



The UNIVERSITY of OKLAHOMA

Gallogly College of Engineering

School of Civil Engineering and Environmental Science

**ACCELERATED DEGREE PROGRAM (ADP) APPLICATION
FOR BS ARCHITECTURAL ENGINEERING/MS CIVIL ENGINEERING**

Scope of Program

The School of Civil Engineering and Environmental Science (CEES) combined BS Architectural Engineering/MS Civil Engineering program is offered for qualified undergraduate students to pursue graduate course credit in conjunction with the bachelor's degree requirements. Applications to the ADP and changes to existing ADP coursework will only be accepted in the first two weeks of the Fall and Spring Semesters.

Students accepted into the Accelerated Degree Program (ADP) can share up to NINE (9) credit hours to satisfy the requirements of both the bachelor's and master's degrees. If time allows during the bachelor's program, students can also complete up to SEVEN (7) credit hours of additional graduate coursework not applied to the bachelor's degree. With proper planning, the ADP allows students to complete their master's degree in less time than the traditional master's program.

Students admitted to the ADP are responsible for updating their coursework plan PRIOR to enrolling in said coursework. Approval of the plan does not override the need for students to obtain written permission from the course instructor before enrolling in courses for graduate credit. After admission to the ADP, students are required to maintain a 3.00 GPA in each semester. A semester GPA of less than 3.00 will result in academic dismissal from the ADP by the OU Graduate College.

Acceptance into the ADP does not guarantee admission to the OU Graduate College upon completion of the bachelor's degree. Rather, undergraduate students must submit an Addition or Change of Program (ACOP) application to the OU Graduate College. The ACOP application requires a statement of goals (500 words or less) and a resume for submission. If a student's GPA falls below 3.00, their ACOP application will be considered for the traditional Master's degree program. Final acceptance to the graduate program is subject to approval of the CEES Graduate Studies Committee and Dean of the Graduate College.

CEES ADP APPLICATION CHECKLIST

ADP Entrance Requirements

1. Major GPA-OU of 3.20 or better in Civil Engineering curriculum at the time of application.
2. A CEES Faculty Advisor and Graduate Liaisons must endorse the application
3. Students must maintain continuous enrollment until the master's degree is awarded, starting with the senior year in the bachelor's degree
4. Courses taken prior to acceptance in the ADP and switching to the accelerated code (Bo35 to Ao35) cannot be credited to the graduate degree
5. Not available to students transferring in beyond junior standing in Civil Engineering
6. Not available retroactively to students admitted to the graduate program

ADP Application Requirements:

1. Complete Supplemental Application (Attachment A). *For the "Major GPA-OU" value, this can be found by running an 'Audit' in Degree Navigator. A list of GPAs will appear at the bottom of the audit.*
2. Complete CEES Faculty Advisor's Endorsement of Application, signed ONLY by student and CEES faculty advisor (Attachment B)
3. Complete ADGCP, signed ONLY by student (Attachment C). *For the "Current Overall GPA" value, this can be found by running an 'Audit' in Degree Navigator and using the "Combined Cumulative GPA (Display Only)" value from the list of GPAs appearing at the bottom of the audit.*
4. **Draft Program of Study (Pos) (for CEES department use only - DO NOT SUBMIT TO GRADUATE COLLEGE)**, signed ONLY by student (Attachment D)
5. Student's up-to-date, unofficial transcript
6. Student's resume

ADP Application Submission and Review Process:

1. Complete degree appropriate ADP application
2. Contact your CEES Faculty Advisor to meet and review the ADP application
3. If approved by your Faculty Advisor, students may submit the ADP application to CEES Graduate Student Services by email (ceesgradstudies@ou.edu) within the first two weeks of each semester
4. The CEES Graduate Liaison, Dr. Strevett, will review ADP applications and contact each student to schedule a meeting
5. If approved, CEES will route the ADGCP form to the CEES Undergraduate Advisor in WSSC to review. At which time, the degree code will be changed from Bo35 to Ao35
6. Lastly, the Graduate College Degree Management Specialist for CEES will review and finalize admission to the ADP. Students will be notified by email from the Graduate College when their application has been fully processed

ADP Application Submission Deadline:

1. During the **first two weeks of each Fall and Spring Semester**
2. No Summer Semester applications will be accepted
3. No earlier than the Junior year
4. No later than the final two full semesters prior to completing the Bachelor's degree

Email questions to ceesgradstudies@ou.edu

ADMISSION TO THE GRADUATE COLLEGE

Acceptance to the ADP does not change an undergraduate student to a graduate student. Final acceptance to the graduate program is subject upon submission of the ACOP application and approval of the CEES Graduate Studies Committee and Dean of the Graduate College.

