OUGRADUATECollege

THE GRADUATE COLLEGE BULLETIN | 2011 - 2012

THE UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

The University of Oklahoma | Graduate College | 731 Elm Avenue, Robertson Hall, Norman OK 73019-2115 | http://gradweb.ou.edu

OUGRADUATECollege

THE GRADUATE COLLEGE EMBLEM & LOGO

About the Conception: The Graduate College logo was designed to reflect the objective of the Graduate College staff, faculty and students and is representative of one of the many historic archways around the OU campus.

The Gate's Pillar represents the strength and support provided by the graduate faculty and staff.

The Lamplight on the pillar represents the Beacon that will guide students along their educational journey.

The Arch represents the entrance to knowledge.

The bottom and right sides of the arch-entrance are stylized to represent a **G**. Therefore, the arch as a **G** represents the entrance to Graduate Knowledge.

THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

GRADUATE GATEWAY EMBLEM BY HADLEY JERMAN

Ms. Jerman graduated from the School of Art and Art History at the University of Oklahoma and was an Oklahoma State Regents Scholar and member of OU's Joe C. and Carole Kerr McClendon Honors College. While pursuing a master's degree in art history, she was a Robert and Grayce B. Kerr Family Foundation Fellow, which is awarded to a deserving graduate student specializing in art of the American West.

GRADUATE PROGRAMS for ACADEMIC EXCELLENCE
EST. 1909
THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

GRADUATE COLLEGE LOGO BY MIRANDA SOWELL

Ms. Sowell graduated from the School of Art and Art History at the University of Oklahoma in 2005 with a Bachelor of Fine Arts in visual communication. She is now the visual communications design and student programs specialist for the Graduate College.

THE GRADUATE COLLEGE BULLETIN | 2011-12

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

The objective of the Graduate College is to guide, support and enhance the educational experience of every graduate student at the university.

The Graduate College Bulletin is produced by the University of Oklahoma Graduate College, Norman campus, issued by the University of Oklahoma, and authorized by the University of Oklahoma Board of Regents.

It is the responsibility of graduate students and graduate faculty to familiarize themselves with the general requirements of the Graduate College and with the specific requirements of their particular academic unit.

The Graduate College Bulletin is published for informational purposes and should not be construed as the basis of a contract between a student and the University of Oklahoma. Every effort is made to provide information that is accurate at the time the Bulletin is issued.

The University of Oklahoma reserves the right at all times to discontinue, modify or otherwise change its degree programs when it determines it is in the best interest of the university to do so.

Visit us online at http://gradweb.ou.edu
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Kenneth Rowe, Vice President for Administration and Finance, Health Sciences Center
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Clarke Stroud, University Vice President for Student Affairs and Dean of Students

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TULSA DEANS
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William O. Ray, Associate Vice President for Academic Affairs, Tulsa

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GENERAL INFORMATION

The University of Oklahoma enrolls more than 30,000 students, has more than 2,400 full-time faculty members and has 21 colleges offering 163 majors at the baccalaureate level, 166 majors at the master's level, 81 majors at the doctoral level, 27 majors at the doctoral professional level, as well as 26 graduate certificate programs. The university's annual operating budget is $1.5 billion. The University of Oklahoma is an equal opportunity institution.

CAMPUSES

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health care needs of the state, region and nation. The Norman campus serves as home to all of the university's academic programs except health-related fields. Both the Norman and Health Sciences Center campuses offer programs at the Schusterman Center, at OU-Tulsa. The OU Health Sciences Center in Oklahoma City is one of only four comprehensive academic health centers in the nation with seven professional colleges.

The university's main campus and offices of administration are located in Norman. At OU-Tulsa, the majority of programs are located at the Schusterman Center; others are located at area clinics and hospitals. Students are able to enroll in OU courses on U.S. military bases around the world and through the College of Liberal Studies' innovative programs for nontraditional students. In addition, a wide variety of programs are offered through the College of Continuing Education.

Immediately adjacent to the central campus in Norman is the 271-acre University of Oklahoma Research Campus. Here, the newly completed Stephenson Life Sciences Research Center (SLSRC) provides a home for world class education programs, federal and military research programs and innovative leaders in private industry. The National Weather Center houses the university's research programs in meteorology and NOAA's weather, research and operations programs. The Partners Place facilities foster collaboration between research and business enterprises. Also located on the south campus are Andrew M. Coats Hall, housing the College of Law; the Sam Noble Oklahoma Museum of Natural History; the OU Foundation; Lloyd Noble Center and parking complex; and the Jimmie Austin University of Oklahoma Golf Course.

