

Graduate Student Handbook

M.S. and Ph.D.



GALLOGLY COLLEGE OF ENGINEERING
STEPHENSON SCHOOL
OF BIOMEDICAL ENGINEERING
The UNIVERSITY of OKLAHOMA

Contents

Notes	4
Department Information and Contacts	4
Part I: Post-Admission and Pre-Arrival	5
1.1 Activate Your OU Account.....	5
1.2 Retrieve Your Email Address and/or Setup Email Alias	5
1.3 Outlook (Email) and Microsoft Office	5
1.4 International Students	6
1.5 Graduate Teaching Assistant (GTA) Duties and REQUIRED GTA Orientation	7
1.6 HR – New Hire Paperwork.....	7
1.7 Travel and Arrival	7
1.8 Advising and First Semester Enrollment	8
1.9 Other Items to Consider	8
Part II: Post-Arrival	9
2.1 Submit Official Transcripts	9
2.2 Sooner Card.....	9
2.3 HR – New Hire Paperwork.....	9
2.4 Health Insurance	9
2.5 Employment Information.....	9
2.6 Complete Training and Employee Orientation	10
2.7 SBME New Graduate Student Orientation	10
2.8 University-Related Travel (Travel Card)	10
Part III: Recurring.....	11
3.1 Tuition Waivers	11
3.2 Fees	11
3.3 Enrollment and Overrides	11
3.4 Seminar (BME 5971)	13
3.5 Department Student Organizations and Events	13
3.6 Department Poster Printing	13
Part IV: Academic Planning and Milestones.....	14
4.1 OU	14
4.1.1 Academic Calendars and Final Exams Policies and Schedule.....	14
4.2 SBME	14
4.2.1 Course Requirements and Electives Lists.....	14

4.2.2 Policies and Forms.....	14
4.2.3 Annual Student Progress Report.....	14
4.2.4 Faculty Research Advisor Selection/Pairing.....	14
4.2.5 Seminar Presentation.....	14
4.3 Graduate College.....	14
4.3.1 M.S. Students	15
4.3.1.1 Checklist	15
4.3.1.2 Program of Study	15
4.3.1.3 Master’s Thesis Topic and Committee Membership	15
4.3.1.4 Apply for Graduation	15
4.3.1.5 Final Semester Declaration for Graduate Assistants	15
4.3.1.6 Degree Check	15
4.3.1.7 Thesis Defense	15
4.3.2. Ph.D. Students.....	16
4.3.2.1 Checklist	16
4.3.2.2 Advisory Conference Report (ACR)	16
4.3.2.3 Doctoral Committee.....	16
4.3.2.4 General Exam	17
4.3.2.5 Apply for Graduation	17
4.3.2.6 Final Semester Declaration for Graduate Assistants	17
4.3.2.7 Degree Check	17
4.3.2.8 Dissertation Defense.....	17
Part V: Resources	18
Emergency Preparedness	18
Emergency Phone Numbers	18
Police Department	18
Goddard Health Services.....	18
University Counseling Center at Goddard Health Center	18
Accessibility and Disability Resource Center	18
Advocates.....	18
Veteran Support Alliance	18
Student Financial Services	19
Student Legal Services	19
Academic Life/Graduate Student Coaching.....	19

Fitness + Recreation	19
Food Pantry	19
Bizzell Memorial Library.....	19
Zarrow Family Faculty and Graduate Student Center – in Bizzell Memorial Library	19
Libraries STEM Services Team.....	19
Presentation Consultation	19
Writing Center.....	19
Graduate Student Life	19
Graduate School Student Senate	19
Graduate School Thriving.....	19
Graduate School Student Resources	19
SBME Graduate Student Support	19
Severe Weather Information	20
OU RAVE Alerts	20
Apps and Social Media Accounts to Follow	20
Severe Weather Safety and Preparation	20
Appendix.....	22
OU ‘Fun’ Resources	22
• OU Fine Arts	22
• OU Athletics	22
• OU Sam Noble Oklahoma Museum of Natural History	22
• OU Fred Jones Jr. Museum of Art	22
• OU History of Science Collection	22
• OU Western History Collection	22
Norman and Oklahoma City Metro ‘Fun’ Resources	22
• Sooner Theatre	22
• Norman Philharmonic.....	22
• Oklahoma City National Memorial and Museum	22
• Oklahoma Historical Society (Museums, Military Sites, Etc.)	22
• Osteology Museum	22
• Oklahoma City Museum of Art	22
• Oklahoma City Performing Arts	22

Student Information

Sooner/OU ID: _____ (9-digit # included in Graduate College Admissions letter)

OUNET (4x4) ID: _____ [4 letters + 4-digit #]

Employee ID*: _____ [5-digit #]

