote unsatisfactory,” the examination will be judged unsatisfactory.

Unsatisfactory Result of the Non-Thesis Examination

- A 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.

- A student who has failed the first attempt of the non-thesis examination may, at the discretion of the committee, attempt the exam a second time in a future term.

- The non-thesis examination may not be attempted a third time, nor may it be attempted twice in the same semester.

- A student who has failed the second attempt of the non-thesis examination will be disenrolled from the Graduate College and the student’s candidacy for the master’s degree will be terminated.

- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment section of this Bulletin.

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MASTER’S DEGREE WITH THESIS AND NON-THESIS EXAMINATION

Some master’s degree programs require both a thesis defense and a separate, non-thesis examination. Students in these programs will follow Graduate College and university regulations regarding both the defense and the non-thesis examination.

- The applicable Graduate College regulations are described in the preceding sections regarding the thesis defense and non-thesis examination (see Master’s Degree With Thesis and Master’s Degree, Non-Thesis).

DEGREE COMPLETION AND GRADUATION

- Students must apply for graduation online through oZONE according to the following deadlines established by the Office of Records: Oct. 1, for Fall graduation; March 1, for Spring graduation; or July 1, for Summer graduation.
- A student may not graduate until all degree requirements are completed, including the application for graduation.
- A student will graduate during the semester in which all degree requirements are completed.
- Students who wish to participate in the annual university-wide Commencement ceremony or individual College Convocation ceremonies should contact the Graduation Office.
CHECKLIST FOR THESIS MASTER’S DEGREE STUDENTS

☐ File for candidacy by completing and submitting the Program of Graduate Work/Admission to Candidacy form and the Master’s Thesis Topic and Committee Membership form to the Graduate College. These forms are due no later than the first Monday in April, for Fall graduation; the first Monday in October, for Spring graduation; or the first Monday in March, for Summer graduation.
  - You should consult your academic unit before completing these forms, since your program may set earlier deadlines.
  - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit these forms after completing a certain number of hours at OU.

☐ Before you begin work on the thesis, your graduate liaison must contact the Graduate College to request permission for your first enrollment in Research for Master’s Thesis (5980). Once you begin work on the thesis, you must enroll in a minimum of two credit hours of 5980 each Fall and Spring semester until all degree requirements are completed. (Summer enrollment is also required if you are working on the thesis during the Summer. Please see the Enrollment Requirements for Thesis Research section of this Bulletin for more information.

☐ Once you are in the beginning stages of writing the thesis, review the Thesis Instruction Packet. This explains the Graduate College formatting requirements for master’s theses.

☐ During the semester you plan to graduate, apply for graduation online through oZONE no later than Oct. 1, for Fall graduation; March 1, for Spring; or July 1, for Summer.

☐ If there are any changes to the coursework listed on your approved Program of Graduate Work/Admission to Candidacy form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.

☐ Before scheduling your thesis defense, provide each member of your committee with a complete draft of your thesis. Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review your thesis before you submit the Request for Authority for Thesis Defense to the Graduate College.

☐ At least five business days before your defense, submit the Request for Authority for Thesis Defense and any required attachments (if applicable) from the Institutional Review Board, Institutional Animal Care and Use Committee, or Office of Technology Development. After your request for authority is approved, the Graduate College will email the Authority Report Form for the Thesis Defense to you and your committee. You are not authorized to defend your thesis until you receive the Authority Report Form.

☐ No later than 72 hours after your defense, submit the completed Authority Report Form, including original signatures from all committee members, to the Graduate College.

☐ If your thesis involves human subjects research, contact the IRB office to obtain a letter confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit a copy of this letter to the Graduate College before you may deposit the final copies of your thesis.

☐ Make an appointment to deposit your thesis by visiting http://iadvise.ou.edu. Two (2) unbound final copies of your thesis, printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper, are due to the Graduate College no later than 60 calendar days after your defense.
  - If you plan to graduate in a particular semester, you must meet the semester deposit deadline given on the Academic Calendar, usually the last day of the final examination period.
  - If your major is geology or geophysics, you will submit three (3) final copies of your thesis.

☐ Congratulations!
CHECKLIST FOR NON-THESIS MASTER’S DEGREE STUDENTS

☐ File for candidacy by completing and submitting the Program of Graduate Work/Admission to Candidacy form to the Graduate College. This form is due no later than the first Monday in April, for Fall graduation; the first Monday in October, for Spring graduation; or the first Monday in March, for Summer graduation.
  - You should consult your academic unit before completing this form, since your program may set an earlier deadline.
  - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit this form after completing a certain number of hours at OU.

☐ During the semester you plan to graduate, apply for graduation online through oZONE no later than Oct. 1, for Fall graduation; March 1, for Spring; or July 1 for Summer.

☐ Review the Non-Thesis Instruction Packet and contact your academic unit for information about what procedures you should follow to schedule your non-thesis (comprehensive) examination.
  - You should complete all required or core courses and at least 75 percent of all coursework on your approved Program of Graduate Work/Admission to Candidacy form before taking the exam. A student cannot appeal an unsatisfactory result of the exam on the basis that he or she had not completed this coursework.
  - Work completed for the non-thesis examination should be the result of your individual effort. All graduate students should be familiar with the Student’s Guide to Academic Integrity, available at http://integrity.ou.edu/students_guide.html

☐ If there are any changes to the coursework listed on your approved Program of Graduate Work/Admission to Candidacy form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.

