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CHANGES

New Incomplete Policy

New Incomplete Policy: There is a new university-wide Incomplete Contract form that all instructional faculty are required to use when assigning a grade of INCOMPLETE (“I”), effective for the Fall 2012 semester. The Incomplete Contract form is available on the Provost’s website. Additionally, students wishing to request extensions for “I” grades received during Fall 2012 and beyond, must attach a copy of the Incomplete Contract form to the Instructor and Graduate Liaison Approval for an Extension of an Incomplete Grade form in order for a request for an extension for “I” make-up to be considered.

Graduation Applications

Graduation Applications must be completed online by the student. A student may access the online graduation application by logging into oZONE with his/her 4+4 and clicking on the “Graduate A Sooner Channel” under the Home Tab. There is a Graduation Application link in the “Graduate A Sooner Channel.” If the student’s intended completion term changes, s/he must submit a new online graduation application (the form is now only valid for one semester at a time). For graduation application deadlines, please visit the University Academic Calendar.

Institutional Review Board

Institutional Review Board: If a student is conducting human subjects research (HSR) or needs clarification on whether or not his/her research requires approval, s/he must contact the IRB office. In addition, in order for a student to be eligible to deposit the final copies of his/her dissertation or thesis, s/he must submit a letter from the IRB indicating that his/her involvement as a graduate student in the research project is officially terminated. To obtain this letter, the student will need to take one of three actions:

1) If the student was listed as the Principal Investigator (PI) on an EXPEDITED study, s/he will need to file a Continuing Review/Final Report (or an Exempt Study Progress Report for EXEMPT studies) to the IRB, or:
2) If the student was not listed as the PI, but was listed as Key Study Personnel, the PI will need to file a Modification request to have the student removed from the study as a graduate student researcher, or:
3) In some cases, the student may be continuing his/her research after s/he graduates, either at OU or at another research institution. If the student wishes to do this, contact the IRB directly to get a different type of letter for the student to submit to the Graduate College. Please allow additional time for this request when filing.

The IRB will provide the graduate student with one of the three aforementioned letters so s/he can deposit his/her thesis or dissertation. It is the IRB’s perspective that the graduate student and faculty chair are responsible for complying with this requirement. For more information on human subjects research (HSR), visit the Institutional Review Board website at irb.ou.edu.
## Changes

### Staff Changes in International Student Services

International Student Services is pleased to announce the addition of two new staff members. Emilie Gordon, originally from France, joined the ISS office in July and is working as an International Student Advisor. Emilie has a BA in English and experience working as the on-site director of an English language school in Oklahoma City. She will provide support for students, faculty, and staff regarding international student immigration regulations.

Brandi Hembree joined the ISS team in September as the new International Admissions Assistant. Brandi has a BS in Psychology and came to ISS with two years of experience in Admissions. She will work closely with Admissions and the Graduate College in issuing all initial immigration documents for incoming students.

In addition to the new staff members, Robyn Rojas (formerly Stewart) has been made the Assistant Director. While Director Monica Sharp continues to manage the ISS office off-site from the OU Arezzo campus, Robyn can assist university faculty and staff with questions and issues requiring immediate attention.

## Reminders

### Reminders from Institutional Equity & Title IX Officer

- Reminders from the Academic Counselors
- Study Abroad Registration Process for Graduate Students
- Tuition Waiver Information
- Professional Ethics Training Workshop
- Reminders From The English Assessment Program:
  - GTA English Certification for Non-Native Speakers
  - Spoken English Class for Graduate Students

### Reminders from the Academic Counselors

- Study Abroad Registration Process for Graduate Students
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## Deadlines/Important Dates

- Academic Deadlines
- English Assessment Deadlines

## Graduate College Contact Info

- Norman Campus
- Tulsa Campus

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405.325.3811 | gradweb.ou.edu | gradinfo@ou.edu
REMINDERS

Reminder from Institutional Equity & Title IX Officer

Are you and your graduate students familiar with the University’s Sexual Misconduct, Discrimination and Harassment Policy, as well as its Consensual Sexual Relations Policy? If not, it is important for you to know your rights, duties and responsibilities under these policies. See the IEO website for more information.

For example, if a graduate student (or faculty member) wishes to date someone s/he tutors or teaches in a class, a management control plan must be requested so that the faculty member/graduate student does not have supervisory duties over that student. See the IEO website for more information.

