GRADUATE COLLEGE POLICIES AND REQUIREMENTS

Graduate College Review of Performance

The Graduate College is responsible for periodic review of the academic performance of graduate students in accordance with the guidelines described in this bulletin.

Academic Probation and Suspension Standards for Performance of Graduate Students

All graduate students are required to maintain an overall 3.0 graduate GPA, not only in all graduate courses, but also in all coursework (undergraduate and graduate) attempted since the most recent degree earned at the University of Oklahoma. Students falling below a 3.0 will be notified by letter that they have been placed on academic probation. Students placed on academic probation will be evaluated at the end of each semester in which the next 12 credit hours of graduate work is completed. Students who fail to attain a cumulative GPA of at least 3.0 will be denied further enrollment after the probationary period. Students will be denied further enrollment when they are placed on any type of probation for the third time.

Students who do not improve their grade point average may be denied further enrollment before the probationary period elapses. Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the termination of an equivalent period.

Students earning two or more credit hours of unsatisfactory (U) in one semester or summer session will be placed on academic probation for the next two enrollments. Earning two or more credit hours of U during this probationary period will be grounds for dismissal from an academic program. Students may be placed on probation a second time and recover if no additional U grades are earned during the probationary period.

Department/School Standards

Departments may have additional and more stringent criteria for evaluating students' performance and progress and may demand a higher level of performance than that required by the Graduate College. Under certain circumstances, a department or program unit may recommend dismissal of a student even though a 3.0 GPA has been maintained. In such cases, the department must describe to the Graduate College, in writing the circumstances under which the dismissal recommendation is based.

Grade Point System

Each hour of letter-graded credit carries a grade point value as follows: A=4, B=3, C=2, D=1 and F=0. Grades of S, as well as grades of I, U and W carry no grade point value and are not included in the computation of a student's semester or cumulative GPA.

Attendance, Grades and Late Arrivals for Class

Students who arrive late for class violate the University of Oklahoma policy on the total number of teacher-student contact hours required for award of graduate credit in
the intensive teaching format. Students who arrive late miss lecture material and
decrease their class participation thereby affecting their learning and course grade.

**Correcting Grades Reported in Error**

The instructor initiates a grade change by filing a Faculty Request for Grade Change
form with the college under which the course was taught.

**Change of Major**

A currently enrolled student who wishes to change his/her major area of interest or
degree program must complete the Graduate College Change of Major Request
available online through the Graduate College website
(http://www.ou.edu/content/gradweb/academic_programs/change_of_program.html).
This Change of Major Request form will be completed and sent, along with advisory
records, by the Graduate College to the department in which the student wishes to
major. The student will be notified by mail of the outcome of the request for a change of
major.

**Generic Dual Degree Master's Programs**

In addition to any of the university approved dual degree master’s programs, a student
may seek dual master’s degrees in any two areas of the student’s choosing. To pursue
the generic dual master’s degree, the student must be admitted to both programs before
12 credit hours of program work have been completed in either program. The
requirements for the program are:

- All degree requirements, including research tools, foreign
  languages, comprehensive examination, thesis and deficiencies, must be met for
  both programs.
- Up to 20 percent of the total graduate credit hours required for both
degrees taken individually may be double counted, e.g., counted as credit for
both master’s programs.
- The double-counted courses must be appropriate for each degree.
- The student must graduate with both degrees in the same semester.

For Example:

MA (Communication) 32 credit hours
MHR 36 credit hours
Total for both programs 66 credit hours
Less 20 percent double counted (13) credit hours
Total for dual degree 53 credit hours

**Transfer Credit from Other Accredited Institutions**

No more than 25 percent of the credit hours required for the master’s degree may be
transferred from other institutions. No graduate credit may be earned
by correspondence courses, but such work may be used to satisfy course
prerequisites. (Academic departments may have additional requirements.)
Note: Graduate College policy requires that students be admissible to the University of Oklahoma at the time the prior credit was completed. Therefore, students in provisionally deferred status may not subsequently use credit completed prior to their admission to the University of Oklahoma.

**English Proficiency**

All new applicants to the university for whom English is a second language, including those holding permanent resident status, are required to present evidence of proficiency in the English language prior to admission. The intent of this policy is to ensure that students for whom English is not a native language have a reasonable chance to succeed academically based on their ability to comprehend and use spoken and written English.

Graduate applicants may satisfy the English proficiency requirement in one of the following ways:

- The applicant can present an official Test of English as a Foreign Language (TOEFL) score of 550 on the written test or 213 or higher on the computer test, that will be no more than two years old at the time the applicant begins studies at the University of Oklahoma.
- The applicant can present a bachelor’s degree or higher from an accredited United States college or university or from an acceptable institution in a country in which English is the native language and the language of instruction.
- The applicant may present 24 semester hours of successfully completed college level coursework from an accredited United States college or university or from an acceptable institution in a country in which English is the native language and the language of instruction.