☐ The graduate liaison of your academic unit must request and obtain the appropriate authority from the Graduate College before you may begin the non-thesis examination. After the request for authority is approved, the Graduate College will email the Authority Report Form for the Non-Thesis Exam to the committee.

☐ The completed Authority Report Form, including original signatures from all committee members, is due in the Graduate College within one week of the committee’s decision.

Congratulations!
INFORMATION FOR DOCTORAL STUDENTS

The doctoral degree is awarded for excellence in research scholarship, not merely because a program of courses has been completed or a given amount of time spent in its pursuit. It signifies the attainment of independently acquired and comprehensive learning attesting to general professional competence.

BASIC REQUIREMENTS FOR THE DOCTORAL DEGREE

GRADUATE COLLEGE REQUIREMENTS

- A student should normally expect to spend at least the equivalent of three full academic years beyond the bachelor’s degree to obtain the doctoral degree. During this period the student will take appropriate graduate coursework, successfully complete the General Examination, and successfully defend and deposit the dissertation.
- The doctoral degree requires at least 90 post-baccalaureate hours, including both formal coursework and hours of research.
- All coursework applied toward the doctoral degree must carry graduate credit.

Residence Requirement
The primary purpose of the residence requirement is to encourage the educational and professional development of individuals seeking advanced degrees. The opportunity for the student to interact with the faculty and other students in the university community, while freely using all the facilities thereof and being in a position to take advantage of a wide variety of cultural opportunities, justifies a relatively extended campus stay. In addition, the university should be in a position to oversee the development of the candidate, especially during the formal stages of the student’s final preparation for the General Examination.
- The student must be in residence at OU for at least two consecutive 16-week semesters while enrolled full time and engaged in coursework or research activities as prescribed by the major academic unit.
- This requirement must be fulfilled during the pursuit of the doctoral degree.

Responsibilities of the Academic Unit
- Each academic unit offering the doctoral degree is responsible for determining how its graduate program will function within university and Graduate College guidelines.
- Within these guidelines, academic units determine the overall structure of the program with respect to required coursework, elective coursework, and specific research skills, as well as the minimum number of credit hours required for the degree and the minimum and/or maximum number of dissertation hours that may be applied to the degree.

Course Credit Requirements
- All resident credit required for a doctoral degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Credit transferred from other institutions must meet specific criteria and is subject to certain limitations (see Transfer Credit Applied Toward the Doctoral Degree).
- Courses completed through correspondence study may not be applied toward the doctoral degree.
TRANSFER CREDIT APPLIED TOWARD THE DOCTORAL DEGREE

Transfer credit applied toward a doctoral degree at the University of Oklahoma is subject to limitations and must meet criteria established by the Office of Admissions, the academic unit offering the degree, and the Graduate College. Academic units may set more stringent rules for transfer credit, which must be identified in the section of the University of Oklahoma General Catalog describing the academic unit’s graduate programs.

Graduate College Guidelines for Transfer Credit Applied Toward the Doctoral Degree
Transfer credit must meet all of the following criteria:

- Official transcripts must be submitted to the Office of Admissions for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university.
- The credit was not previously applied toward a bachelor’s or doctoral degree.
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable toward the degree.
- The credit carries a grade of A, B, or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the course grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P, or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

Graduate College Limitations on Transfer Credit Applied Toward the Doctoral Degree

- When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree. The number of transfer hours accepted for each student is determined on an individual basis at the advisory conference.
- Transfer credit for thesis research from a completed master’s degree may be applied toward a doctoral degree but is limited to the total thesis hours required for the equivalent master’s degree at OU.
- If credit applied to a completed master’s degree has already been applied toward one doctoral degree, it cannot be applied toward a second doctoral degree.

Transfer Credit from a Master’s Degree Applied Toward the Doctoral Degree
With approval of the advisory conference committee, the graduate liaison, and the Dean of the Graduate College, credit that has been applied to a completed master’s degree (or the equivalent, as determined by the Office of Admissions) may be applied toward a doctoral degree, regardless of the age of the hours at the time of admission or readmission to the University of Oklahoma graduate degree program. In every case:

- When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree.
- The transfer credit must meet all other guidelines and limitations set by the Graduate College and the academic unit.

Transfer Credit from a Professional Degree Applied Toward the Doctoral Degree
Up to 14 credit hours of graduate-level coursework applied to a completed professional degree (e.g., D.D., M.D., J.D., D.V.M., D.D.S.) may be applied toward the doctoral degree with approval of the advisory conference committee and the Dean of the Graduate College, provided that the coursework
carries graduate credit and meets all other requirements for transfer credit set by the Graduate College and the academic unit offering the degree.

**Transfer Credit from Advanced Standing Exams**
No graduate credit may be earned by advanced standing examinations.

**Transfer Credit and Grade Point Average Computation**
Transfer credit is considered neutral in the computation of the University of Oklahoma grade point averages used to determine satisfactory academic progress.

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### OU COURSEWORK TAKEN BEFORE ADMISSION TO A DOCTORAL DEGREE PROGRAM

**Credit From an OU Master’s Degree Applied Toward the Doctoral Degree**
With approval of the advisory conference committee, the graduate liaison, and the Dean of the Graduate College, credit that has been applied to a completed OU master’s degree may be applied toward a doctoral degree, regardless of the age of the hours at the time of admission or readmission to the doctoral program. In every case:

- When combined, hours transferred from other institutions and residence credit taken before admission to the doctoral program may not constitute more than 49 percent of the minimum number of credit hours required for the doctoral degree.
- The credit must meet all other guidelines and limitations set by the Graduate College and the academic unit.