Mandatory online training for all students on the Sexual Misconduct Policy is located online. Mandatory online training for faculty and staff will be coming this fall regarding the revisions to these policies and federal regulations. Graduate assistants must take both trainings as they have dual roles at the University as employees and students. For more information, please contact Laura Palk, Institutional Equity and Title IX Officer, at (405) 325-3549.
REMINDERS

Reminders from the Academic Counselors

- 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, where authorized by the Graduate College dean. Please refer to the Graduate College Bulletin for information on review criteria and notification procedures.

- Students completing a master’s degree based on completion of the General Exam while enrolled in a doctoral program must submit a Master’s Admission to Candidacy form at least one semester prior to taking the General Exam. Please note that graduate students working on a doctoral degree cannot apply for a master’s degree based on the passage of the General Exam if a thesis is required for all master’s degrees in that academic unit.

- If a student has an “N” grade on his/her transcript, the Graduate College cannot clear the student for graduation. If a professor forgets to enter a grade for a student, the student’s record will reflect a grade of “N”; however, the “N” grade is also currently used by Academic Integrity Office to denote a pending academic misconduct charge. It is important that the professors try remembering to assign a grade for every student to avoid holding up graduation.

- Per Graduate College policy, both the written and oral portions of the General Exam must be completed within the same semester but they cannot be completed on the same day.

- Requests for authority for non-thesis exams must include the examination date and committee members’ names, and must be sent to the Graduate College at least five (5) business days (one week) prior to the exam date. Requests for more than five (5) students should be submitted to the Graduate College at least 15 business days (three weeks) prior to the exam date.

- A student planning to hold his/her thesis defense must submit a completed Request for Authority for Defense of Thesis form to the Graduate College at least five (5) business days (one week) prior to his/her defense date. The Authority form will then be issued electronically by the Graduate College.

- A student planning to hold his/her dissertation defense must submit a completed Request for Authority for Defense of Dissertation form to the Graduate College at least ten (10) business days (two weeks) prior to his/her defense date. The Authority form will then be issued electronically by the Graduate College.
REMINDERS

Study Abroad Registration Process for Graduate Students

The OU Graduate College and the Education Abroad office have developed registration procedures for all graduate students traveling abroad. Registration is required so that in the case of an emergency abroad, OU will be able to immediately identify all graduate students in the affected region(s). The Education Abroad office and Graduate College will also have access to emergency contact information for all students traveling abroad. Other benefits of the registration program include a pre-departure orientation and the opportunity for students to purchase traveler medical insurance. The Education Abroad office will also be able to provide a digital image of a student’s passport in case it is lost or stolen while the student is traveling abroad.

Registration for travel abroad is now divided into two categories:

- **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.

- **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.

Category 1 travel will be tracked by both the Education Abroad office and the Graduate College. Category 2 travel will be tracked exclusively by the Graduate College.

A centralized information source detailing OU policies and procedures for registering overseas travel is now available on the Graduate College website. This web page also connects students to various on- and off-campus resources pertinent to planning a trip abroad. Access the Travel Abroad Registration page, or visit the Graduate College website and scroll down to the registration link under the “Know this!” column (located on the bottom right hand side of the Graduate College homepage).

Please direct all questions to Suzanne Peters, Study Abroad Liaison for the Graduate College.
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REMINDERS

Tuition Waiver Information

• Advanced Programs/Liberal Studies courses, College of Continuing Education/OU Outreach courses, College of Law courses, professional degrees offered by the OU Health Sciences Center, and audited courses are not eligible for Graduate College tuition waivers.

• A GRA or GTA who began a current master’s or doctoral degree program during or after Fall 2010 may be eligible for a waiver of up to the total number of hours remaining toward the degree, provided that s/he enrolls in five (5) or more credit hours (in fall and spring semesters) and holds a graduate assistantship of at least .50 FTE.

• Transfer credit will be applied towards the degree and will be deducted from the available tuition waiver; therefore, it is very important students submit their program of study earlier rather than later. Doing so ensures the correct number of tuition waivers is available for the student.
  • The Graduate College requests the program of study for these students as follows:
    1. Master’s students – Program of study submitted by the end of the student’s second semester
    2. Doctoral students – Program of study submitted by the end of the student’s fourth semester

• Extra Thesis/Dissertation hours: Once students use their allotted tuition waiver benefit, the Graduate College will not provide additional tuition waivers for students appointed as GAs who enroll in additional semester(s) in order to complete their theses or dissertations.