Students admitted to the ADP will be classified as undergraduate students until they are admitted to the Graduate College.

To apply for admission to the Graduate College, complete the ACOP application on the Graduate College's [website](#). Deadlines for submission of the ACOP application are indicated below and are essentially the semester prior to starting the master's degree.

For example, if a student expects to complete their bachelor's degree in Spring semester, they must submit the ACOP application in January of that Spring semester. This allows students to begin their master's degree in the following Fall semester.

The ACOP application requires a statement of goals (500 words or less) and a resume for submission. Statements should be addressed to the CEES Graduate Studies Committee and explain your interest in a graduate degree and how you hope to implement your studies into research or professional interests.

<u>Master's Starting Semester</u>	<u>Initial Screening Deadline</u>
Fall (or Summer if approved)	January 15
Spring	August 15

Finally, students who intend to complete the master's degree in one additional year after the bachelor's degree are required to submit a **Final** PoS in the first semester of the master's program. Take note of all form deadlines found in the CEES Graduate Student Milestone Deadline Summary (Attachment E).

ATTACHMENT A

SUPPLEMENTAL APPLICATION FOR ADP PROGRAM

This application is for the accelerated BS Architectural Engineering/MS Civil Engineering program with specialization in (mark one from each area from the list below):

Geotechnical OR **Structures** OR **Transportation** OR **Water Resources**
 Thesis OR **Coursework Only**
 On-Line OR **On-Ground**

2. Student ID Number _____

3. Mailing Address _____

4. E-mail _____

5. GPA in Architectural Engineering Curriculum (Major GPA-OU*) _____

Applicant Signature / Date

**Major GPA-OU can be found by running an 'Audit' in Degree Navigator. A list of GPAs will appear at the bottom of the audit.*

ATTACHMENT B

UNDERGRADUATE LIAISON'S ENDORSEMENT OF ADP APPLICATION

This application is for the accelerated BS Architectural Engineering/MS Civil Engineering program with specialization in (mark one from each area from the list below):

Geotechnical OR **Structures** OR **Transportation** OR **Water Resources**
 Thesis OR **Coursework Only**
 On-Line OR **On-Ground**

I support the application of _____ for admission to the ADP.
(Student Name)

The following courses should be approved for fulfilling the graduate and undergraduate programs:

Proposed courses to be taken for shared graduate credit (a maximum of NINE (9) credit hours can be shared between the two degrees. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 3 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Proposed courses to be taken for additional graduate credit not applied to the bachelor's degree (a maximum of SEVEN (7) credit hours can be taken. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 3 CEES 5021 Technical Communications (only for thesis students)
(Course Prefix and Number) (Course Title) (Semester Taken)

Endorsed by: **Faculty or Thesis Advisor (Circle one)**

Print Name

Signature / Date

ATTACHMENT C

GUIDELINES FOR COMPLETING THE ACCELERATED DEGREE GRADUATE COURSEWORK PLAN (ADGCP)

Navigate to the ADGCP form on the Graduate College [Forms](#) site. Navigate to the “Accelerated Degree Coursework Plan” section and search for “Architectural”. Select the “BS (Architectural Engineering)/MS (Civil Engineering)” program option and download the form. Identify required MSEE coursework in consultation with the PoS for the selected concentration.

All coursework listed on the ADGCP should carry graduate credit. Courses with graduate credit are CEES 4000G and CEES 5000-level courses. **Slashlisted courses (e.g. CEES 4000/5000) require enrollment in the 5000-level to earn graduate credit.** A complete list of CEES courses can be found in the [Course Catalog](#). Students can also find a list of Bachelor’s degree approved professional electives [here](#).