**Graduate College Guidelines for Residence Credit Taken Before Admission to a Doctoral Degree Program**
- Residence credit taken before admission to an OU doctoral degree program must meet the guidelines for transfer credit (see Graduate College Guidelines for Transfer Credit Applied Toward the Doctoral Degree). Note that residence credit approved to apply toward a doctoral degree is included in the calculation of grade point averages used to determine eligibility for graduation.
- Residence credit includes:
  - Graduate coursework completed while in a non-degree seeking status at OU
  - Graduate coursework completed while pursuing a previous OU graduate degree (but which was not applied to that degree)
  - Coursework completed during the junior/senior years of the OU undergraduate degree and approved to carry graduate credit
  - Graduate coursework completed at the University of Oklahoma Health Sciences Center
- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 49 percent of the minimum hours required for the doctoral degree.

**Application of Residence Credit More Than Five Years Old**
Graduate courses taken at the University of Oklahoma more than five years before admission or readmission to a doctoral program cannot be applied toward the doctoral degree unless the courses are part of a completed master’s degree.

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### COURSE CREDIT LIMITATIONS

**3000/4000 Level Courses**
- With approval of the academic unit offering the degree, a student may apply up to 16 credit hours of 3000- and/or 4000-level courses that carry graduate credit toward the doctoral degree.
A maximum of 12 credit hours of the 4000-level courses may be from the academic unit offering the degree.
No 3000-level courses from the academic unit offering the degree may apply toward the degree.

S/U Graded Courses
For coursework applied to an OU doctoral degree:
- No more than one-half of the credits for OU coursework, excluding Research for Doctoral Dissertation (6980), may be S/U-graded coursework.
- No more than one-half of the overall coursework (OU credit and transfer credit combined), excluding 6980, may be S/U-graded coursework.

Application of Credit From an Unsuccessful Graduate Degree Program to Another Graduate Degree Program
- No credit hours from an unsuccessful master’s or doctoral program may be applied to a doctoral degree.
- Credit hours from a successful master’s degree that were applied to an unsuccessful doctoral degree may be applied toward another doctoral degree with approval of the academic unit offering the new doctoral degree and the Dean of the Graduate College.

TIME LIMITS FOR COMPLETION OF THE DOCTORAL DEGREE
- A student who enters the doctoral program with a bachelor’s degree is expected to pass the General Examination within five calendar years of the student’s first enrollment in a graduate course applied to the doctoral degree.
- A student who enters the doctoral program with a master’s degree is expected to pass the General Examination within four calendar years of the student’s first enrollment in a graduate course applied to the doctoral degree which was not applied to the master’s degree.
- A student becomes a doctoral candidate upon successful completion of the General Examination.
- A doctoral candidate is expected to complete all degree requirements, including the defense and deposit of the dissertation, within five calendar years after passing the General Examination.
- Academic units may set shorter time limits, which must be identified in the section of the University of Oklahoma General Catalog describing their graduate programs. Students in these programs are subject to the shorter time limit.
- No program may set longer time limits for degree completion than those established by the Graduate College.

Extensions for the Doctoral Degree
- If an academic unit determines that additional time is needed for a student to complete the doctoral General Examination or all degree requirements, the student’s committee should petition the Dean of the Graduate College for an extension.
- The petition should explain why additional time is necessary and specify when the student is expected to complete the exam or the outstanding degree requirements. The petition must also be endorsed by the graduate liaison and the student’s committee.

THE ADVISORY CONFERENCE
- The purpose of the advisory conference is to aid the student in developing an overall plan for attaining a doctoral degree.
- The student and all committee members must attend the advisory conference.
- After the advisory conference, the student will submit the signed, completed Advisory Conference Report form (ACR) to the Graduate College (see Advisory Conference Report).
ADVISORY CONFERENCE COMMITTEE MEMBERSHIP

The student should select members of the advisory conference committee in consultation with the academic unit. The advisory conference committee will examine the student’s academic record to determine the coursework required to meet the student’s individual needs. In most cases, the advisory conference committee will become the student’s doctoral committee.

- The committee must consist of a committee chair, an outside member, and at least three other members of the graduate faculty.
- A majority of the committee members must hold an M2 or M3 graduate faculty appointment through the student’s academic unit.
- The Dean of the Graduate College must approve the committee membership.

The Committee Chair

- The designated chair of an advisory conference committee or doctoral committee must hold an M3 University of Oklahoma graduate faculty appointment through the student’s academic unit.
- The chair serves as the student’s primary adviser for all areas of the doctoral program coursework and the dissertation. The chair, along with the other committee members, is responsible for ensuring that the dissertation meets the standards of the university, the student’s program, and the field of study.
- Only one individual may be formally designated as the committee chair on the Advisory Conference Report. This committee member will be responsible for all chair functions and will sign doctoral paperwork as the committee chair. However, more than one committee member may be identified as “Co-Chair” on the signature page of the final dissertation.