Email Address: _____ @ ou.edu

Research Advisor: _____

_____ @ou.edu

Notes

Department Information and Contacts

- Name: Stephenson Biomedical Engineering (SBME or BME)
- Physical Address: 173 Felgar Street, Ste 101; Norman OK 73019
- Office Phone Number: 405-325-0789
- Building Name: Gallogly Hall (GLG)
- Director: Wei Chen, Ph.D. (wei-r-chen@ou.edu)
- Associate Director: Sarah Breen, Ph.D. (sabreen@ou.edu)
- Graduate Liaison: Lei Ding, Ph.D. (leiding@ou.edu)
 - Advising
 - Questions regarding courses and degree requirements.
- Graduate Coordinator: Nicole Palmeter, M.A. (npalmeter@ou.edu)
 - Enrollment Overrides
 - Seminars
 - Questions regarding the graduate program and degree requirements.
- Office Manager and Assistant to the Director: Riley Byrne (riley.byrne@ou.edu)
 - Payroll
 - Tuition Fees and Waivers
- Graduate College Degree Management Specialist: Tierra Hurley (tierrahurley@ou.edu)
- Teaching Assistant Assignments: Dr. Rebecca Scott (rebecca.scott@ou.edu)

Part I: Post-Admission and Pre-Arrival

1.1 Activate Your OU Account

- <https://one.ou.edu/activate>
- Click on 'What's this?' next to the OU username (OU Net ID) field.
- Enter your 'Sooner ID' (this is your 9-digit Sooner ID # included in your admission letter) and 'Date of Birth.'
- Click 'Continue' This will give you your OU Net ID:
 - OUNET (4x4) ID: ____ [4 letters + 4-digit #]
- Return to the activate site, enter your OU Net ID and date of birth and then click 'Identify Account' to complete activation.
- You can also edit/add emergency numbers, emails, addresses, etc. from this page as well. See the next step for retrieving/setting up your email address.
- If you need assistance, call OU IT at 405-325-4357.

1.2 Retrieve Your Email Address and/or Setup Email Alias

- <https://account.ou.edu>
- Scroll down to 'Email Information.'
- The system assigns you an email address, but you can enter an 'alias' to replace the assigned account name.
 - For example, assigned email addresses are usually formatted as [First].[MI].[Last]@ou.edu but you can change it to an alias account if you wish, i.e., [First Initial][Last]@ou.edu.
- Once your OU email has been activated, the university and department will no longer forward emails to your personal email address. PLEASE be sure to start checking your OU email IMMEDIATELY and REGULARLY!

1.3 Outlook (Email) and Microsoft Office

- <http://outlook.office365.com>
- This is FREE for OU students. Please take advantage of the free software and set up Outlook with your new email account information. You can use Outlook online or download the program to your computer.
- To set up your email account using Outlook online:
 - Your email account should be automatic when you sign into Office with your OU credentials. If it is not, please call OU IT for assistance at 405-325-4357.
- To set up your email account using the Outlook desktop app:
 - After you download the app and open the program the account wizard will open.
 - If the **wizard does not open**, click on 'File' and then 'Account Settings'
 - Select 'Next' then on the 'Email Accounts' page, click 'Next.'
 - Click on '+ Add Account.'
 - Enter your OU e-mail address and click 'Connect.'
 - Enter your name, email address, and password and then click 'Next.'
 - Click 'Finish.'

1.4 International Students

- College of International Studies, International Student Services (ISS)
 - <https://www.ou.edu/cis/iss>
 - Farzaneh Hall, 729 Elm Ave, Room 144
- Official Transcripts – you will turn in your official transcripts after you arrive on campus.
- Study Plan
 - A copy of the program checksheet can be submitted for your study plan
 - M.S.: <https://ou-public.courseleaf.com/gallogly-engineering/stephenson-biomedical-engineering/biomedical-engineering-master-science/>
 - Ph.D.: <https://ou-public.courseleaf.com/gallogly-engineering/stephenson-biomedical-engineering/biomedical-engineering-doctor-philosophy/>
- VISA and NISO Orientation
 - Every effort has been made to keep this document up to date. However, please check the ISS website at <https://ou.edu/cis/iss> to verify!
 - Step 1: Acquire I-20
 - You will receive an email from the ISS office regarding your I-20.
 - You will need to request an I-20 using the form found at the link below:
 - <https://www.ou.edu/cis/iss/forms/initial-i-20-or-ds-2019-request>
 - For more information on financial documentation and the amount you must show, please visit the link below:
 - <http://ou.edu/cis/iss/students/maintaining-your-status/financial-documentation>
 - Step 2: Apply for F-1 Visa
 - <https://ou.edu/cis/iss/students/new-students/i-20>
 - Pay I-901 SEVIS (Student and Exchange Visitor Information System) fees.
 - Apply for F-1 Visa at a US embassy/consulate.
 - <https://usembassy.gov/>
 - Step 4: Participate in NISO (New International Student Orientation)
 - You should receive an email from ISS in mid-July with more details. However, you can find more information here: <https://www.ou.edu/cis/iss/students/new-students/niso>
 - Download the app: <https://ou-iss-niso.glideapp.io/dl/6471c6>
 - This orientation includes a **MANDATORY** pre-arrival internet orientation (MIO), airport transport, **required** ISS meeting, and a **required** two-day in-person orientation.
 - MIO
 - <https://canvas.ou.edu>
 - Click 'Login to OU Canvas.'
 - Sign in using OU email and password.
 - Step 5: Travel
 - Plan your arrival date for no more than 30 days in advance of the 1st day of the semester.
- English Proficiency Certification
 - The English Communication Capacity (ECC) test must be completed during your **FIRST** semester. The department will cover the \$50 fee.
 - If English is not your first language or if you are not a native speaker you will need to be certified. Please visit <https://ou.edu/gradcollege/student-life/etcs> to see if your country is listed as an OU Approved English-Speaking Country. You can also visit