Course information such as the expected semester to be taught can be found in ClassNav.

Students are limited to NINE (9) credit hours of CEES 4000G courses in their master’s program and TWELVE (12) credit hours of 4000G courses overall. For example, at maximum students may have one ENGR 4000G course plus three CEES 4000G courses. ENGR 4000G courses may only be used with approval by the CEES Graduate Studies Committee.

ADGCP Example Only (page 1):

ACCELERATED DEGREE GRADUATE COURSEWORK PLAN

Bachelor of Science in Architectural Engineering / Master of Science (Civil Engineering)

Undergraduate Major Code: A035 Geotechnical Engineering (Q282) ▾

ADP effective Summer 2025

This is a sequential accelerated degree program. The B.S. is conferred before the student's admission to the M.S. program.

This form should be completed by the undergraduate college advisor, the undergraduate liaison (if applicable), and the student upon the student's admission to the accelerated degree program (ADP). The graduate liaison for the master's degree should verify that the shared coursework is appropriate before signing.

After receiving and reviewing this form, the Graduate College academic counselor will contact the student, undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison via OU email.

To the undergraduate college advisor:

Complete the following information. If the student has not already been placed in the accelerated major code indicated above, effective for the semester of their admission to the ADP, please initiate that change now.

Student Name: Boyd Student OU ID: 11x-xx-xxxx Current Overall GPA: >3.2

Semester of Admission to ADP: Anticipated Semester of Bachelor's Completion:

To the student:

Read this information carefully. If you have questions or concerns, contact your advisors and/or the Graduate College.

Conditions and Limitations of Participation in the Accelerated Degree Program

Now that you have been admitted to the ADP, you will be engaged, assessed, and graded as a graduate student, although you will remain an undergraduate student until your bachelor's degree has been conferred. You will not be considered a graduate student with regard to funding opportunities, such as graduate assistantships, until your undergraduate college has cleared you for graduation with the bachelor's degree and you have been admitted to the graduate portion of the ADP.

Once you are admitted to the graduate portion of the ADP, you must meet all requirements and deadlines for the master's degree outlined in the [Graduate College Bulletin](#), such as submitting a *Program of Study* and applying for graduation.

Eligibility for graduate admission:

- During the final semester of your bachelor's degree, you will need to submit the online [Addition or Change of Program](#) form to apply for admission to the graduate portion of the ADP.
- You must meet the Graduate College admission criteria outlined in the [Graduate College Bulletin](#) to be eligible for admission to the graduate portion of the ADP. No exceptions will be made and conditional admission will not be permitted.

Grade point average (GPA) requirements:

- After admission to an accelerated degree program, you are required to maintain a 3.00 grade point average in each term.
- While you are in an undergraduate or graduate accelerated degree code, the Graduate College will monitor your GPA each term over all coursework completed in that term. The undergraduate college may also monitor your overall GPA to ensure undergraduate degree requirements are met.
- A term GPA less than 3.00 will result in academic dismissal from the ADP. If you are dismissed from the ADP, you may apply to the stand-alone master's program upon completion of the bachelor's degree, but you may not share any coursework applied to the bachelor's degree (see the [Graduate College Bulletin](#) for rules concerning master's degree credit taken prior to admission to a graduate program).

ADGCP Example Only (page 2):

Student Name: Boyd Student

OU ID: 11x-xx-xxxx

The following information should be completed by the student and verified by the undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison of the master's degree program. Any changes to the coursework indicated below will require submission of a new Accelerated Degree Graduate Coursework Plan.

To the student: List up to 3-9 hours of graduate-level courses (depending on master's concentration) that you will share between your undergraduate and graduate degrees. Coursework taken before your semester of admission to the ADP cannot be shared. Please note that not all 4000-level classes carry graduate credit; those that do are indicated as "approved for graduate credit" in the OU Course Catalog.

Shared Graduate Coursework

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	SEMESTER & YEAR
CEES 4333G	Foundations Engineering	3	
CEES 5343	Advanced Soil Mechanics	3	
CEES 5443	Unsaturated Soil Mechanics	3	

With approval of your advisors and the graduate liaison of the master's degree program, you may decide to take additional graduate coursework applicable to the master's degree requirements before you complete your undergraduate degree. However, these courses may not be applied to your bachelor's degree. List any additional graduate coursework below.