The Outside Member

- The designated outside member of an advisory conference committee or doctoral committee must hold an M2 or M3 University of Oklahoma graduate faculty appointment outside the student’s academic unit. An individual who holds a graduate faculty appointment through the student’s academic unit is not eligible to serve as the student’s outside member.
- Although more than one committee member may hold a graduate faculty appointment outside the student’s academic unit, only one individual may be formally designated as the outside member on the Advisory Conference Report. This individual will be responsible for all outside member functions and will sign doctoral paperwork as the outside member.
- In addition to the responsibilities shared by all committee members, the outside member is charged with assuring that the rights and interests of both the student and the Graduate College are maintained. Therefore, the outside member should be present at all committee meetings.
- The outside member must be familiar with the rules, regulations, policies, and quality standards of the Norman campus Graduate College. Therefore, the following categories of faculty are not, under any circumstances, eligible to serve as the designated outside member of a doctoral student’s committee:
  - College of Law faculty
  - Health Sciences Center faculty
  - Faculty from other institutions or organizations
  - Retired University of Oklahoma faculty
- The Dean of the Graduate College may exercise the prerogative to appoint another outside member to serve as an evaluator for the Graduate College. The evaluator may be one of the required five graduate faculty members of the committee, or may serve only at the time of the examination.
**Special Faculty Members**

- Special member (SM) graduate faculty status may be assigned to individuals within or outside the university whose participation on a student’s committee is recommended by an academic unit and approved by the Dean of the Graduate College.
- Under no circumstances may a special member serve as the chair or outside member of an advisory conference committee or doctoral committee.
- A special member of the graduate faculty must have the approval of the Dean of the Graduate College to serve on a student’s committee. The student’s academic unit must provide justification for allowing the special member to serve on the committee.
- Special members may not make up the majority of the committee membership. No more than one special member may serve on a five-member committee; no more than two special members may serve on a six-member committee.

**Advisory Conference Report**

- After the advisory conference, the student is responsible for submitting the completed Advisory Conference Report (ACR) to the Graduate College. This report lists all coursework to be applied toward the doctoral degree, identifies all members of the student’s advisory conference committee, and requires original signatures from the student, all committee members, and the graduate liaison of the student’s academic unit.
- The ACR must be submitted to the Graduate College no later than one semester before the student plans to take the General Examination.
  - Academic units may require earlier submission of this form.
  - Qualified graduate assistants who receive a Graduate College tuition waiver will need to submit this form earlier to meet waiver eligibility requirements.
- Final approval of the ACR rests with the Dean of the Graduate College.

**Changes to the Advisory Conference Report**

- Any changes to the coursework or committee membership listed on the approved Advisory Conference Report require the approval of the Dean of the Graduate College.
- To request approval for changes, the student must submit a signed, completed Request for Change in Doctoral Advisory Conference Report form to the Graduate College.
- The Graduate College will notify the student, committee, and graduate liaison to confirm final approval or denial of the changes requested.
- No changes in committee membership are permitted within 30 calendar days of the General Examination or the dissertation defense. For additional guidelines regarding changes to doctoral committee membership, see Changes to the Doctoral Committee.

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**THE DOCTORAL COMMITTEE**

Doctoral committee membership follows the same guidelines and regulations applicable to the advisory conference committee (see Advisory Conference Committee Membership). In most cases, the advisory conference committee will become the student’s doctoral committee.

- The doctoral committee will be responsible for advising, directing, assisting, and encouraging the student throughout the doctoral program.
- The student’s doctoral committee will:
  1. Prepare and conduct the General Examination
  2. Supervise the preparation of the dissertation
  3. Conduct the final oral examination over the dissertation
CHANGES TO THE DOCTORAL COMMITTEE

- A doctoral student who decides it is necessary to change the composition of the doctoral committee should consult the graduate liaison and the doctoral committee chair for advice.
- If it is determined that a committee change is appropriate, the student must submit a signed, completed Request for Change in Doctoral Advisory Conference Report form. This form requires original signatures from all committee members including those being removed, with the exception of anyone no longer associated with the University of Oklahoma.
  - Faculty members who are away from campus on a university-approved leave of absence or sabbatical may give electronic approval for committee changes that become necessary during their absence.
  - If faculty members on leave will not be available during their absence, the department chair will have authority—with approval of the Dean of the Graduate College—to act for them on these changes.
- The Graduate College will notify the student, committee, and graduate liaison to confirm final approval of denial of the changes requested.
- No change in committee membership is permitted within 30 calendar days of the General Examination or the dissertation defense.

Committee Members Who Leave the University

- A faculty member who retires from or is no longer employed by the university cannot continue to serve on a student’s committee without approval of the Dean of the Graduate College.
- A former faculty member who wishes to remain on a student’s committee should work with the student and the academic unit to submit a written request for appointment to the graduate faculty as a special member (see Special Faculty Members). This request must be made before the faculty member has left the university.
- The Dean of the Graduate College will review the request and make a decision as to whether it is appropriate for the former faculty member to remain on the student’s committee.
- A faculty member who is leaving the university should not expect approval to remain on a student’s committee unless the following criteria can be met:
  - The faculty member is willing to consult regularly with the student, read the dissertation, and attend the final oral examination (dissertation defense). These all must be accomplished with no cost to the university.
  - The student has passed the General Examination, and will be in the final year of dissertation research when the faculty member leaves the university.

THE GENERAL EXAMINATION

When the student is enrolled in or has completed the final semester of coursework, the student should prepare for the General Examination. The General Examination is intended to test the student’s mastery of a number of related fields as well as the student’s capacity for synthesis, sound generalization, and critical ability. The first part of the General Examination consists of written examinations in the major and (if any) minor fields, and is the responsibility of the doctoral committee. A satisfactory written examination will be followed by an oral examination in the presence of the entire committee.

