CHANGES

CHANGES TO GRADUATE ADMISSIONS

The Admissions Office and Graduate College are pleased to announce some major changes in the graduate admissions process that will occur during the coming academic year. These changes will result in a more streamlined and timely process and will allow the admissions materials for each graduate program to be customized. The changes are grouped under three headings:

I. The Graduate Council has reviewed and approved changes to the Graduate Admission Criteria

II. The creation of the Office of Graduate Admission, temporarily located in Robertson Hall with the Graduate College

III. The acquisition of a new graduate admissions software program

With the above changes to the graduate admission process, we want to reassure academic departments that these changes will be accompanied with new training and new tools. To better understand the direction of the graduate admissions process and how it compares to national trends, we sent each department a recent publication from the Council of Graduate Schools titled *An Essential Guide to Graduate Admissions*.

We will present the details of the process over the next month, and discuss them in depth at the Graduate Liaison meetings in early September. We are also available to visit with college and department offices to explain the new program. Please do not hesitate to contact us if you have any questions or need clarification. The Office of Admissions and the Graduate College greatly appreciate the continued support and flexibility from all our academic departments.

Now, some details.

I. Graduate Admission Criteria

The Graduate Council has reviewed and revised the graduate admission criteria set forth by the Graduate College. These changes were influenced by the procedures at comparable Big 12 and Big 10 institutions, discussed at three separate focus group sessions with various Graduate Liaisons and Graduate Staff Assistants, evaluated by the Graduate Council during the March 2012 and April 2012 meetings, and adopted by the Graduate Council at the May 2012 meeting.

While the Graduate Council has already approved the new graduate admission criteria (attached), the changes will be phased into practice gradually in order to allow our departments, students, and graduate admissions officers time to prepare and adjust. We want to ensure the continued success of our graduate programs, and believe adopting these changes gradually and in concert with the changes in the graduate admissions office and software will allow us to do so effectively.

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The first phase will include the transition from a calculated 3.0 GPA of the last 60 credit hours of coursework to a 3.0 cumulative GPA on the last degree-conferring transcript. Beginning with all Summer 2013 applicants, the Graduate College will report the applicant’s cumulative GPA on referral paperwork. We will continue to provide departments with applicant transcripts as part of the referral paperwork.

The subsequent phases will include the changes in transcript requirements for all applicants. Currently, applicants are required to submit all transcripts from all institutions attended due to the 3.0 GPA over the last 60 credit hours requirement. In the future, we will only require applicants to submit the transcript from the last degree conferred, whether it is an undergraduate or graduate degree. This change will not be implemented until departments are provided with additional evaluation tools as part of a new graduate admission software system.

Additionally, the Graduate College will also allow applicants to upload unofficial versions of their transcripts instead of submitting official copies of their transcripts before an evaluation takes place. Once an applicant has been admitted to a program, the Graduate Admissions Office will then collect the official copies of any transcripts submitted. Again, this will not be implemented until new evaluation tools are provided to departments.

II. Creation of the Office of Graduate Admissions

The Office of Admissions has created a new branch, the Office of Graduate Admissions. This new office is currently located in Robertson Hall with the Graduate College in temporary space and is staffed with knowledgeable Admissions Officers who will process only graduate applications, both domestic and international, from this point forward. The Office of Graduate Admissions will continue to report to the Director of Admissions and the Registrar. The goal is for the graduate admissions process to become an integrated part of Admissions and the Graduate College, which already has the close working relationship with each academic department that will be needed to support individualized admissions for each graduate program.

III. Graduate Admissions Software System

While the changes to the graduate admission criteria and the creation of the Office of Graduate Admissions are the major structural changes, the need for additional application collection and evaluation tools is pivotal to the future success of the new graduate admission process. For this reason, we have researched and benchmarked various commercial graduate application software systems over the past year. A Request for Proposals was posted to the OU Purchasing website in July 2012, and we are currently evaluating the bids. We plan to announce the selection at the Graduate Liaison meeting and sign the contract in the next few months. 

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Once the new graduate admissions software system is acquired, we will conduct several training sessions for relevant department staff and one-on-one meetings with departments to customize the application to incorporate department specific requirements and facilitate technical support with the software system’s provider.