Additional Graduate Coursework Not Applied to the Bachelor's Degree

CEES 5353	Introduction to Soil Dynamics	3	
CEES 5433	In-Situ Soil Testing	3	
CEES 5021	Technical Communications	3	

I affirm I have read and understand the conditions and limitations of participating in this accelerated degree program, as described on the preceding page.

I understand I am responsible for maintaining the required grade point average and meeting the academic standards necessary to continue as an accelerated student.

I understand I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the [Graduate College Bulletin](#).

Boyd Student

Printed Name of Student

Student Signature

Date

I affirm the grade point average and semester of admission indicated on the preceding page are correct. I affirm the shared graduate coursework listed above is appropriate for the undergraduate degree program, and any additional graduate coursework listed above (if applicable) will not be applied to the undergraduate degree requirements.

Insert WSSC Advisor Name Here

Printed Name of Undergraduate College Advisor

Undergraduate College Advisor Signature

Date

Printed Name of Undergraduate Liaison (if applicable)

Undergraduate Liaison Signature (if applicable)

Date

I affirm all coursework listed above is appropriate for the graduate degree program. I recommend the student complete additional graduate coursework not applied to the bachelor's degree as indicated above (if applicable).

Dr. Strevett

Printed Name of Graduate Liaison

Graduate Liaison Signature

Date

The student, advisors, and departments are encouraged to keep a copy of this completed form.

FOR GRADUATE COLLEGE USE ONLY:

Date Checked: ____ / ____ / ____

OK ____ Problem ____

ATTACHMENT D

GUIDELINES FOR COMPLETING THE DRAFT PROGRAM OF STUDY (PoS)

Download the appropriate PoS (current version) for the selected concentration and identify all master's degree coursework. Using the link below, navigate to "Master's Degree Audit" and search for one of the four concentration options. Shared BS/MS coursework should be noted as 'Shared' in the 'CREDIT' column.

1. Geotechnical (*On-line or On-Ground*)
2. Structural (*On-line or On-Ground*)
3. Transportation (*On-line or On-Ground*)
4. Water Resources (*On-line or On-Ground*)

Coursework Only PoS Example only:

PROGRAM of STUDY					
<i>Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.</i>					
MASTER OF SCIENCE			F188/Q282		
MAJOR: Civil Engineering accelerated, with BS in Architectural Engineering			CONCENTRATION: Geotechnical Engineering		
NAME: Boyd Student			OU ID: 11x-XX-XXXX		
<i>Students may share up to 9 hours with the bachelor's degree.</i>					
REQUIRED COURSEWORK: 10 hours for thesis students, 9 hours for non-thesis students.					
Foundation Engineering:					
CEES 4333G	Foundation Engineering	3			SHARED
Advanced Soil Mechanics: Choose one of the following:					
CEES 5343	Advanced Soil Mechanics	3			SHARED
CEES 5443	Unsaturated Soil Mechanics				
CEES 5433	In-Situ Soil Testing				
Introduction to Soil Dynamics: Choose one of the following: CEES 5353, CEES 5413, CEES 5393, CEES 5473, CEES 5323, CEES 5383, CEES 5693, CEES 5313, CEES 5343, CEES 5443, or CEES 5433.					
CEES 5443	Unsaturated Soil Mechanics	3			
Required for thesis students only:					
CEES 5021	Technical Communications				
ELECTIVE COURSES: 15 hours for thesis students, 21 hours for non-thesis students. Choose from a list of MSCE electives maintained by the department. Accelerated students may share CEES 4753G and one additional elective with the bachelor's degree.					
CEES 5443	Unsaturated Soil Mechanics	3			SHARED
CEES 5353	Introduction to Soil Dynamics	3			
CEES 5443	Unsaturated Soil Mechanics	3			
CEES 5323	Geosynthetics	3			
CEES 5413	Soil-Structure Interaction	3			
CEES 5313	Engineering Geology	3			
CEES 5693	Structural Design of Pavements	3			
THESIS RESEARCH: 5 hours required for thesis students. A completed Master's Thesis Topic and Committee Membership form must be attached.					
TOTAL HOURS:			30	30 hours required	
<i>I intend to graduate in the <u>(sem)</u> <u>(yr)</u> semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the Graduate College Bulletin.</i>					
Student Signature			Date		
<i>I have reviewed the above-named student's proposed program of study and I recommend approval.</i>					
Dr. Strevett					
Printed Name of Graduate Liaison		Graduate Liaison Signature		Date	
FOR GRADUATE COLLEGE USE ONLY: Program Effective: Summer 2025. Semester Admitted/Re-admitted: _____					
Date Checked: _____ / _____ / _____ Timeline Begins: _____ Hours Required: _____ OK _____ Problem _____					