The north campus, one mile from the central campus, houses University Computing Services; Max Westheimer Airpark, the university-operated airport; Swearingen Research Park, where government agencies and industry have established facilities; and the Weather Center, a complex of federal, state, private and university meteorological agencies, including the National Severe Storms Laboratory, National Weather Forecasting Office, Applied Systems Inc., and the NEXRAD Operational Test Facility.

Other research and study units associated with the university include the Biological Station at Lake Texoma; the Earth Sciences Observatory at Leonard near Tulsa; the Aquatic Biology and Fisheries Research Center in Noble and in Norman; Sarkeys Energy Center; the Oklahoma Climatological Survey; the Oklahoma Biological Survey; the Oklahoma Archeological Survey; Sutton Avian Research Center in Bartlesville, and the Center for the Analysis and Prediction of Storms. The Oklahoma Geological Survey, a state agency responsible to the University of Oklahoma Board of Regents, also is housed on the Norman campus.

GRADUATE COLLEGE ADMINISTRATIVE OFFICERS

T.H. Lee Williams, Ph.D., Dean of the Graduate College
William O. Ray, Ph.D., Dean of the Graduate College in Tulsa
(also Vice President for Tulsa Academic Affairs and Vice Provost for Norman Programs in Tulsa)
Janis M. Paul, Ph.D., Associate Dean
(also Director of the English Assessment Program)

The Graduate College is the center of advanced study, research and creative activity at the university. Graduate instruction has been offered at the University of Oklahoma since 1899, seven years after the university opened its doors. The first master's degree was conferred in 1900, to C. Ross Hume. The Graduate School was formally organized in 1909 and in 1929 the first doctoral degree was awarded to Dr. Mary Brown. In 1942, the name was changed to the Graduate College.

In the past three decades, the Graduate College has greatly expanded its degree program offerings and student enrollment. In addition to the Doctor of Philosophy, the university offers the Executive Doctor of Education and Doctor of Musical Arts degrees. Interdisciplinary degree programs are available at both the master's and doctoral levels. The OU Health Sciences Center also offers graduate degrees at the master's and doctoral levels.

AUTHORITY AND RESPONSIBILITY OF THE GRADUATE COLLEGE

The goal of the Graduate College is to guide, support and enhance the educational experience of every graduate student at OU. The Graduate Council and the Dean of the Graduate College supervise and evaluate the academic units of the university that offer master's and doctoral degrees to ensure quality, observance of policy and academic excellence in all areas of advanced study.

The Graduate College strives to develop in each student a firm grasp of a chosen field, the skills and methods of research and the capacity for independent thought. The Graduate College carefully monitors the performance of all graduate students. Final determination of a student's graduate status, from admission through graduation, rests with the Graduate Dean.

Faculty and students share an obligation to master the knowledge of their chosen fields, to add to that knowledge and to present it to the scholarly community. The Graduate Faculty has responsibility for instruction, for the guidance of graduate students in the development of their programs and for pursuing investigations associated with a particular field or discipline. Graduate students are expected to demonstrate initiative and assume responsibility for the progress of their studies. Students must master a body of knowledge, and class work merely provides the foundation for wider personal inquiry. A graduate degree is conferred for mastery of a field and thorough understanding of its related branches.

GRADUATE PROGRAMS FOR ACADEMIC EXCELLENCE

Private donations have enabled the Graduate College to provide fellowships and scholarships in designated areas. Among these are the Alumni Fellowship; Foundation Fellowship; Kenneth L. Hoving Fellowship; Hudson Fellowship; McNair Fellowship; and the Mr. and Mrs. W. O. Wethington Fellowship.

Additional programs, like the Eddie Carol Smith Scholarship, Robberson Travel and Research grants and the T.H. Lee Williams Travel Scholarship, seek to reward and encourage scholars conducting and

presenting original scholarship at the highest levels.
Dissertation Awards and Graduate Teaching Awards in three categories are given annually to reward excellence in dissertation research and teaching, respectively. The awards include a certificate and a monetary prize.

The Graduate College and the Graduate Student Senate sponsor an annual Research and Performance Day. Cash prizes and certificates are awarded for excellence in research and presentation.

For more information on these programs and others that may be available, please visit the Graduate College website, http://gradweb.ou.edu.

RESEARCH PROGRAMS

Research is a critical dimension of the mission of the University of Oklahoma. It is vital to the growth, health and progress of the state of Oklahoma, the region and the nation. In fiscal year 2010, over 670 grants and contracts were awarded totaling in excess of $102.7 million.