Professional Ethics Training Workshop

Register for GRA & GTA required training here.

Beginning Fall 2010, all graduate assistants who wish to receive the Qualified Graduate Assistant tuition waiver must complete a two-day Professional Ethics Training – Responsible Conduct of Research (PET-RCR) workshop. This requirement applies to any student who began his or her degree program after the end of the Spring 2010 semester.
Reminders from the English Assessment Program

GTA English Certification for Non-Native Speakers

Graduate teaching assistants whose duties will include spoken contact with students must be certified as proficient in English by the English Assessment Program. Before scheduling any English Assessment tests, students must meet with an English Assessment representative and discuss individual certification requirements. Students should bring certified copies of TOEFL or IELTS scores and, if possible, transcripts from any U.S. schools they have attended.

Pre-registration is required for all English Assessment Program tests. To register, students must come to the English Assessment Program office, 213 Robertson Hall.

Detailed information regarding English Proficiency Certification can be found on the English Assessment Program website.

If you have questions, please call the English Assessment Program office at 325-1838, e-mail Suzanne Peters, or visit us in 213 Robertson Hall.

Thank you for your assistance!

Spoken English Class for Graduate Students

Graduate Liaisons and department chairs may nominate students for enrollment in the Spoken English class. Enrollment in this class is free for students.

One section of the Spoken English class will be offered during the Spring 2013 semester. However, the Spring 2013 section of this class has been filled. As a result, the English Assessment Program office is now accepting nominations for the Fall 2013 semester. Two sections of the course will be offered during the Fall 2013 semester (Tuesday and Thursday evenings from 4:50 – 6:20 p.m. and 6:30 – 8:00 p.m.). Nominations for enrollment in the class may be sent to Suzanne Peters.

Please include the following information with your nomination(s):

1. Has the student previously taken the Spoken English class?
2. Will the department need this student to serve as a GTA?
3. Will the student be available on Tuesday and Thursday evenings from 4:50 - 6:20 p.m. or 6:30 - 8:00 p.m. during the Fall 2013 semester?

Priority for enrollment in the class will be given based upon the order in which the nominations are received as well as the responses to the questions listed above.
DEADLINES/IMPORTANT DATES

Academic Deadlines

November 9, 2013
• Final day to submit Request for Degree Check (doctoral students only)

November 20, 2012
• Final day to submit Request for Authority for Dissertation Defense (doctoral students only)
• Final day to turn in Application for the General Examination (doctoral students only)

November 30, 2012
• Final day to submit Request for Authority for Thesis Defense (master’s Thesis students only)

December 7, 2012
• Final day to complete Comprehensive Exam or Thesis Defense (master’s students only)
• Final day to complete the General Examination (both written and oral) (doctoral students only)
• Final day to hold Defense of Dissertation (doctoral students only)

December 14, 2012
• Final day to deposit Thesis in Library (master’s Thesis students only)
• Final day to deposit Dissertation in the library & complete electronic submission (doctoral students only)
DEADLINES/IMPORTANT DATES

English Assessment Deadlines

Students who wish to become certified for Spring 2013 semester must contact the English Assessment Program office immediately to meet with a representative from the English Assessment Program office.

Test Schedule:

SPEAK Test: Students must schedule SPEAK Tests immediately in order to obtain certification for the Spring 2013 semester.

TEACH Test: Registration for TEACH tests began the first week in October. TEACH Tests began in late October. Students who have previously taken the TEACH Test must review their most recent test before retaking the exam.

Written English Test:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, November 3, 2012</td>
<td>9 a.m. – 2 p.m.</td>
<td>Bizzell, Rm 102</td>
</tr>
<tr>
<td>Saturday, November 17, 2012</td>
<td>9 a.m. – 2 p.m.</td>
<td>Bizzell, Rm 102</td>
</tr>
</tbody>
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GRADUATE COLLEGE CONTACT INFORMATION

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Email: gradinfo@ou.edu

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Tulsa Campus
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Email: tulsainfo@ou.edu

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Dean William Ray - 918.660.3660 or wray@ou.edu
Krista Pettersen - 918.660.3491 or kpettersen@ou.edu