Thesis PoS Example only:

PROGRAM of STUDY					
<p>Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.</p>					
MASTER of SCIENCE			F188/Q282		
MAJOR: Civil Engineering accelerated, with BS in Architectural Engineering			CONCENTRATION: Geotechnical Engineering		
NAME: Boyd Student			OU ID: 11x-xx-XXXX		
The non-thesis degree is a coursework-only degree; a non-thesis examination is not required.					
COURSE PREFIX & NUMBER		COURSE NAME	HOURS	GRADE	SEMESTER & YEAR
<p>* For OU graduate courses including Norman, Tulsa, and Extended Campus, leave this column blank. For transfer credit (including OU Health Sciences Center courses), enter the institution name in this column. For courses applied to the bachelor's degree, enter Shared in this column.</p>					
Students may share up to 9 hours with the bachelor's degree.					
REQUIRED COURSEWORK: 10 hours for thesis students, 9 hours for non-thesis students.					
Foundation Engineering:					
CEES 4333G	Foundation Engineering	3			SHARED
Advanced Soil Mechanics: Choose one of the following:					
CEES 5343	Advanced Soil Mechanics	3			SHARED
CEES 5443	Unsaturated Soil Mechanics				
CEES 5433	In-Situ Soil Testing				
Introduction to Soil Dynamics: Choose one of the following: CEES 5353, CEES 5413, CEES 5393, CEES 5473, CEES 5323, CEES 5383, CEES 5693, CEES 5313, CEES 5343, CEES 5443, or CEES 5433.					
CEES 5433	In-Situ Soil Testing	3			
Required for thesis students only:					
CEES 5021	Technical Communications	1			
ELECTIVE COURSES: 15 hours for thesis students, 21 hours for non-thesis students. Choose from a list of MSCE electives maintained by the department and approved by the Graduate College. Accelerated students may share CEES 4753G and one additional elective with the bachelor's degree.					
CEES 5443	Unsaturated Soil Mechanics	3			SHARED
CEES 5353	Introduction to Soil Dynamics	3			
CEES 5443	Unsaturated Soil Mechanics	3			
CEES 5323	Geosynthetics	3			
CEES 5413	Soil-Structure Interaction	3			
THESIS RESEARCH: 5 hours required for thesis students. A completed Master's Thesis Topic and Committee Membership form must be attached.					
CEES 5980	Research for Master's Thesis	3			
CEES 5980	Research for Master's Thesis	2			
TOTAL HOURS:			30	30 hours required	
<p>I intend to graduate in the <input type="text" value="sem"/> <input type="text" value="yr"/> semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the Graduate College Bulletin.</p>					
Student Signature			Date		
 <small>GRADUATE PROGRAMS FOR ACADEMIC EXCELLENCE EST. 1909 THE UNIVERSITY OF OKLAHOMA GRADUATE COLLEGE</small>					
<p>I have reviewed the above-named student's proposed program of study and I recommend approval.</p> <p>Dr. Strevett</p>					
Printed Name of Graduate Liaison			Graduate Liaison Signature		
FOR GRADUATE COLLEGE USE ONLY:			Program effective Summer 2025, Semester Admitted/Re-admitted: _____		
Date Checked: _____ / _____ / _____			Timeline Begins: _____ Hours Required: _____ OK _____ Problem _____		