Participation in research and creative activity projects is fundamental to a graduate student's training and development. Various projects that support graduate students are conducted in all graduate programs offered at the university. Information about current research projects is available from each academic department.

Graduate students are encouraged to contact the graduate liaison in their academic unit for information on research projects that will match their studies and for opportunities to join these research teams.

USE OF HUMAN SUBJECTS IN RESEARCH

All research involving human subjects or the use of data generated via human subjects research, which will result in publication or presentation, must be reviewed and approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. All human subject research to be performed by faculty, staff or students of the University of Oklahoma Norman campus, Tulsa campus, or conducted by Cameron University faculty, staff or students must be reviewed by the OU-NC IRB. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that adequate informed consent procedures are used. The University of Oklahoma Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the following: http://www.ouhsc.edu/irb-norman/.

If you have questions about compliance or the IRB approval process, you may contact the Office of Human Research Participant Protection at (405) 325-8110 or email irb@ou.edu.

USE OF VERTEBRATE ANIMALS IN RESEARCH

All research performed on live vertebrate animals or teaching that uses live vertebrates must be described for review and approval by the University of Oklahoma-Norman Campus Institutional Animal Care and Use Committee (OU-NC IACUC) prior to obtaining animals and data collection. The primary role of the IACUC is to ensure compliance with the U.S. Animal Welfare Act and Amendments and to ensure that animals receive humane care during procedures in accordance with federal regulations of the U.S. Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare of the Public Health Service (OLAW/PHS).

Information on the OU-NC IACUC can be found on the website http://iacuc.ou.edu/. If you have questions on the IACUC review process, you may contact the Office of Laboratory Animal Resources (405) 325-2609 or visit the website http://iacuc.ou.edu

PATENT POLICY

The University of Oklahoma Intellectual Property Policy governs the ownership of certain inventions made by university students, staff and/or faculty members. The policy provides, in part, that all discoveries and/or inventions, patentable or not patentable, which are made or conceived of while the inventor is a student at the university with substantial use of university facilities not normally made available to students, or are made with funds provided by or through the university (including research funds), are the property of the university. The policy protects and offers substantial benefits to the inventor, while simultaneously protecting the university's interests in the invention. Students and faculty members are expected to be familiar with their rights and obligations under the University Intellectual Property Policy and to promptly report any inventions as outlined in the policy. The policy may be viewed online in section 3.27 of the Faculty Handbook found at www.ou.edu/provost/pronew/content/fhbmenu.html.

Please be aware that the University Intellectual Property Policy is subject to revision at any time, and the most current version of the policy is available online. Students who make an invention or discovery that is covered under the stated conditions should contact the Intellectual Property Management Office at (405) 325-3800 or via email at ipmo@ou.edu.

GRADUATE STUDENT TRAVEL FOR ACADEMIC PURPOSES

Any University of Oklahoma graduate student traveling outside the United States for academic purposes is required to notify the Graduate College about the travel. This requirement includes individuals, groups and members of faculty-supervised trips.

When a graduate student intends to travel to a country for which there is a **State Department warning** (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), the student is required to meet with the Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

The Graduate College will forward the information to the Assistant Director for Study Abroad in the Education Abroad and International Student Services Office. To notify the Graduate College, please complete the *Graduate Student International Travel Notification* form (http://gradweb.ou.edu/Current/NewPolicies/InternationalTravelNotificationForm.pdf) and, if the travel is to a country for which there is a State Department warning, you must also complete the *Acknowledgment, Assumption of Risk, and Release* Form (http://gradweb.ou.edu/Current/NewPolicies/AcknowledgmentAssumptionOfRisk,Release.pdf).

Graduate students who are employees of the University of Oklahoma should complete the Export Controls Decision Wizard prior to international travel. Please visit http://exportcontrols.ou.edu and select the Export Wizard from the Resource Menu on the left hand side of the screen.

GRADUATE ASSISTANT INTEGRITY

Graduate assistants make a vital contribution to the university at every level. As teaching and research assistants, they carry on the highest levels of intellectual inquiry; as professionals in training, they connect the university to the community and the world. In these roles, graduate assistants represent not only the student body but the university as a whole. Therefore, the university expects graduate assistants to conduct themselves with the highest standards of judgment and behavior in every area.

As instructors, graduate assistants follow all university policies concerning instruction. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between instructor and student. They avoid any exploitation, harassment or discriminatory treatment of students. Graduate assistants will not receive payment from students for tutoring or help sessions in any course in which they are currently assigned as an instructor, and they will accept the judgment of their department as to other limitations on such activities.