<https://www.ou.edu/gradcollege/student-life/etcs#exemption-alternative> to see if you qualify for an Alternative Certification Pathway.

- Please email the English Training and Certification Services (ETCS) office (etcs@ou.edu) as soon as possible to start the certification process and to schedule your test.
- You will not be required to instruct so you will NOT need to take the WRITE test.

1.5 Graduate Teaching Assistant (GTA) Duties and REQUIRED GTA Orientation

- This section **applies to Ph.D. Graduate Students ONLY**; however, **MS students are encouraged to TA.**
- Although you are considered a Graduate Research Associate (GRA), Ph.D. students will also be assigned to serve as the teaching assistant for a faculty member for a minimum of two courses during your program. This is a **REQUIREMENT** and is considered part of your educational experience and should average no more than 10 hours per week.
- Please review the SBME TA Requirements Policy
 - <https://www.ou.edu/coe/sbme/academics/graduate> (Academics, BME Policies and Forms)
- Your GTA duties will generally begin your 2nd semester. You will receive an email from Dr. Rebecca Scott later in the semester with more information regarding your duties, course details, and orientation.
- Please be sure to visit the Graduate College Assistantship page to **register as soon as possible for the REQUIRED GTA Orientation.**
 - <https://ou.edu/gradcollege/cost-and-aid/graduate-assistantship#new-gta-orientation>
 - When registering for the orientation, your appointment type is 'Graduate Research Assistant (GRA) with teaching duties.'

1.6 HR – New Hire Paperwork

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- OU SBSC will send an email to your OU email address with New Hire Paperwork links.
- Your **first paycheck** may not be available until the end of the following month after your arrival so please plan to have enough funds to cover your **first two months' expenses.**
 - Please review the [OU Payroll Calendar](#) for a better understanding of how the biweekly payroll schedule works
- ***International Students**
 - You will not be able to submit your new hire paperwork until AFTER you arrive in the US and receive your I-94 Admission Number.
 - The ISS office will provide you with a letter to get your SSN.
 - <https://www.ou.edu/cis/iss/students/employment/social-security-number>
 - For employment and income verification needed to open a bank account, your admission letter will serve as your employment offer letter.
 - For further information, please visit <https://www.ou.edu/cis/iss/students/employment>

1.7 Travel and Arrival

- You **MUST** arrive on campus by the date stated in your offer letter so that you have time to secure housing, register for classes, turn in paperwork and documents, attend training, etc. It is highly recommended that you arrive one week BEFORE the first day of classes.
 - If you are unable to arrive before the second week of the semester, please email Nicole (npalmer@ou.edu) to have your admission deferred to the next semester.
- Please make sure you update all records with your new mailing address.

1.8 Advising and First Semester Enrollment

- Please email Dr. Lei Ding (leiding@ou.edu) to schedule an advising appointment to prepare for enrollment in your first semester.
- After finalizing your schedule, please see the 'Enrollment and Overrides' instructions under 'Part III: Ongoing.'

1.9 Other Items to Consider

- Housing and Dining (Traditions Square)
 - <https://www.ou.edu/housingandfood/housing/halls-and-apartments/traditions-square>
- Off-Campus Housing (Not officially approved or endorsed)
 - <https://offcampushousing.ou.edu/listing>
- Dining
 - <https://www.ou.edu/housingandfood/dining/meal-plans>
- Parking Pass
 - <https://www.ou.edu/parking>
 - Please note that even though you are a Graduate Student, you cannot get a Graduate Student parking permit, you will have to get a general student **Commuter** parking permit.
- Campus Map
 - <https://www.ou.edu/content/dam/Parking%20Services/documents/parking-map.pdf>
- OU Virtual Campus Tour
 - <http://www.ou.edu/go2/virtualtour>
- Immunization Requirements
 - <https://www.ou.edu/healthservices/services/immunizations>
- Funding and Financial Aid
 - Scholarships
 - <https://ou.edu/sfc/scholarships>
 - <https://ou.edu/sfc/scholarships/cash> (open to international students)
 - National Fellowships
 - <https://ou.edu/coe/resources/costs-and-funding/national-fellowships>
- Non-OU Employment/Internships
 - <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>

Part II: Post-Arrival

2.1 Submit Official Transcripts

- If you have not done so, please submit your official transcripts to the Graduate College as soon as you arrive. For more information, please visit: <https://www.ou.edu/gradcollege/apply/before-you-apply#transcripts-required>
 - Robertson Hall, Room 213, 731 Elm Avenue

2.2 Sooner Card

- <https://www.ou.edu/soonercard>
- Offices are at the following locations:
 - Oklahoma Memorial Union, 900 Asp Ave, Room 127
 - Cross Village, 116 4th St, Ste D138
- You will need a valid, non-expired government issued photo ID with your name, date of birth, and a picture.