- The student must apply for the General Examination and receive authority from the Graduate College before beginning work on the written portion of the exam. The result of an unauthorized exam will not, under any circumstances, be considered valid.
- A student may not proceed to the oral portion until the written portion has been satisfactorily completed.
- Both the written portion and the oral portion must be completed within the same semester.

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A student must be in good academic standing during the semester the General Examination is scheduled. A student who is on probation may not apply to take the exam until probationary status has been cleared.

The student must be enrolled in at least two graduate credit hours at the University of Oklahoma during the semester the General Examination is held.

A student who does not pass the General Examination on the first attempt may, at the discretion of the committee, repeat the exam once in a future term. No more than two attempts to pass the General Examination are permitted.

Scheduling the General Examination

- Before applying to take the General Examination, the student must work with the committee to determine the date he or she will begin work on the written portion of the exam, as well as the date, time, and location for the oral portion of the exam.
- For the oral portion of the exam, the student, the committee chair, and the outside member—at minimum—must be physically present at the same location.
- No changes in committee membership are permitted within 30 calendar days of the General Examination.
- The General Examination should be held before the deadline indicated on the Academic Calendar. The exam may not be held during the period of final course examinations, nor may it be held while the university is not in session.

Video or Telephone Participation in the General Examination

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to the oral portion of the General Examination:

- The student, the committee chair and the outside member—at minimum—must be physically present at the same location.
- Other committee members may participate remotely via audio or video conference.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies or electronic signatures of committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the General Examination.
- Petitions for exceptions to the remote participation policy will be considered in extraordinary circumstances. If necessary, one committee member—other than the chair or outside member—may be absent with prior approval of the Dean of the Graduate College.

Authority for the General Examination

- The student must submit the completed General Exam Application for the Doctoral Degree form to the Graduate College at least ten (10) business days before the written portion of the exam is scheduled to begin. This form requires original signatures from the student, all committee members, and the graduate liaison.
- If there have been any changes to the coursework listed on the approved Advisory Conference Report, the student is responsible for indicating all changes on the appropriate section of the General Exam Application before obtaining faculty signatures.
- If the application can be approved, the Graduate College will issue the Authority Report Form for the General Examination to the doctoral committee, the student, and the graduate liaison via email. The student may not begin work on the written portion of the exam until this form has been issued. The result of an unauthorized exam will not, under any circumstances, be considered valid.
- The Authority Report Form is valid only for the period indicated on the form.
- If no portion of the exam is held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the exam was not held and the form must be returned marked “Not Taken.”
- The exam must then be re-scheduled for a future term and the student must submit a new General Exam Application for the Doctoral Degree.

Result of the General Examination
After the written portion has been completed, the doctoral committee should meet to determine the result of the written examination.

- If the result of the written portion is satisfactory, the student may proceed to the oral portion as scheduled.
- If the result of the written portion is marginal, but not unsatisfactory, the committee may find it appropriate to request to hold the result of the exam in abeyance (see Marginal Result of the General Examination).
- If the result of the written portion is unsatisfactory, the student has failed the General Examination and may not proceed to the oral portion (see Unsatisfactory Result of the General Examination).
- After the oral portion of the General Examination, the committee will report its decision on the Authority Report Form for the General Examination by indicating a “satisfactory” or “unsatisfactory” result for each portion. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the exam.
- In the event that the committee does not reach a unanimous decision:
  - The Dean of the Graduate College will review the dissenting opinion and may choose to confer with the dissenting member(s), the committee chair, or the entire committee.
  - The decision of the Dean of the Graduate College is final.
- If the result of the oral portion is satisfactory, the Dean of the Graduate College will admit the student to candidacy for the doctoral degree.

Marginal Result of the General Examination
If the result of either portion of the General Examination is marginal, but not unsatisfactory, and the committee wishes the student to do further reading, investigations, etc., the committee can request to hold the result of the exam in abeyance.

- To request abeyance, the committee and graduate liaison should submit a petition to the Dean of the Graduate College.
- The petition must identify the additional work required of the student and state a specific time period—usually limited to two months, but never longer than one semester—during which the student must complete the extra work.
- If the request for abeyance is approved by the Dean of the Graduate College, the student may complete the additional work specified by the doctoral committee.
  - At the end of the time period approved for abeyance, the committee must report its decision to the Graduate College on the Authority Report Form for the General Examination by indicating a “satisfactory” or “unsatisfactory” result for each portion.
- If the request for abeyance is denied by the Dean of the Graduate College, the committee must report the unsatisfactory result of the examination to the Graduate College on the Authority Report Form for the General Examination.

Unsatisfactory Result of the General Examination

- If either the written or the oral portion of the General Examination is failed, the signed, completed Authority Report Form for the General Examination must be submitted to the Graduate College within 72 hours.
- A student who has failed the first attempt of the General Examination may, at the discretion of the committee, attempt the exam a second time in a future term. In this case, the student must submit a new General Exam Application for the Doctoral Degree.
A student who has failed the second attempt of the General Examination will be terminated from the doctoral program.

THE DISSERTATION

The doctoral dissertation is the final and most important component of the series of academic experiences that culminate in the awarding of the doctoral degree.