As researchers, graduate assistants have a responsibility to ensure the integrity and ethical standards in any research activity in which they are engaged. Graduate assistants will not engage in research misconduct and will notify a responsible party if they become aware of research misconduct by others.

As professionals in training, graduate assistants have a professional obligation to their colleagues and to the university. They show due respect and civility to their associates. They understand that any other employment or enterprise in which they engage for income is secondary to their university duties and they accept the judgment of their department regarding conflicts of interest, either real or apparent, that may be caused by such outside activities.

GRADUATE DEGREES OFFERED

General requirements that apply to all of these degrees appear later in this bulletin. Information about individual degrees is available from the Graduate College or from the individual academic unit.

MASTER'S DEGREES AND PROGRAMS OF STUDY

MASTER OF ARTS

Norman Campus
- Applied Linguistic Anthropology
- Anthropology
- Communication
- Drama
- Economics
- English
- French
- Geography
- German
- History
- History of Science
- Interdisciplinary Programs
- Journalism and Mass Communication
- Mathematics
- Native American Studies
- Philosophy
- Political Science
- Sociology
- Spanish

Advanced Programs
- Communication
- Economics
- Interdisciplinary Studies/International Relations

Tulsa Campus
- Organizational Dynamics

Liberal Studies
- Liberal Studies

MASTER OF SCIENCE

Norman Campus
- Aerospace Engineering
- Bioengineering
- Botany
- Chemical Engineering
- Chemistry and Biochemistry
- Civil Engineering
- Computer Science

- Electrical and Computer Engineering
- Engineering
- Engineering Physics
- Geological Engineering
- Geology
- Geophysics
- Health and Exercise Science
- Industrial Engineering
- Interdisciplinary Programs
- Interior Design
- Mathematics
- Mechanical Engineering
- Microbiology
- Petroleum Engineering
- Physics
- Psychology
- Zoology

MASTER OF SPECIALTY

This degree is determined by the program of study. The degree is conferred upon students whose major work is completed in one of the following areas. All degree requirements are available from the Graduate College or from the individual academic unit.

Norman Campus

- Accounting (Master of Accountancy)
- Architecture (Master of Architecture)
- Art History (Master of Arts in Art History)
- Art (Master of Fine Arts in Art)
- Business Administration (Master of Business Administration)
- Construction Administration (Master of Science in Construction Administration)
- Dance (Master of Fine Arts in Dance)
- Drama (Master of Fine Arts in Drama)
- Education (Master of Education)
    - Adult and Higher Education
    - Community Counseling
    - Education Administration
    - Educational Psychology and Technology
    - Educational Studies
    - Instructional Leadership and Academic Curriculum
    - Instructional Psychology and Technology
    - Special Education
- Environmental Engineering (Master of Science in Environmental Engineering)
- Environmental Science (Master of Environmental Science)
- Human Relations (Master of Human Relations)
- International Studies (Master of Arts in International Studies)
- Knowledge Management (Master of Science in Knowledge Management)
- Landscape Architecture (Master of Landscape Architecture)
- Library and Information Studies (Master of Library and Information Studies)
- Management Information Systems (Master of Science in Management Information Systems)
- Meteorology (Master of Science in Meteorology)
- Music (Master of Music)

- Music Education (Master of Music Education)
- Natural Gas Engineering and Management (Master of Science in Natural Gas Engineering and Management)
- Natural Science (Master of Natural Science)
- Professional Meteorology (Master of Science in Professional Meteorology)
- Professional Writing (Master of Professional Writing)
- Public Administration (Master of Public Administration)
- Regional and City Planning (Master of Regional and City Planning)
- Social Work (Master of Social Work)
- Telecommunications Systems (Master of Science in Telecommunications Systems)

Tulsa Campus
- Architectural Urban Studies (Master of Science in Architectural Urban Studies)
- Architecture (Master of Architecture)
- Education (Master of Education)
    - Education Administration
- Electrical and Computer Engineering (Master of Science in Electrical and Computer Engineering)
- Human Relations (Master of Human Relations)
- Knowledge Management (Master of Science in Knowledge Management)
- Library and Information Studies (Master of Library and Information Studies)
- Music Education (partial implementation for Master of Music Education)
- Public Administration (Master of Public Administration)
- Social Work (Master of Social Work)
- Telecommunications Engineering (Master of Science in Telecommunications Engineering)

Advanced Programs
- Human Relations

ACCELERATED UNDERGRADUATE AND GRADUATE DEGREES

Accelerated Degree Programs (ADPs) are designed to provide superior students the opportunity to share up to 15 percent of the required coursework between the stand-alone bachelor and graduate degrees. ADP students normally begin taking graduate-level courses in their fourth year. Their undergraduate curriculum, along with their approved graduate work, is designed to fulfill all requirements of both the undergraduate and graduate degrees. As a result, students are able to earn a graduate degree in an accelerated time frame.