2.3 HR – New Hire Paperwork

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- After arriving in Norman, please take your required paperwork and documents to the HR office located in the Nuclear Engineering Lab (NEL) building, 905 Asp Ave, Room 122.
 - ***International Students:** You must have your I-94 Admission Number!
- After your paperwork has been processed by HR they will give you a receipt. You can either bring the form into the office (GLG 101) or forward a picture/scan of the receipt to Nicole (npalmer@ou.edu) and Riley Byrne (riley.byrne@ou.edu). Please note that you **CAN NOT begin working** until you have turned in this receipt. Working before completing these steps is a violation of federal and state employment laws.

2.4 Health Insurance

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- <https://ou.myahpcare.com>
- You are automatically enrolled in student health care.
- You can add dental, spouses, and dependents for additional costs.
- If you would like to opt out, you may do so here: <https://ou.myahpcare.com/waiver>

2.5 Employment Information

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- **Reminder:** Please plan to bring enough funds to cover your first two months' expenses.
- Employee Self-Service: <https://selfservehc.ou.edu/>. This portal can be used to access paystubs, health insurance coverage, and other payroll information.
- Payroll and Employee Services: <https://www.ou.edu/payroll/my-pay>
- Reporting Time and Attendance
 - <https://time.ou.edu>
 - Additional information can be found at <https://www.ou.edu/payroll/workforce-time-system/workforce-for-employees>
 - Timesheets are due every other Friday: <https://www.ou.edu/payroll/my-pay/paycheck-calendar>

2.6 Complete Training and Employee Orientation

- This portion **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
 - New Employee Orientation
 - <https://newemployee.ou.edu/Norman-Campus>
 - OU Employee Required Training
 - You should receive an email from OU prompting you to complete all required training. However, if you do not, you can complete them using the following directions.
 - Visit <https://onpoint.ou.edu>
 - Log in with your OU Net ID and Password.
 - Enter the training title in the 'Learning' Search bar:
 - Preventing Harassment and Discrimination for Non-Supervisors (Title IX)
- This portion **applies to ALL Graduate Students.**
 - SBME Required Training
 - Visit <https://onpoint.ou.edu>
 - Log in with your OU Net ID and Password.
 - Enter the following training titles in the 'Learning' Search bar to access:
 - General Hazard Communication/General Safety Training
 - Sooner Fire Safety
 - Laboratory Safety
 - Bloodborne Pathogens
 - General Biosafety Training
 - Introduction to PeopleSoft
 - Additional Trainings
 - Your faculty advisor may require additional training. The assigned training can be found using the instructions above.
 - Lab Access
 - Please send all completion certificates to your faculty research advisor to receive Sooner Card access to labs in Gallogly Hall.
 - Save all completion certificates for your records.

2.7 SBME New Graduate Student Orientation

- Orientation will be scheduled during the first Friday seminar of the year.

2.8 University-Related Travel (Travel Card)

- <https://www.ou.edu/travel>
- A travel card will be needed for all university-related travel.
- To receive a travel card, you must take the travel card training.
 - <https://onpoint.ou.edu/> and type 'Travel' in the search bar.
 - Select 'Travel Card Training' to begin.
- Once you have completed the Travel Card Training, you will complete the Travel Card Application
 - <https://apps.ouhsc.edu/FinancialServices/TravelCard>
 - Information needed for application. Business Officer: Kelly Wilcox; kwilcox@ou.edu
- **DO NOT USE YOUR PERSONAL CARD FOR UNIVERSITY PURCHASES!**

Part III: Recurring

3.1 Tuition Waivers

- This portion **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- To be eligible for a tuition waiver, you must have a Graduate Research Associate (GRA) or Graduate Teaching Associate (GTA) appointment and you MUST enroll for a minimum of 5 credit hours (fall and spring semesters).
- Tuition waivers are automatically applied. However, it can take up to 3 weeks for them to process. Sometimes this comes AFTER the first due date posted in your account (August or January 25th). You will most likely receive emails about deadlines and extra charges. However, if your waiver has not been posted by September or February 25, please contact the Graduate College.
 - Students who receive a Graduate Research Associate (GRA) or Graduate Teaching Associate (GTA) are eligible for a tuition waiver up to the total number of hours required for the graduate program (90 credit hours). Any hours taken in excess of the total number of hours required for the program will be required to cover the costs of those hours. Because of this limit, it is suggested that you moderate the number of Thesis/Dissertation research credit hours that you enroll in each semester. Please make sure to discuss your plan with your faculty advisor so adjustments can be made if necessary.
- If you are enrolled in OUHSC courses, please email Riley (riley.byrne@ou.edu) and Nicole (npalmer@ou.edu) immediately.