**Military Education Credit**

The university awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in The Guide to the Evaluation of Military Experiences in the Armed Services. Students who wish to establish credit for educational experiences in the military should submit the following documents to the Office of Registration and Records, 1700 Asp Ave., Suite 220, Norman, OK 73072-6400, fax number (405) 325-8492.

**Army personnel and veterans who entered active duty or reserve personnel starting on or after October 1, 1981:**

Submit an Army/American Council on Education Registry Transcript (AARTS). AARTS transcripts can be ordered by contacting the AARTS Office, Ft. Leavenworth, KS 66027-5010. You may also call (866)297-4427 or visit the Web site at aarts.Leavenworth.army.mil/.

**Army veterans who entered active duty or reserve prior to October 1, 1981**

Submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.
Navy and Marine Corps (enlisted and officer) personnel who are currently on active duty or reserve, and those who separated or retired from active duty on or after October 1, 1999:

Submit a Sailor/ Marine/Ace Registry Transcript (SMART). SMART transcripts can be ordered through your local Navy College Office or Marine Corps Education Center. For further information, contact SMART Operations Center, NETPDTN N2, 6490 Saufley Field Rd., Pensacola, FL 32504-5204. Call toll free at (877) 253-7122. You may also visit the web site at www.navycollege.navy.mil. The JST (Joint Services Transcript) is another readily accepted document and can be found at https://jst.doded.mil/smart/signIn.do.

Navy and Marine veterans who entered active duty or reserve prior to October 1, 1999

Submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended.

BOOST Transcripts

Transcripts can be obtained by contacting: Broadened Opportunity for Officer Selection and Training, 197 Elliot Ave., Newport, RI 02841-1623. Commercial: (401) 841-1623, DSN: 948-7948. Air Force personnel and veterans should request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student. Community College of the Air Force transcripts may be ordered by sending a request in writing to: CCAF/RRR, 130 West Maxwell Blvd., Maxwell AFB, AL 36112-6613. Call (334) 953-2794 (DSN 493-2794), or visit their Web site at www.au.af.mil/au/ccaaf/. Air University transcripts may be obtained by writing to the Registrar's Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex, AL 36118-5643.

DANTES

Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support). Many tests taken under the auspices of DANTES carry American Council on Education credit recommendations recognized by the University. Transcripts may be ordered from DANTES, Educational Testing Service, P.O. Box 6604, Princeton, NJ 08541-6604.

DD Form 214 or DD Form 295

If you are not able to obtain one of the transcripts listed above, veterans may submit a DD Form 214, Certificate of Release or Discharge from Active Duty, and certificates of completion for all service schools attended. Active duty personnel should submit a DD Form 295, Application for the Evaluation of Learning Experiences During Military Service.

The grade of S (satisfactory) is assigned to all credit awarded for military training or standardized testing.

The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending colleges of the
General Regulations for Transfer Credit

The acceptance of transfer credit toward master’s degree programs at the University of Oklahoma is determined in accordance with the following criteria:

- The coursework has not and will not be applied toward another degree at any university.
- The coursework transferred must represent valid graduate credit earned in graduate-level courses from an accredited college or university.
- The credit must carry a grade of A, B or S (satisfactory). Grades of B- do not transfer.
- The credit must not be more than five years old at the time of admission or readmission to the degree program.
- The credit must be approved by the departmental graduate liaison and the graduate dean.
- The credit must not account for more than 25 percent of the credit applied to the degree. (Eight hours maximum for a program requiring less than 36 degree credit hours.)

In special cases, credit more than five years old may be transferred if recommended and validated by the department and approved by the Graduate College. The procedures of validation by the department to determine the student’s current knowledge and competency must have the approval of the graduate dean.

Transfer credit is considered neutral in computing the University of Oklahoma grade point average. No graduate credit may be earned by advanced standing examinations, but credit from a professional degree may be applied toward a graduate degree if it meets the criteria listed above. Departments/ schools may have more stringent transfer credit regulations than those specified by the Graduate College. Credits earned at the University of Oklahoma are transferrable to other institutions at the sole discretion of the accepting institution.

Time Limitation for Degree Completion

Five years from the semester of initial enrollment is the maximum time for degree completion; extension beyond this limit will result in the disqualification of over-aged credit.