- Three major functions are fulfilled by the dissertation experience:
  - It is a work of original research scholarship that makes a contribution to existing knowledge.
  - It demonstrates the candidate’s mastery of research methods of the special field.
  - It demonstrates the student’s ability to address a significant intellectual problem and arrive at a successful conclusion.

- The student should select a dissertation topic in consultation with the committee chair.

- A student whose dissertation research may involve any of the following should promptly contact the appropriate office for advice:
  - Human subjects: Contact the Institutional Review Board. (See also Use of Human Subjects in Research)
  - Vertebrate animals: Contact the Institutional Animal Care and Use Committee. (See also Use of Vertebrate Animals in Research)
  - Potentially patentable intellectual property, or information that is proprietary, protected, or confidential: Contact the Office of Technology Development.

Enrollment Requirements for Dissertation Research

- Before a student begins work on the dissertation, the graduate liaison must contact the Graduate College to obtain approval for the student’s first enrollment in Research for Doctoral Dissertation (6980). Approval for enrollment in 6980 will not be granted until the General Exam Application for the Doctoral Degree has been submitted to the Graduate College.

- A student who is working on the dissertation during a regular semester or Summer session must enroll in at least two hours of 6980, regardless of the total number of hours in which the student is enrolled.

- The number of credit hours for each enrollment in 6980 will be determined by the student’s faculty adviser on the basis of the amount of faculty and university services required by the student during that enrollment.

- Students are required to enroll in 6980 during the Summer session if any of the following apply:
  - The student is actively working on the dissertation during Summer.
  - The student is seeking committee advice on the dissertation during Summer.
  - The student is otherwise using university facilities during Summer, and has previously enrolled in 6980.
  - The degree will be conferred in the Summer session.

- After the first enrollment in 6980, the student must maintain continuous enrollment in at least two hours of 6980 during each Fall and Spring semester until all degree requirements are completed.
  - The continuous enrollment requirement will be waived only for a student who is not working on the dissertation and who is enrolled in at least nine graduate credit hours during a regular semester.
  - If a student has not maintained continuous enrollment in doctoral dissertation hours, the student must retroactively enroll in the number of hours of 6980 for each semester that would have been completed with continuous enrollment.
  - The student must pay a late enrollment fee for each semester that would have been completed with continuous enrollment. Retroactive fees and tuition are assessed at the
current semester rates. The collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar’s Office.

Enrollment Requirements for the Doctor of Musical Arts Degree
Candidates for the Doctor of Musical Arts degree are required to complete a written document which differs from a dissertation in content and purpose, but nonetheless demonstrates a high standard of scholarship and contributes to existing knowledge. This document is completed during enrollment in Doctor of Musical Arts Project (MUS 6880).

▪ All regulations that apply to enrollment in dissertation research hours (6980) also apply to enrollment in document hours (MUS 6880). See Enrollment Requirements for Dissertation Research above.

▪ All regulations that apply to the dissertation defense also apply to the document defense. See Dissertation Defense below.

Dissertation Defense

▪ A student must be admitted to candidacy by the Graduate College before scheduling the dissertation defense.

▪ A student must be in good academic standing during the semester the dissertation defense is scheduled. A student who is on probation may not schedule the dissertation defense until probationary status has been cleared.

▪ A student should complete the online Request for Degree Check form through the Graduate College website at least four weeks before the intended defense date.

▪ A student must submit the Request for Authority for Dissertation Defense form to the Graduate College and receive authority before defending the dissertation. The result of an unauthorized dissertation defense will not, under any circumstances, be considered valid.

▪ Only one attempt to defend the dissertation is permitted. If the defense is unsatisfactory, it cannot be repeated.

▪ A student must be enrolled in at least two credit hours of 6980 at the University of Oklahoma during the semester of the dissertation defense.

Dissertation Draft

▪ Before scheduling the dissertation defense, the candidate is responsible for providing every member of the doctoral committee with a complete draft of the dissertation. Formatting requirements are explained in the Dissertation Instruction Packet available on the Graduate College website at http://gradweb.ou.edu.

▪ The doctoral committee will determine how far in advance the student should provide the draft to all committee members. This time limit should allow the committee sufficient time to review the dissertation before the deadline for submitting the Request for Authority for Dissertation Defense form to the Graduate College. This form is due ten (10) business days before the defense.

▪ The committee will read the dissertation and determine whether it demonstrates the student’s ability to conduct original research and makes a significant contribution to the student’s discipline.
  - If the committee rejects the dissertation, the student will have another opportunity to submit an acceptable dissertation to the committee.
  - If the committee accepts the dissertation, the student may be required to make further changes and corrections.
Scheduling the Dissertation Defense
The date, time, and location of the dissertation defense must be scheduled according to the following requirements:

- The student, the committee chair, and the outside member—at minimum—must be physically present at the same location.
- No changes in committee membership are permitted within 30 calendar days of the dissertation defense.
- The defense should be held before the deadline indicated on the Academic Calendar. The defense may not be held during the period of final course examinations, nor may it be held while the university is not in session.
- The defense is open to the public, unless closed by prior approval of the Office of Technology Development under the University Intellectual Property Policy.