Qualified students apply during the junior year of the undergraduate program and are admitted to the undergraduate portion of the Accelerated Degree Program. Students then begin the pursuit of both an undergraduate and graduate degree via either the sequential or simultaneous model, as explained in the sections below.

ACCELERATED DEGREE OFFERINGS:

- Bachelor of Arts and Master of Arts in English
- Bachelor of Arts and Master of Arts in International and Area Studies
- Bachelor of Business Administration and Master of Accountancy
- Bachelor of Science and Master of Science in Aerospace Engineering
- Bachelor of Science and Master of Science in Civil Engineering
- Bachelor of Science in Computer Engineering and Master of Science in Computer Science
- Bachelor of Science in Computer Engineering and Master of Science in Electrical Engineering
- Bachelor of Science and Master of Science in Computer Science

- Bachelor of Science and Master of Science in Environmental Engineering
- Bachelor of Science in Environmental Science and Master of Environmental Science
- Bachelor of Science in Industrial Engineering (Standard Option) and Master of Science in Industrial Engineering
- Bachelor of Science in Industrial Engineering (Standard Option) and Master of Business Administration
- Bachelor of Science in Industrial Engineering (Information Technology Option) and Master of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering (Standard Option) and Master of Science in Mechanical Engineering
- Bachelor of Science in Petroleum Engineering and Master of Business Administration

ADMISSION AND RETENTION REQUIREMENTS

Admission and retention requirements are higher for Accelerated Degree Program (ADP) students than for students in stand-alone programs.

- A student must have a minimum 3.00 overall GPA in order to be admitted into the undergraduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.
- A student must meet the Graduate College admission criteria stated in the Graduate College Bulletin to be admitted to the graduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.
- The GPA will be monitored by the undergraduate college while the student is in the undergraduate ADP code. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Readmission to the ADP will not be permitted.
- Once admitted to the graduate ADP code, the GPA will be monitored by the Graduate College. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Neither readmission to the ADP nor academic probation will be permitted.
- If a student does not maintain the standards of an ADP, s/he will not be allowed to continue in the ADP and will no longer have the privilege of sharing hours between the two degrees. The student can, however, apply for the stand-alone graduate program. In this case, applicable graduate courses taken as an undergraduate but not applied to the undergraduate degree may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.
- Upon admission to the undergraduate portion of the ADP, the undergraduate college will notify the Graduate College by submitting the *ADP Conditions and Limitations* form.
- Once the student is admitted to the undergraduate ADP, the department will engage, assess and grade the student as a graduate student; however, the student will be considered an undergraduate with regard to funding opportunities.
- Graduate courses to be applied to the graduate's degree and completed prior to admission to the graduate ADP must be taken while the student is in the undergraduate ADP code. For any courses taken prior to admission to the undergraduate ADP, the student should complete the *Application for Graduate Credit for Courses Taken during the Junior/Senior Years*.

The Advanced Degree Program (ADP) operates in two ways, sequential and simultaneous, depending upon when the degrees are awarded.

OPERATING PROCEDURES: SEQUENTIAL MODEL

The student completes all undergraduate degree requirements and is awarded the undergraduate degree prior to completing the graduate degree requirements.

1. An undergraduate student is admitted to the undergraduate portion of the Accelerated Degree Program (ADP) by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will do a *Change of Program Request* into the appropriate undergraduate ADP. The undergraduate college will then notify the Graduate College of the change by submitting the *ADP Conditions and Limitations* form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, s/he cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits.
2. During the student's final undergraduate semester, the student will apply to the Graduate College by completing a *Change of Program Request* into the graduate portion of the ADP. The student must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.
3. An ADP student who is admitted to the Graduate College and has been cleared for their undergraduate degree may hold a graduate assistantship and is potentially eligible for graduate-level tuition waivers and health subsidy benefits.
4. Any questions regarding course enrollment should be directed to the student's graduate department.
5. During the semester prior to graduation with a graduate degree, the student must submit his or her completed *Admission to Candidacy* form to the Graduate College. Deadlines are posted on the Academic Calendar.
6. During the semester that all graduate degree requirements will be met, the student must file for graduation.