Norman Campus Programs Graduate College Admission Requirements

Graduate Admission Requirements For Full Admission

<table>
<thead>
<tr>
<th>Previous Requirements</th>
<th>New Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>If only undergraduate work</td>
<td>3.0 cumulative GPA on the last degree-conferring transcript</td>
</tr>
<tr>
<td>• 3.0 GPA over last 60 credit hours of undergraduate work (calculated by GA)</td>
<td></td>
</tr>
<tr>
<td>If less than 12 hours of graduate work</td>
<td>2.5-2.99 cumulative GPA on the last degree-conferring transcript with petition approval from the Graduate College</td>
</tr>
<tr>
<td>• 3.0 GPA over last 60 credit hours of undergraduate work (calculated by GA)</td>
<td></td>
</tr>
<tr>
<td>If more than 12 hours of graduate work, including a conferred graduate degree</td>
<td></td>
</tr>
<tr>
<td>• 3.0 combined GPA from all graduate work (calculated by GA)</td>
<td></td>
</tr>
</tbody>
</table>

Graduate Admission Requirements For Conditional Admission

<table>
<thead>
<tr>
<th>Previous Requirements</th>
<th>New Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>If only undergraduate work</td>
<td>2.5-2.99 cumulative GPA on the last degree-conferring transcript (automatically offered at the discretion of the department. No petition to the Graduate College is needed)</td>
</tr>
<tr>
<td>• 2.75-2.99 GPA over last 60 credit hours of undergraduate work (calculated by GA)</td>
<td></td>
</tr>
<tr>
<td>If less than 12 hours of graduate work</td>
<td>&lt; 2.5 cumulative GPA on the last degree-conferring transcript with petition approval from the Graduate College</td>
</tr>
<tr>
<td>• 2.75-2.99 GPA over last 60 credit hours of undergraduate work (calculated by GA)</td>
<td></td>
</tr>
<tr>
<td>If more than 12 hours of graduate work, including a conferred graduate degree</td>
<td></td>
</tr>
<tr>
<td>• 2.75-2.99 combined GPA from all graduate work (calculated by GA)</td>
<td></td>
</tr>
</tbody>
</table>

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Transcript Requirements

<table>
<thead>
<tr>
<th>Previous Requirements</th>
<th>New Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Official transcripts from all institutions that the applicant attended</td>
<td>• Transcript from last degree-conferring institution</td>
</tr>
<tr>
<td>• Required before application is referred to Graduate College or Departments for evaluation</td>
<td></td>
</tr>
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Tuition for Advanced Programs/Liberal Studies, College of Continuing Education/OU Outreach, College of Law, Professional degrees offered through OU Health Science Center and audited courses are not eligible for Graduate College tuition waivers.

From the Writing Center

The Learning and Teaching Program sponsors the Teaching Assistant Orientation each August. We offer this service to all OU graduate students because we believe the video provides very clear and helpful guidance on professional communication as a graduate student.

This year we made videos for the students to watch and discuss, including one featuring Dan Emery, a professor of Business Communication in the Price College of Business. Click the link below to watch this 10-minute video on YouTube.

Enjoy! Dan Emery, Professional Communication
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Reminders from Academic Counselors
• 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.

• Effective Spring 2012, students are no longer required to bring a reading copy of their thesis or dissertation to the Graduate College for review. Students are responsible for making sure their theses or dissertations meet the formatting specifications outlined in the Thesis Instruction Packet or Dissertation Instruction Packet before submitting final copies. Students who would like a courtesy formatting check of their thesis or dissertation should contact the Graduate College at 325-3811 for an appointment.

• If a student has a “N” grade on their transcript, the Graduate College cannot clear the student for graduation as it is currently used by Academic Misconduct. If a professor forgets to put a grade in for a student, the student’s record will reflect a grade of “N.” It is important that the professors remember to assign a grade for every student to avoid delaying graduation.

• The Office of Admissions has new deadlines for applicants outside the United States. Applications and all credentials required for admission must be received by:
  • March 1 for Fall (August) term
  • September 1 for Spring (January) term
  • February 1 for Summer (June) term

• Per Graduate College policy, both the written and oral portions of the General Exam must be completed during the same semester. However, the written and oral portions cannot be completed on the same day. The first part of the General Examination consists of written examinations in the major and (if any) the minor fields and is the responsibility of the Doctoral Committee. The Doctoral Committee should meet to determine the results of the written examination. The written examination is followed by an oral examination in the presence of the entire committee. A student cannot proceed to the oral portion of the General Examination until the written examination has been satisfactorily completed. If the examination results are failing or marginal or if the exam was not held, refer to the General Exam section of the Graduate College Bulletin. Please note that while the Graduate College does not have a requirement as to the amount of time between the written and oral portion, it is required that both portions be completed within the stated semester deadlines.

• Requests for authority for non-thesis exams must include the examination date, committee members, and must be sent to the Graduate College at least 5 business days prior to the exam date. Requests for more than 5 students should be submitted to the Graduate College at least 15 business days (3 weeks) prior to the exam date.

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- Students planning to hold their thesis defense must submit a completed Request for Authority for Defense of Thesis to the Graduate College at least one week (5 working days) prior to their defense date. The Authority form will be issued electronically by the Graduate College.

- Students planning to hold their dissertation defense must submit a completed Request for Authority for Defense of Dissertation to the Graduate College at least two weeks (10 working days) prior to their defense date. The Authority form will be issued electronically by the Graduate College.