ATTACHMENT E

CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY



CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED COURSEWORK-ONLY MASTER'S DEGREE	
Milestone	Deadline
<u>During the Bachelor's Degree</u>	
Complete CEES's ADP application	In the first two weeks of Fall or Spring semesters, typically in the Junior year
Submit ACOP application to the OU Graduate College which officially moves you from the BS to MS program	Jan. 15 for Fall or Summer MS start Aug. 15 for Spring MS start
<u>During the Master's Degree</u>	
Submit Program of Study Form*	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before graduation, generally: Feb. 1 for Summer and Fall graduation Sept. 1 for Spring graduation
Apply for Graduation	The semester <u>before</u> you plan to graduate, No later than: December 1 for Spring/May graduation February 1 for Summer/August graduation May 1 for Fall/December graduation
Request Changes to Program of Study	Contact advisor promptly and submit changes ASAP; no changes within 30 days of graduation
Complete CEES Exit Survey [^]	Prior to graduation, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

*=possibly due BEFORE first semester for VA or other benefit confirmation

[^]=CEES Requirement

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 9/4/25

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CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED THESIS MASTER'S DEGREE	
Milestone	Deadline
During the Bachelor's Degree	
Complete CEES's ADP application	In the first two weeks of Fall or Spring semesters, typically in the Junior year
Submit ACOP application to the OU Graduate College which officially moves you from the BS to MS program	Jan. 15 for Fall or Summer MS start Aug. 15 for Spring MS start
During the Master's Degree	
Enrollment deadlines to be eligible for the student FICA (Social Security) exemption <u>on August and January paychecks</u> . The FICA payroll taxes cannot be refunded for late class enrollment.	Jan. 5 for the Spring Aug. 5 for the Fall
Complete Responsible Conduct in Research (select "CITI Updated Registration Instructions – Graduate Students and Postdocs")	For funded students: within first year of enrollment and prior to submitting the Program of Study
Submit Program of Study* and Master's Thesis Topic and Committee Membership Forms	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before defense, generally: Feb. 1 for Summer <u>and</u> Fall defense Sept. 1 for Spring defense
Review Graduate College Thesis/Dissertation Instruction Packet	BEFORE you begin writing
Submit Thesis Prospectus [^]	No later than: May 15 for Summer defense August 15 for Fall defense* December 15 for Spring defense *Encourage May 15 for Fall defense since faculty may not be available during the Summer.

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 9/4/25

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CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

Submit the GA Final Semester Declaration ONLY IF ENROLLED IN FEWER THAN 5 HOURS (3 hours for Summer) in your last semester. International students must also submit a Reduced Course Load Request to ISS.	No later than: May 22 for Summer defense & <u>enroll by Aug. 25</u> July 24 for Fall defense & <u>enroll by Aug. 25</u> December 31 for Spring defense & <u>enroll by Jan. 5</u>
Apply for Graduation	The semester <u>before</u> you plan to graduate, No later than: December 1 for Spring/May graduation February 1 for Summer/August graduation May 1 for Fall/December graduation
Request Changes to Program of Study or Thesis Forms	Contact your advisor promptly and submit changes ASAP; no changes within 30 days of defense
Request Degree Check	During the first two weeks of your defense semester
Submit Reading Copy of Thesis to Committee [^]	Four weeks prior defense
Submit the Report of Reading Copy/Request for Authority to Defend Form	Four weeks prior to the last day of finals, and at least two weeks prior to defense
Submit Defense Abstract [^]	At least two weeks before your defense
Defend Thesis	No later than two weeks prior to the last day of finals
Return Authority Report Form to the Graduate College	No later than 72 hours after your defense
Submit Approval for Thesis/Dissertation Submission to SHAREOK	At least one week prior to the last day of finals, preferably immediately after committee has approved final Thesis
Submit Thesis to SHAREOK	At least one week prior to the last of finals OR within 60 days of defense, whichever comes first; if not satisfied you <u>must</u> enroll in 2 credits of research the following semester
Complete CEES Exit Survey [^]	After defense, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

[^]=CEES Requirement

^{*}=possibly due BEFORE first semester for VA or other benefit confirmation

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 9/4/25

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