A student registered in a master’s degree program should complete all of the degree work within five calendar years after the semester of his/her first enrollment. No more than one-quarter of the credit hours (transfer and resident credit) applied toward the master’s degree can be more than five years old at the time of graduation. When additional time to complete the degree is necessary and proper, the student and department program director and/or academic advisor may petition the student’s department for an extension. An extension of time beyond one year will require the approval of the graduate dean. Individual departments may require graduate degrees to be completed in a shorter time period.
All students are assessed a $25 degree completion fee.

**Admission to Candidacy Deadlines**

Contact individual academic departments.

**Comprehensive Examination**

Successful completion of a comprehensive examination is one of the Graduate College requirements for a non-thesis program. The examination is generally taken during the student's final semester of enrollment. The student's Admission to Candidacy form must be on file with and approved by both the Graduate College and the academic department before the student is authorized to take the comprehensive exam. Site directors have further information regarding the comprehensive examination. Individual academic departments vary regarding the administration of the exam. Students must meet the following requirements before the authority for the comprehensive can be released:

- Student must be enrolled in at least two hours of graduate-level coursework in the semester they take the examination.
- Student must have 75 percent of their coursework completed with the grades posted to their transcripts.
- Student must have all required/core courses completed with the grades posted to their transcripts (excluding non-classroom courses).

**Conferring of Degrees**

Candidates for graduate degrees should apply for graduation and have all fees paid in full during the term prior to graduation. If the graduation request is not received during the first week of the semester, graduation will be delayed until the following semester. All graduation forms are available from site directors.

All students, regardless of where they took their coursework, are welcome to participate in the Norman campus spring commencement exercises. The Graduate College Bulletin contains further information regarding graduation.

Degrees are formally conferred at the spring commencement and in absentia at the end of each fall and summer semester. All diplomas are mailed to students following the official graduation date. The degree and date of the diploma are entered on the student's permanent academic record. The date of graduation for each term is the last day of examinations in the fall, the date of commencement in the spring and the last day of classes in the summer.

Should a student complete all requirements for graduation, apply for the degree and pay the graduation fee at a time other than the end of a semester or summer session, the student can submit a written request to the Graduate College for a certified Letter of Completion. This letter states that the student is eligible for the degree as of the date when the requirements for the degree were completed.

**Release of Information about Students**

Information about students and former students gathered by the University of Oklahoma is of two types: (1) directory and (2) confidential.
While the university fully acknowledges the student’s rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes. Information that routinely appears in student directories and alumni publications may be freely released.

With these considerations in mind, the University of Oklahoma adopts the following policy concerning the release of information contained in student records:

**Confidential Information**: This is all other information contained in the student’s educational record and can be released only upon the written consent of the student with the following 10 exceptions:

- Other school officials within the educational institution who have legitimate educational interests.
- Officials of schools to which the student seeks to transfer.
- The comptroller general of the United States, the HEW secretary, the administrative head of an educational agency or state educational authorities.
- In connection with a student’s application for or receipt of financial aid.
- State and local officials or authorities to which such information is specifically required to be reported under state statute adopted prior to November 17, 1974.
- Organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- Accrediting organizations.
- Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents of international students are excluded.)
- To comply with a judicial order or lawfully issued subpoena; provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
- In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.

Confidential information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

**Academic Misconduct**

The Student Code specifies the responsibilities and conduct of all OU students. The code includes the academic misconduct procedures in force for all OU students on and off campus. The definition of academic misconduct is as follows:

Academic misconduct includes (a) cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement, (b) assisting others in any such act or (c) attempts to engage in such acts. The student code may be viewed online at www.ou.edu/studentcode.
Academic Appeals Procedures

A Graduate College Academic Appeals Panel will be appointed and given authority to hear all appeals involving qualifying examinations, comprehensive examinations, general examinations, thesis's and dissertations, and other appropriate matters as determined by the graduate dean. Such an appeal must be filed in writing with the graduate dean as soon as possible.

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

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

- the action being appealed;
- the names of individuals allegedly responsible, if known;
- a summary of the evidence of alleged wrongful treatment; and
- a statement of the relief desired.

Sexual Harassment

The University of Oklahoma explicitly condemns sexual harassment of students, staff and faculty. Since some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. To proceed with such a grievance, contact the Office of Equal Opportunity, Evans Hall, Room 102 for further information or call (405) 325-3546.

Student Discrimination

The university has a policy of internal adjudication of student grievances. A procedure is established to provide the opportunity for a student to have a grievance of any type heard and adjudicated by administrative settlement. The procedures are designed to
hear all grievances related to alleged discrimination on the basis of race, color, sex, religion, national origin or age. For further details about the procedure to be followed, see the Student Code under the section University of Oklahoma Student Discrimination Grievance Procedure in the Graduate College Bulletin or contact the Affirmative Action office.

For more information, see the Graduate College Bulletin on the Graduate College website at http://www.ou.edu/gradweb.html