OPERATING PROCEDURES: SIMULTANEOUS MODEL

The student completes both the undergraduate and graduate degrees at the same time.

1. Undergraduate students are admitted to the undergraduate portion of the Accelerated Degree Program (ADP) by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will complete a *Change of Program Request* into the appropriate undergraduate ADP. The undergraduate college will then notify the Graduate College of the change by submitting the *ADP Conditions and Limitations* form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate.
2. During the semester prior to graduation, the student must submit his or her completed *Admission to Candidacy* form to the Graduate College. Deadlines are posted on the Academic Calendar.
3. During the semester prior to intended graduation, the student will apply to the Graduate College by completing a *Change of Program Request* into the graduate portion of the ADP. This change should be effective for the student's final semester, both undergraduate and graduate. The student

must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.

4. Any questions regarding course enrollment should be directed to the student's graduate department.
5. A student in the simultaneous ADP is considered to be an undergraduate until s/he has completed the undergraduate degree. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, s/he cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits. In addition, they may not enroll in graduate-level courses other than those indicated in the specific Accelerated Degree Program.
6. In the semester that all undergraduate and graduate requirements will be met, the student must file for graduation. The student must graduate with both degrees in the same semester.
7. An ADP student will not be awarded the accelerated graduate degree if s/he does not complete the undergraduate degree, regardless of the amount or quality of the graduate work.
8. If the student is removed from the ADP or chooses to receive only the undergraduate degree, the student must contact his or her undergraduate college to return to standard undergraduate status. Upon completion of a stand-alone undergraduate degree, the student can apply for the stand-alone graduate program. In this case, graduate courses taken as an undergraduate, which were not applied to the undergraduate degree, but were intended for a graduate degree, may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.

DUAL MASTER'S DEGREES

Dual Master's Degree programs allow students to pursue degrees simultaneously in two fields of study. To obtain dual degrees, the student must satisfy the admission, course and examination requirements of both programs.

Requirements:

1. The student must be admitted to both programs prior to completing more than 12 hours of graduate coursework.
2. If changing from a single graduate degree program to a dual degree program, the 12 hours may be applied to one of the degrees if approved by both academic departments and the Graduate College Dean. If changing from a non-degree-seeking status to a dual degree program, this coursework will be subject to the guidelines regarding coursework taken prior to admission to a graduate degree program.
3. All deficiencies must be completed and all degree requirements, including research tools, foreign languages, comprehensive examination and thesis, must be met for both programs.
4. 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.
5. The double-counted courses must be appropriate for each degree.
6. No more than one-half of the credits for coursework in *each* degree program, excluding research for the thesis (5980), may be S/U graded coursework; *and* no more than one-half of the *overall* coursework, excluding research for the thesis (5980), may be S/U graded coursework.
7. The student must graduate with both degrees in the same semester.

DUAL MASTER'S DEGREE PROGRAMS:

- Generic Dual Degree
- Generic Dual Degree with OU Health Sciences Center
- Master of Business Administration and Master of Arts
    - Business Administration and French
    - Business Administration and German
    - Business Administration and Spanish
- Master of Business Administration and Master of Library Information Studies
- Master of Business Administration and Master of Public Health
- Master of Business Administration and Master of Science
    - Business Administration and Health Administration
    - Business Administration and Math
    - Business Administration and Pharmacy Administration
- Master of Education and Master of Library Information Studies
- Master of Regional and City Planning and Master of Landscape Architecture
- Master of Social Work and Master of Public Health
- Juris Doctor and Master of Business Administration
- Juris Doctor and Master of Native American Studies
- Juris Doctor and Master of Science in Environmental Management
- Juris Doctor Generic

INTERDISCIPLINARY MASTER'S DEGREES

The interdisciplinary master's degree is for students whose educational goals cannot be met by one of the existing master's degree programs at the University of Oklahoma. The student may propose an interdisciplinary master's degree program to the Graduate College Dean and the Graduate Council. The various components of an interdisciplinary master's degree must be integrated so that the program presents a well-defined and coherent educational experience. The integration can most appropriately be accomplished through research that culminates in a thesis.

Individuals proposing interdisciplinary master's degree programs must either be admitted in full standing or be academically admissible in full standing, either as a graduate student in an academic unit or as an unclassified graduate student. When all required information is submitted to the Graduate College, a subcommittee of the Graduate Council will review the proposal and make a recommendation to the Council, which will then decide whether to approve the proposed interdisciplinary degree program.