3.2 Fees

- You are responsible for all fees associated with your account UNLESS your advisor has agreed to pay them. They can be paid by going to <https://one.ou.edu>.
 - Note: Please wait until after the add/drop deadline for the semester before paying fees as rebates will be applied on that date.
- If your advisor has agreed to pay your fees, please email Riley (riley.byrne@ou.edu).

3.3 Enrollment and Overrides

- Please visit the SBME Graduate Programs page to plan your class schedule.
 - <https://www.ou.edu/coe/sbme/academics/graduate>
 - If you are planning to transfer credits from a previous degree, please see further instructions in [Section 4.3.2.2 Advisory Conference Report \(ACR\)](#)
- Review the university's course schedule to finalize your schedule.
 - <https://classnav.ou.edu/>
- Deadlines for enrollment: <https://www.ou.edu/registrar/academic-records/academic-calendars>
- To enroll:
 - Visit <http://one.ou.edu>
 - Click on 'Resources' then click on 'Registration.'
 - Click on 'Register for Classes.'
 - Select the term you are enrolling for and then click 'Continue.'
 - Click on 'Subject' and select the subject of the selected course.
 - Enter 'Course Number' and then click 'Search.'
 - Click 'Add' for the correct course. Do this for every course you would like to enroll in.
 - After you are done, click 'Submit.'

- To change credit hours on variable credit hour courses and more information on the waitlist: <https://ou.edu/content/dam/gps/docs/enrollment-screenshots/HowToEnroll.ChangeVariableCreditHours.pdf>
- *To drop a course: <https://itsupport.ou.edu/TDClient/30/Unified/KB/ArticleDet?ID=465> or visit <https://www.ou.edu/registrar/enrollment-services/add-or-drop#Graduate>
- *To audit a course: <https://www.ou.edu/registrar/enrollment-services/audit>
- If you receive an error when enrolling, you will need to contact the office to receive permissions/overrides to enroll.
 - If the class is a **BME** course, please email the following to npalmer@ou.edu. Please be sure to also cc the instructor in your email.
 - Name
 - OU ID Number
 - Term
 - Course numbers including the Section number (ex. BME 6980-001)
 - If the class is **NOT** a BME course, you will have to contact the professor of the course for permission.
- You must be enrolled no later than the first day of classes, however, it is important to enroll early to avoid late fees. Please note that if you must defer admissions or withdraw before the semester starts, you **MUST drop all courses** to avoid being personally responsible for tuition and fees. Please make sure to enroll no later than the following department deadlines:
 - Fall semester – August 1
 - Spring semester – December 1
 - Summer semester* – May 1 (*if needed)
- Credit Hour Requirements:
 - General Hour Requirements:
 - If you **do** have a GRA or GTA appointment, you must enroll in a minimum of 5 hours for the fall and spring semester (Applies to International and Domestic students).
 - If you **do not** have a GRA or GTA appointment, you must enroll in a minimum of 9 hours for the fall and spring semester (Applies to International students only).
 - Thesis/Dissertation Research Hours Requirements: Once you begin enrollment in research hours, you must be continuously enrolled in at least 2 credit hours of research each semester until you graduate (applies to International and Domestic students). However, you do not have to enroll in the summer semester unless it is your first or last semester (see [4.3.1.5](#) for M.S. students or [4.3.2.6](#) for Ph.D. students). International students will need to submit a [Reduced Course Load Request](#).
 - **Reminder:** Independent Study courses are limited to 6 credit hours for the entirety of your graduate degree.
 - **Reminder:** Students who receive a Graduate Research Associate (GRA) or Graduate Teaching Associate (GTA) are eligible for a tuition waiver for up to the total number of hours required for the graduate program (90 credit hours). Any hours taken in excess of the total number of hours required for the program will be required to cover the costs of those hours. Because of this limit, it is suggested that you moderate the number of Thesis/Dissertation research credit hours that you enroll in each semester. Please make sure to discuss your plan with your faculty advisor so adjustments can be made if necessary.

3.4 Seminar (BME 5971)

- All students are required to enroll in and **ATTEND** the 1 credit hour BME 5971 Seminar in Biomedical Engineering Research.
- The seminars are held every Friday at 1:30 PM in Sarkeys Energy Center (SEC), Room M204. If there is not a seminar scheduled or if it is canceled, you will receive a notification by email no later than 10:00 am the day of.
- Required total number of credit hours:
 - **Ph.D.** – 3 credit hours within the first 2 years
 - **M.S. Poly Dual** – 3 credit hours
 - **M.S.** – 1 credit hour (you do not need to enroll however, please email Nicole (npalmer@ou.edu) which semester you intend to attend so that your name can be added to the attendance list.)
- All students are allowed 1 non-excused absence. However, if you need to request an excused absence, please email Nicole (npalmer@ou.edu).
- *Ph.D. students will be required to make a research presentation during their last year. See more information in Part IV: Academic Planning and Milestones.