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 webpage also connects students to various on and off campus resources pertinent to planning a trip abroad. Click here to 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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Graduate Assistant Appointments Exceeding .50 FTE

Graduate assistants appointed over .50 FTE must submit a Petition to Appoint a Graduate Assistant Over .50 FTE to the Graduate College for approval prior to the start of the semester during which the appointment will be held. It is the responsibility of the student to submit the petition. However, if a department is aware that a graduate assistant’s total appointment will exceed .50 FTE, the department should inform the graduate assistant of his or her responsibility to complete and submit the petition to the Graduate College.

Petitions should be directed to the Associate Dean of the Graduate College, Dr. Janis Paul. All questions regarding petitions should be addressed to Suzanne Peters at (405) 325-1838.

Petitions will be reviewed for approval 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 the degree.
- Students are generally not approved to work over .50 FTE during the first semester of graduate level coursework.

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

For more information regarding the procedures for approval of Petitions to Appoint a Graduate Student Over .50 FTE, please visit the following link:  http://www.ou.edu/content/gradweb/aud/current/funding/Approval_over_50_FTE.html
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**Tuition Waiver Information**

- GRAs and GTAs 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 he or she enrolls in 5 or more credit hours a(in Fall and Spring semesters) nd holds a graduate assistantship of at least .50 FTE.

- Transfer credits will be applied toward the degree and will be deducted from the available tuition waiver; therefore, it is very important that students submit their program of study early rather than later. Doing so ensures the correct number of tuition waiver credits is available for the student.
  - The Graduate College requests the program of study for these students as follows:
    1. Masters 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 that enroll in additional semester(s) to complete their thesis 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 will apply to any new 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. To obtain certification for the Spring semester, students must visit the English Assessment Program office by October 15, 2012.

Students who will serve as graduate teaching assistants for the Fall 2013 semester should also plan to obtain certification during the Spring 2013 semester.

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. The class will meet on Tuesdays and Thursdays from 4:50 - 6:20 p.m. Nominations for enrollment in the class may be sent to Suzanne Peters.

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.

Please note that the course fills up quickly. When the Spring 2013 class has filled, we will begin 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.).
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Graduate Liaison Meeting Dates for the Fall 2013 Semester

12 - 3 p.m., Wednesday, September 12 and
8:30 - 11:30 a.m., Thursday, September 13
Anne & Henry Zarrow Hall, JJ Rhyne Community Room
(The Social Work building on the corner of Elm & Brooks)

Academic Deadlines

October 1, 2012
• Graduate Certificate Program Reports for Fall 2012 due to the Graduate College

October 1, 2012
• Admission to Candidacy form for Spring 2013 graduates due to the Graduate College (master’s students only)
• Final day to file Fall 2012 Graduation Application (Master’s & Doctoral students)

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 submit 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)
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Webinar - How to Better Integrate Chinese Students

Today’s Chinese Student: What Really Matters
September 12, 2012
3:00 p.m.-4:30 p.m. (EDT)
$149 NAFSA Member; $189 Nonmember

Registration Deadline: September 6, 2012

Understanding how to successfully integrate Chinese students into your campus starts with understanding the students themselves. China’s rapid growth has created socio-economic changes that affect the aims and priorities of its university-ready population. Campuses need to reassess how they are welcoming, educating, and supporting larger populations of Chinese students on their campuses.

In this webinar, speakers will give a clear and more up-to-date picture of today’s Chinese student. Through insights about cultural contexts, motivations, support systems, and aspirations, your campus will be poised to provide more meaningful support to your growing population of Chinese students.

Webinar Objectives:
• Understand how influences and needs differ between where a student chooses to apply and where they enroll.
• Understand motivations, expectations, and preparedness of Chinese students to address their needs on campus.
• Develop campuswide infrastructures to attract, support, and retain this growing body of young, motivated students.

Gather Your Colleagues to Participate!
NAFSA’s webinars are a very cost-effective method of staying abreast of the hottest topics facing the field today. With one computer, a projection screen, and a speaker phone, you can invite as many attendees as will fit in a room!

Register and Reserve Your Space Today!
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English Assessment Deadlines

To obtain certification for Spring 2013, students must visit the English Assessment Program office by October 15, 2012.

Test Schedule:

SPEAK Test: Students must be individually scheduled by October 15, 2012.

TEACH Test: Registration for TEACH tests will begin the first week in October. TEACH Tests will begin in late October. If you have previously taken the TEACH Test, you must review your most recent test before retaking the exam. All reviews must be completed in September and October.

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>
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GRADUATE COLLEGE CONTACT INFORMATION

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Phone: 405.325.3811
Fax: 405.325.5346
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Email: gradinfo@ou.edu

Campus Address:
Robertson Hall, Room 213

Mailing Address:
The Graduate College
731 Elm Avenue, RH 213
Norman, OK 73019

Tulsa Campus
Phone: 918.660.3660
Fax: 918.660.3361
Website: tulsagrad.ou.edu
Email: tulsainfo@ou.edu

Mailing Address:
Tulsa Graduate College
OU Tulsa Schusterman Center
4502 E 41st Street
Tulsa, OK 74135

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