Required Proposal Materials

1. Curriculum Vitae
2. Interdisciplinary Program Information Sheet
3. Advisory Committee Statement
4. For students currently in a degree program, a statement from the graduate liaison that indicates the applicant is making satisfactory progress toward the master's degree
5. *Admission to Candidacy* form (included in the Thesis Packet)

The subcommittee may require further information from the student, the advisory committee or others to evaluate the proposed degree plan. **The interdisciplinary master's degree proposal must be approved by the Graduate Council <u>before</u> 12 hours of the proposed program are completed.**

Guidelines for Interdisciplinary Master's Proposals

- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree, must explain why the degree cannot be completed within an existing degree program and must encompass at least two disciplines.
- Interdisciplinary master's degree programs must have at least 30 credit hours of graduate-credit coursework.
- No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 5980.
- If the Graduate Council approves the proposal, it will constitute the student's program of study.
- Requests for changes must be submitted to and approved by the Graduate Dean.
- If the Graduate Council does not approve the proposal, a student already enrolled in a degree program will remain in the traditional master's degree track.

The final entry on the transcript will show the interdisciplinary title of the program. If there is an overlap with an existing program designation on campus, the director/chair of that program must approve the degree program title selected by the student. All other procedures follow the rules of the Graduate College, except that the advisory committee is not constrained to follow the specific degree requirements of a particular academic unit.

DOCTORAL DEGREES AND PROGRAMS OF STUDY

DOCTOR OF PHILOSOPHY

Norman Campus

- Adult and Higher Education
- Aerospace Engineering
- Anthropology
- Art History
- Bioengineering
- Botany
- Business Administration
- Chemical Engineering
- Chemistry and Biochemistry
- Civil Engineering
- Communication
- Computer Science
- Counseling Psychology
- Ecology and Evolutionary Biology
- Economics
- Education Administration
- Educational Studies
- Electrical and Computer Engineering
- Engineering
- Engineering Physics
- English
- Environmental Engineering
- Environmental Science
- French
- Geography
- Geological Engineering
- Geology
- Geophysics

- Health and Exercise Science
- History
- History of Science
- Industrial Engineering
- Instructional Leadership and Academic Curriculum
- Instructional Psychology and Technology
- Interdisciplinary Studies
- Mass Communication
- Mathematics
- Mechanical Engineering
- Meteorology
- Microbiology
- Music Education
- Petroleum Engineering
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Special Education
- Zoology

Tulsa Campus
- Early Childhood Education
- Electrical and Computer Engineering
- Engineering
- Instructional Leadership and Academic Curriculum

Advanced Programs
- Organizational Leadership

DOCTOR OF SPECIALTY

Norman Campus
- Education Administration (Doctor of Education)
- Music (Doctor of Musical Arts)

Tulsa Campus
- Education Administration (Doctor of Education)

INTERDISCIPLINARY DOCTORAL DEGREES

The interdisciplinary doctoral degree is for students whose educational goals cannot be met by one of the existing doctoral degree programs at the University of Oklahoma. The student may propose an interdisciplinary doctoral degree program to the Graduate College Dean and the Graduate Council. The various components of an interdisciplinary doctoral degree program must be integrated so that the program presents a well-defined and coherent educational experience.

Individuals proposing interdisciplinary Ph.D. programs must either be admitted in full standing or be academically admissible in full standing, either as a graduate student in an academic unit or as an unclassified graduate student. They also must have completed a master's degree or its equivalent before proposing an interdisciplinary doctoral degree. When all required information is submitted to

the Graduate College, a subcommittee of the Graduate Council will review the proposal and make a recommendation to the Council, which will then decide whether to approve the proposed interdisciplinary degree program.

Required Proposal Materials

1. Curriculum Vitae
2. Interdisciplinary Program Information Sheet
3. Advisory Committee Statement
4. For students currently in a degree program, a statement from the graduate liaison that indicates the applicant is making satisfactory progress toward the doctoral degree
5. Data entry form for doctoral degree title on student's academic record
6. Dissertation proposal with pertinent bibliography
7. Completed Advisory Conference Report with original signatures

The subcommittee may require further information from the student, the advisory committee or others to evaluate the proposed degree plan. **The interdisciplinary doctoral degree proposal must be approved by the Graduate Council before 12 hours of the proposed program are completed.**

Guidelines for Interdisciplinary Doctoral Degrees:

- The proposal must justify the area of study as an appropriate domain of knowledge for a graduate degree and explain why the degree cannot be completed within an existing degree program.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- All coursework for the interdisciplinary degree program must carry graduate credit.
- Unless there is reason for an exception, the coursework must include at least 12 hours of 6000-level courses, not counting directed readings and dissertation hours.
- The majority of the courses beyond the master's level leading to the interdisciplinary degree must be taken in academic units authorized to offer the doctoral degree.
- The student should confirm course availability with each relevant department.
- No more than 50 percent of OU coursework or 50 percent of overall coursework (combined OU and transfer credit) may be S/U graded, excluding 6980.
- The Graduate Council may return the proposal to the student for revision if it is not acceptable. If the Graduate Council does not approve the proposal, the student may apply to a traditional degree program.
- The Graduate Dean must authorize any changes in an approved interdisciplinary doctoral program.