3.5 Department Student Organizations and Events

- Biomedical Engineering Student Affairs (BESA)
 - OU Engage Site: <https://ou.campuslabs.com/engage/organization/biomedical-engineering-student-affairs>
 - Facebook: <https://www.facebook.com/OUBESA/>
 - Email: besa@ou.edu
- Monthly Graduate Student Lunch sponsored by BESA

3.6 Department Poster Printing

- To schedule a time for a poster to be printed, please visit the department's website: <https://outlook.office365.com/owa/calendar/BiomechanicsLab@ou.edu/bookings/>

Part IV: Academic Planning and Milestones

4.1 OU

4.1.1 Academic Calendars and Final Exams Policies and Schedule

- <https://www.ou.edu/registrar/academic-records/academic-calendars>

4.2 SBME

4.2.1 Course Requirements and Electives Lists

- <https://www.ou.edu/coe/sbme/academics/graduate>

4.2.2 Policies and Forms

- <https://www.ou.edu/coe/sbme/resources/graduate-program-policies-and-forms>

4.2.3 Annual Student Progress Report

- The report is due to the department on August 16th of every year.
- More information and instructions along with the report form can be found at the 'BME Annual Student Progress Report Form' link located on the Policies and Forms webpage.

4.2.4 Faculty Research Advisor Selection/Pairing

- If you were paired with an advisor in your offer letter from the program, no further steps are required.
- If you were NOT paired with an advisor, you will need to follow the instructions set forth by the policy located on the Policies and Forms webpage.
 - The policy can be found here ['BME Student Advisor Pairing Policy'](#)

4.2.5 Seminar Presentation

- Ph.D. students are required to make a research presentation during their last year.
- More information and instructions can be found at the 'BME Graduate Seminar Policy' link located on the Policies and Forms webpage.

4.3 Graduate College

- The following information was created for your convenience. Please visit the Graduate College's Steps to Degree and the Graduate College Bulletin website **OFTEN as you and your advisor are ultimately responsible for making sure all deadlines are met and that the correct forms/documents are submitted at the correct time(s).**
 - Steps to Degree with detailed deadline dates: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin>

4.3.1 M.S. Students

- Please make sure to **CONFIRM** all deadlines with the Graduate College's 'Steps To Degree' page: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#doctoral-deadlines>

4.3.1.1 Checklist

- <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.7>

4.3.1.2 Program of Study

- Due the semester before you plan to graduate.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.1.7.1>
- Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#pos>
- Submit with 'Master's Thesis Topic and Committee Membership' form in next step 4.3.1.3.

4.3.1.3 Master's Thesis Topic and Committee Membership

- Due the semester before you plan to graduate.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.1>
- Submit 'Master's Thesis Topic and Committee Membership' along with your 'Program of Study' form.
 - <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#masters-deadlines>

4.3.1.4 Apply for Graduation

- Due the semester before you plan to graduate.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.6>
- Graduation Website: <https://www.ou.edu/commencement/graduates/norman-graduate-students>

4.3.1.5 Final Semester Declaration for Graduate Assistants

- Only needed if you are receiving funding.
- Due during your final semester.
- <https://www.ou.edu/gradcollege/forms-and-policies/forms#general-forms>
 - Under 'General Forms,' you will have to scroll down and select the 'Graduate Assistant Final Semester Declaration' form.

4.3.1.6 Degree Check

- Due during your final semester.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.4>
- Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>

4.3.1.7 Thesis Defense

- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2>

- Master's Thesis Forms: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>

4.3.1.7.1 Request Authorization to Defend

- Due at least 10 working days prior to your defense and no later than the end of semester deadline.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.5>
- Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>

4.3.1.7.2 Approval for Thesis Submission to SHAREOK

- See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.8>

4.3.2. Ph.D. Students

- Please make sure to **CONFIRM** all deadlines with the Graduate College's 'Steps To Degree' page: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#doctoral-deadlines>

4.3.2.1 Checklist

- <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.9>

4.3.2.2 Advisory Conference Report (ACR)

- Due at the **beginning** of semester **before** you plan to take your General Exam. Be aware that your ACR must be approved by the Graduate College before you can take the General Exam.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.3>
- Form: <https://ou.edu/content/dam/gradcollege/docs/forms/gc-advisory-conference-report-upload.doc>
- Submit to the Graduate College via the online [Doctoral Advisory Conference Report \(ACR\) Submission](#) form.
- If you will be transferring courses/credits from a previous degree, please list those courses on your ACR.
 - Please note that if you have a bachelor's degree from one of the countries listed in the [Non-Equivalent International Degrees](#), your bachelor's plus your master's is considered by OU **only** as an **equivalent U.S. bachelor's degree**, which means that you will not be able to transfer any credits to the program from that bachelor's **or** master's degree.