Video or Telephone Participation in the Dissertation Defense
Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply to the dissertation defense:

- The student, the committee chair, and the outside member—at minimum—must be physically present at the same location.
- Other committee members may participate remotely via audio or video conference.
- The Graduate College must be notified of remote participation before the defense in order to make arrangements for signature acceptance.
- Copies of electronic signatures for committee members who have been approved to participate remotely will be accepted on the Authority Report Form for the Dissertation Defense. However, original signatures from all members will be required on the final printed dissertation.
- Petitions for exceptions to the remote participation policy will be considered in extraordinary circumstances. If necessary, one committee member—other than the chair or outside member—may be absent with prior approval of the Dean of the Graduate College. A committee member whose absence is approved by the Dean will still be required to sign the final printed dissertation.

Degree Check
The student must complete the online Request for Degree Check form at http://gradweb.ou.edu at least four weeks before the defense (i.e., 10 business days before submitting the Request for Authority for Dissertation Defense form to the Graduate College). The Graduate College will notify the student of the result of the degree check via email.

Authority for the Dissertation Defense

- After requesting a degree check and scheduling the defense, the student must submit the signed, completed Request for Authority for Dissertation Defense form to the Graduate College at least ten (10) business days before the defense. This form requires original signatures from the student, the committee chair, and the graduate liaison.
  - The graduate liaison’s signature on this form acknowledges that all academic unit requirements have been satisfied; it does not constitute the liaison’s approval of the written dissertation.
- If the request for authority can be approved, the Graduate College will issue the Authority Report Form for the Dissertation Defense to the student, the doctoral committee, and the graduate liaison via email. The student may not defend until this form has been issued. The result of an unauthorized defense will not, under any circumstances, be considered valid.
- The Authority Report Form is valid only for the period indicated on the form.
If the defense is not held during this period, the graduate liaison or committee chair must notify the Graduate College in writing as to why the defense was not held and the form must be returned marked “Not Taken.”

- The dissertation defense must then be re-scheduled for a future term and the student must submit a new online Request for Degree Check and a new Request for Authority for Dissertation Defense form.

Result of the Dissertation Defense

- After the dissertation defense, the committee will report its decision on the Authority Report Form for the Dissertation Defense by indicating a “satisfactory” or “unsatisfactory” result. This completed form, including original signatures from all committee members, must be received in the Graduate College within 72 hours of the dissertation defense.
- In the event that the committee does not reach a unanimous decision:
  - If one committee member dissent, the dissent is recognized as a minority report.
  - If two members dissent, then the Dean of the Graduate College will investigate and make a final decision.
  - If more than two members dissent, the defense will be judged unsatisfactory.

Unsatisfactory Result and Disenrollment

- In the event of an unsatisfactory result, the decision is final and the defense cannot be repeated. The student will be disenrolled from the Graduate College and the student’s candidacy for the doctoral degree will be terminated.
- A disenrolled student who wishes to apply to a graduate program in another major field should refer to the Disenrollment section of this bulletin.

Satisfactory Result and Dissertation Deposit

- After a satisfactory defense, the student must deposit one (1) printed copy and one electronic copy of the final dissertation within 60 calendar days of the defense. A student planning to graduate in a given semester may need to submit the final copies sooner in order to meet the graduation deadline for that semester indicated on the Academic Calendar.
  - For dissertations in geology or geophysics, two (2) printed copies are required.
- A student who does not deposit during the semester of the defense must enroll in at least two hours of 6980 during the semester in which the dissertation is deposited.
- The semester in which the dissertation is deposited will be the semester of graduation if all other outstanding requirements for the degree have been completed.
- The student must submit one electronic copy of the dissertation to the SHAREOK institutional repository, according to the instructions provided by the Graduate College in the email authorizing the dissertation defense.
- The student must schedule an appointment to bring the final printed dissertation to the Graduate College before depositing it with Bizzell Library Acquisitions. The dissertation must be delivered in person; it cannot be mailed or dropped off.
- The final copies of the dissertation must meet all of the following requirements:
  - Meet all formatting requirements explained in the Dissertation Instruction Packet available on the Graduate College website at [http://gradweb.ou.edu](http://gradweb.ou.edu)
  - The printed copy must be submitted unbound and printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper
  - The signature page of the printed copy must have original signatures from all committee members
  - The signature page of the electronic copy must be unsigned
- Along with the final dissertation, the student must complete, print, and submit the Entry Form for Dissertation Title on Student’s Academic Record and Survey of Earned Doctorates at the time of deposit.
The Graduate College will review the final copy and perform a final degree check. If the final dissertation is approved, the student will be directed to deliver it to Bizzell Library Acquisitions. The Dissertation Title form must then be signed by a representative of Acquisitions and returned by the student to the Graduate College.

**Failure to Deposit the Dissertation**

- A student may not graduate until all degree requirements, including the printed and electronic dissertation deposit, have been completed.
- If the dissertation deposit process—including both the printed and electronic copies—is not completed within 60 calendar days of the satisfactory defense, the result of the defense will be set aside and the student must repeat the defense.
- A student required to repeat the dissertation defense under these circumstances must repeat the processes described in the Dissertation Defense section of this bulletin, including submission of a new online Request for Degree Check form and a new Request for Authority for Dissertation Defense form.