4.3.2.3 Doctoral Committee

- Selection of Doctoral Committee is done when submitting the ACR.
- Please note that no changes in the committee membership are permitted 30 calendar days before your scheduled General Exam.

- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.4>

4.3.2.4 General Exam

- SBME General Exam Policy and Check Sheet: <https://www.ou.edu/content/dam/coe/docs/sbme/policy-docs/2021-10-15SBME%20GENERAL%20EXAM%20POLICY.pdf>
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.5>
- You must be enrolled in at least 2 graduate credit hours during the semester the General Exam is held.
- Due no later than the end of the second week of the semester you plan to take the General Exam.
 - Submit the General Examination Application for the Doctoral Degree: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>
- After your application is approved, the Graduate College will email the Authority Report Form for the General Examination to you, your committee, and your graduate liaison. You may not begin work for the exam until you receive the Authority Report Form.
- The completed Authority Report Form for the General Examination must be submitted within 3 working days after the exam.

4.3.2.5 Apply for Graduation

- Due the semester before you plan to graduate.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.8>
- Graduation Website: <https://www.ou.edu/commencement/graduates/norman-graduate-students>

4.3.2.6 Final Semester Declaration for Graduate Assistants

- Only needed if you are receiving funding.
- Due during your final semester.
- <https://www.ou.edu/gradcollege/forms-and-policies/forms#general-forms>
 - Under 'General Forms,' you will have to scroll down and select the 'Graduate Assistant Final Semester Declaration' form.

4.3.2.7 Degree Check

- Due during your final semester.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.4>
- Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>

4.3.2.8 Dissertation Defense

- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7>
- Ph.D. Doctoral Forms: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>

4.3.2.8.1 Request Authorization to Defend

- Due at least 10 working days prior to your defense and no later than the end of semester deadline.
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.5>
- Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>

4.3.2.8.2 Approval for Dissertation Submission to SHAREOK

- See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.8>

Part V: Resources

Everyone in the department, college, and university wants to see you succeed! However, we all need a little help from time to time. Below is a list of just a few of the resources that are available to you. If you are experiencing a medical emergency, please dial 911 immediately.

Emergency Preparedness

- For Evacuation, Winter/Summer Weather, Lightening, Earthquake Preparedness, etc.
 - <https://www.ou.edu/campussafety/divisions#management>
- For [Severe Weather Information](#) (Tornado) see information starting on page 20.

Emergency Phone Numbers

- <https://www.ou.edu/campussafety/contact>

Police Department

- <https://www.ou.edu/police>

Goddard Health Services

- <https://www.ou.edu/healthservices>

University Counseling Center at Goddard Health Center

- <https://www.ou.edu/ucc>
- 24/7 access with TELUS Health at <https://myssp.app/us/home>

Accessibility and Disability Resource Center

- <https://www.ou.edu/adrc>

Advocates

- <https://www.ou.edu/advocacyandeducation/ou-advocates>

Veteran Support Alliance

- <https://www.ou.edu/veterans>

Student Financial Services

- <https://www.ou.edu/sfc>

Student Legal Services

- <https://www.ou.edu/studentlegalservices>

Academic Life/Graduate Student Coaching

- <https://www.ou.edu/alc/graduate-student-coaching>

Fitness + Recreation

- <https://ou.edu/far>

Food Pantry

- <https://www.ou.edu/foodpantry>

Bizzell Memorial Library

- <https://libraries.ou.edu/>

Zarrow Family Faculty and Graduate Student Center – in Bizzell Memorial Library

- <https://libraries.ou.edu/content/graduate-student-services>

Libraries STEM Services Team

- <https://libraries.ou.edu/units/stem-services>

Presentation Consultation

- <https://libraries.ou.edu/content/presentation-consultations-learning-lab>

Writing Center

- <https://www.ou.edu/writingcenter/services/grad-and-post-doc>

Graduate Student Life

- <https://www.ou.edu/gradcollege/student-life/events-and-activities>

Graduate School Student Senate

- <https://www.ou.edu/sga/branches/graduate-student-senate>

Graduate School Thriving

- <https://gradschoolthriving.com/>

Graduate School Student Resources

- <https://www.ou.edu/gradcollege/student-life/resources>

SBME Graduate Student Support

- <https://www.ou.edu/coe/sbme/academics/graduate>

Severe Weather Information

OU RAVE Alerts

- To update or to verify your emergency contact information
 - ecs.ou.edu

Apps and Social Media Accounts to Follow

- OU Campus Safety on [X](#) and [Facebook](#)
- National Weather Service: <https://www.weather.gov/oun/>
- Oklahoma Mesonet: <https://www.mesonet.org/>
 - Visit website to download app for iPhone or Android
- University of Oklahoma Meteorologist
 - <https://www.youtube.com/watch?v=J45PTgMQwBg>

Severe Weather Safety and Preparation

- Severe Weather Terminology
 - Watch = Be Prepared
 - A Severe Thunderstorm Watch or a Tornado Watch is issued when the conditions are present to create severe storms, typically within the next 6 hours. If a watch is issued, stay up to date with the weather situation in your area.
 - Warning = Take Action
 - A Severe Thunderstorm Warning or a Tornado Warning is issued when severe weather is imminent or already occurring in your area. Stay indoors, and if a Tornado Warning is issued, seek immediate shelter.
 - Take immediate shelter if you receive an OU RAVE Tornado Alert.
 - An OU RAVE Tornado Alert text message will be sent if a tornado is expected to threaten the Norman campus.
 - Note: There may be occasions in which the City of Norman activates its outdoor warning sirens, but an OU RAVE text message is not sent, as the city's outdoor warning sirens cover a large geographic area that stretches miles away from campus. In these instances, make sure you are closely monitoring local weather reports.
- Create A Plan
 - Identify your safe place at home and follow the "get in, get down, cover up" strategy: choose an interior room on the lowest floor, and use a helmet and/or blankets and pillows to protect yourself from possible debris.
 - <https://www.ready.gov/tornadoes#prepare>
- Build A Safety Kit
 - Have an emergency supply kit that includes bottled water, a first aid kit, a battery-operated flashlight and radio, fully charged cell phone chargers, at least three days of non-perishable food items, blankets, clothing, prescription drugs, eyeglasses, personal hygiene supplies, identification, and insurance documentation.
- Clean Out Your Severe Weather Refuge Areas
 - Home refuge areas should be dusted and cleaned, and their entrances should be unobstructed and properly working.
 - Make sure the floor space is clear and items such as blankets, pillows, helmets, shoes, safety kit, and other safety items are easily accessible.

- If you spray your storm refuge area or safe room for bugs and insects, make sure it is properly ventilated before using it.
- Have Multiple Ways of Receiving Weather Information
 - At least one method should work without electric power and without a cellular or Wi-Fi signal, such as a battery-operated weather radio.
 - Never rely solely on outdoor warning sirens. The sirens are operated by the City of Norman and can only usually be heard if you are outdoors.
- Shelter In Place
 - “Shelter in place” means to take shelter in the building you are in when the warning is issued. OU campus residence halls have available shelters for those who live on campus. If you are working on campus at the time of the warning, go immediately to the severe weather refuge area in the building you are in. Maps are available in each building, and the locations are also listed here.
 - <https://www.ou.edu/campussafety/divisions#refuge>
 - The engineering quad buildings (Devon, Carson, REPF, Gallogly Hall) have storm shelters in the connecting tunnels and basements.
 - If you are in **Gallogly Hall**:
 - The storm shelter is in the basement. Take the stairs on the eastern side of the building, between the bathrooms and elevators. If the warning sirens are activated, terminate any lab work quickly and safely then make your way to the basement.
 - Special Note for Instructors and TAs: If students or other persons are adamant about leaving the building during a weather event, encourage them to go to a shelter. Do not argue or force people into the shelter, and do not chase after them. Do not scout floors for people. Proceed to the shelter.
 - If you do not live on campus, seek refuge at home unless you are already on campus when the warning is issued. OU Norman Campus buildings are not public storm shelters, as rooms are only available for on-campus students, staff, and faculty. Do not leave your home to respond to campus.
 - Do not drive during a storm, and never seek shelter underneath a bridge or overpass.
 - Always check the weather before you venture outside. If you happen to be outside when the warning is issued, quickly move to the nearest building and seek refuge inside.
- For more details, please review the Refuge Protocol for Campus document
 - <https://www.ou.edu/content/dam/campussafety/documents/OUTornadoRefugeSpring2023.pdf>

Appendix

OU 'Fun' Resources

- OU Fine Arts
 - <https://www.ou.edu/finearts/universitytheatre>
- OU Athletics
 - <https://soonersports.com/>
- OU Sam Noble Oklahoma Museum of Natural History
 - <https://samnoblemuseum.ou.edu/>
- OU Fred Jones Jr. Museum of Art
 - <https://www.ou.edu/fjjma>
- OU History of Science Collection
 - <https://libraries.ou.edu/content/history-science-collections>
- OU Western History Collection
 - <https://libraries.ou.edu/content/western-history-collections>

Norman and Oklahoma City Metro 'Fun' Resources

- Sooner Theatre
 - <https://www.soonertheatre.org/>
- Norman Philharmonic
 - <https://www.normanphil.com/>
- Oklahoma City National Memorial and Museum
 - <https://memorialmuseum.com/>
- Oklahoma Historical Society (Museums, Military Sites, Etc.)
 - <https://www.okhistory.org/>
- Osteology Museum
 - <https://www.skeletonmuseum.com/>
- Oklahoma City Museum of Art
 - <https://www.okcmoa.com/>
- Oklahoma City Performing Arts
 - <https://www.visitokc.com/things-to-do/arts-entertainment/performing-arts-theater/>