**DEGREE COMPLETION AND GRADUATION**

- Students must apply for graduation online through oZONE according to the following deadlines established by the Office of Records: Oct. 1, for Fall graduation; March 1, for Spring graduation; or July 1, for Summer graduation.
- A student may not graduate until all degree requirements are completed, including the application for graduation.
- A student will graduate during the semester in which all degree requirements are completed.
- Doctoral candidates are individually recognized and hooded on stage at the university-wide Commencement ceremony. Students who wish to participate in Commencement or in a College Convocation ceremony should contact the Graduation Office.
CHECKLIST FOR DOCTORAL STUDENTS

☐ Work with your academic unit to form your committee and schedule the advisory conference. You will need to submit the Advisory Conference Report form (ACR) to the Graduate College no later than one semester before you plan to take the General Examination.
   - You should consult your academic unit, since your program may have specific regulations or recommendations for scheduling the advisory conference.
   - If you are a graduate assistant receiving a Graduate College tuition waiver, in order to remain eligible for the waiver, you will need to submit this form after completing a certain number of hours at OU.

☐ When you are enrolled in or have completed the final semester of coursework, you should prepare for the General Examination. At least ten (10) business days before you are scheduled to begin work on the written portion of the exam, submit the General Exam Application for the Doctoral Degree to the Graduate College. After your application is approved, the Graduate College will email the Authority Report Form for the General Examination to you and your committee. You may not begin work for the exam until you receive the Authority Report Form.

☐ No later than 72 hours after the exam, submit the completed Authority Report Form, including original signatures from all committee members, to the Graduate College. You will be admitted to doctoral candidacy after satisfactorily completing the General Examination.

☐ Before you begin work on the dissertation, your graduate liaison must contact the Graduate College to request permission for your first enrollment in Research for Doctoral Dissertation (6980). Once you begin work on the dissertation, you must enroll in a minimum of two credit hours of 6980 each Fall and Spring until all degree requirements are completed. (Summer enrollment is also required if you are working on the dissertation during Summer; see Enrollment Requirements for Dissertation Research.)

☐ Once you are in the beginning stages of writing the dissertation, review the Dissertation Instruction Packet. This packet explains the Graduate College formatting requirements for doctoral dissertations.

☐ During the semester you plan to graduate, apply for graduation online through oZONE no later than Oct. 1, for Fall graduation; March 1, for Spring; or July 1, for Summer.

☐ Before scheduling your dissertation defense, provide each member of your committee with a complete draft of your dissertation. Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review the dissertation before you submit the Request for Authority for Dissertation Defense form to the Graduate College. After your committee has approved the draft, arrange the date, time, and location for your defense.

☐ At least four weeks before your defense, submit the online Request for Degree Check to the Graduate College. The Graduate College will notify you of the result of the degree check via email.

☐ At least ten (10) business days before your defense, submit the Request for Authority for Dissertation Defense and any required attachments (if applicable) from the Institutional Review Board, Institutional Animal Care and Use Committee, or Office of Technology Development. After your request for authority is approved, the Graduate College will email the Authority Report Form for the Dissertation Defense to you and your committee. You are not authorized to defend until you receive the Authority Report Form.
No later than 72 hours after the defense, submit the completed Authority Report Form, including original signatures from all committee members, to the Graduate College.

If your dissertation involves human subjects research, contact the IRB office to obtain a letter confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit a copy of this letter to the Graduate College before you may deposit the final dissertation.

Make an appointment to deposit your dissertation by visiting https://iadvise.ou.edu. No later than 60 calendar days after your defense, you must submit one electronic copy of your dissertation to the SHAREOK institutional repository and one unbound printed copy to the Graduate College. The final copy must be printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper.

- If you plan to graduate in a particular semester, you must meet the semester deposit deadline given on the Academic Calendar, usually the last day of the final examination period.
- If your major is geology or geophysics, you will submit two (2) printed copies of your dissertation.
- At the time you deposit your dissertation, you must also print, complete, and submit the Entry Form for Dissertation Title on Student’s Academic Record and the Survey of Earned Doctorates to the Graduate College.

Congratulations!
EQUAL OPPORTUNITY STATEMENT

This institution in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Section 438 of the General Educations Provisions Act) permits only the release of “directory information” about students without the student’s written consent. “Directory information” includes:

- Student’s name, local and permanent addresses, email addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student’s grades and interim class evaluations by code number, and anticipated date of graduation based on completed hours.

The law provides that any student may, upon written request, restrict the printing of such personal information relating to himself/herself as is provided in “directory information.” Forms for withholding student “directory information” are available in the Office of Admissions and Records in Buchanan Hall. The form must be completed by the end of the third week of classes in the Fall to prevent printing of “directory information” in the Student Directory.

The law requires the written consent of the student for the release to anyone (including parents) of other than “directory information” with the following exceptions (a) other school officials within the educational institution who have legitimate educational interests, (b) officials of schools to which the student seeks to transfer, (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or state educational authorities, (d) in connection with the student’s application for, or receipt of, financial aid, (e) state and local officials or authorities to which such information is specifically required to be reported under the state statute and adopted prior to Nov. 19, 1974, (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public, (g) accrediting organizations, (h) parents of a dependent student upon proof of dependency (exclusive of international students), (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, and (j) to comply with a judicial order or lawfully issued subpoena. Personal information will only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Under the law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to Jan. 1, 1975. Positive identification of the student will be required prior to such examination and the student is not guaranteed the right of privacy in examining the records, nor the right to remove them.

Each educational institution is required by the law to maintain a record, kept with the education records of each student, which will indicate all individuals, agencies or organizations (other than those
specified as having access without the student’s written consent) having obtained access to the
student’s record.
AMENDED AND REISSUED—Aug. 1, 1983, Office of Admissions and Records, University of
Oklahoma
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