The final entry on the transcript will show the title of the interdisciplinary program. If the title overlaps an existing program designation on campus, the director/chair of that program must approve the degree program title selected by the student. All other procedures follow the rules of the Graduate College, except that the advisory committee is not constrained to follow the specific degree requirements of a particular academic unit.

Application materials are available at http://gradweb.ou.edu/Prospective/interdisciplinaryPhD.asp.

GRADUATE CERTIFICATES

A graduate certificate represents completion of a set of courses that provides mastery of a specific area of knowledge. A graduate certificate indicates an advanced, focused inquiry into a defined area of study and is recorded on the student's transcript. For a degree student, a graduate certificate may indicate an area of specialization; for a professional, a graduate certificate may provide evidence of special expertise.

GRADUATE CERTIFICATE PROGRAMS

- Administrative Leadership
- Area Studies
- Communication, Culture & Pedagogy for Hispanic (ESL/ELL) Populations in Educational Setting
- College Teaching
- Global Studies
- Management Information Systems
- Music Education Kodály Certificate, Levels I, II and III (Tulsa)
- Women & Gender Studies

The Distinction between a Graduate Certificate and a Graduate Degree:
A graduate *certificate* is not a graduate *degree*.

Both graduate certificates and graduate degrees earned at the University of Oklahoma reflect the pursuit of knowledge at an advanced level, and both reflect high standards of performance. However, a graduate degree represents a program of independent inquiry beyond the depth of coursework alone, while a graduate certificate represents a set of courses only.

For administrative purposes, a student *enrolled* only in a graduate certificate program is not considered to be enrolled in a graduate *degree* program. However, a student *enrolled* in a graduate degree program may be concurrently enrolled in a graduate *certificate* program if he or she chooses to earn a graduate certificate while pursuing a graduate degree.

General Guidelines
- Admission to a graduate certificate program is contingent upon the student's admission to the Graduate College.
- Students may apply to be admitted solely into a graduate certificate program, or they may complete the graduate certificate requirements while enrolled in a graduate degree program.
- Students who apply solely to a graduate certificate program may not be conditionally admitted.
- Graduate certificate students must meet the retention requirement of an overall 3.0 GPA and must maintain a 3.0 GPA in the hours applied to the graduate certificate. When the student does not maintain the required GPA, he or she must bring the GPA up to 3.0 within the hours required for the graduate certificate, i.e., they may not take extra classes beyond the graduate certificate to raise their GPA.
- No course substitutions permitted for graduate certificate programs.
- Courses completed through correspondence study are not acceptable toward a graduate certificate.
- Students admitted solely to graduate certificate programs are not eligible for financial aid.

How to Apply
- Students who are not enrolled in graduate degree programs may apply by submitting the online application for admission and choosing the appropriate graduate certificate program code.
- At the time of application to a graduate certificate program, students admitted solely to graduate certificate programs must submit the *Graduate Certificate Conditions and Limitations* form.

Transfer Credit Applied Toward the Graduate Certificate

The acceptance of transfer credit toward a graduate certificate program is determined in accordance with the following criteria:

- The coursework transferred presents valid graduate credit earned in graduate-level courses from a regionally accredited college or university; and
- The credit is not more than five years old at the time the graduate certificate is awarded; and
- The credit is approved by the academic unit and the Dean of the Graduate College; and
- The credit is applicable toward the graduate certificate; and
- The credit carries a grade of A, B or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/-), the course grade must be equivalent to 3.0 or higher. Grades of B-minus, P and CR do not transfer.
- Transfer credits also are subject to the approval of the academic unit, which may have more stringent requirements than those of the Graduate College. Applicants should consult the proposed academic unit for information about transfer credits for individual programs.
- More information about transfer credit is available in the master's degree guidelines and the doctoral degree guidelines in the Graduate College Bulletin.

Course Age Limits

- Graduate credit taken at the University of Oklahoma or at another regionally accredited university that is to be applied toward a graduate certificate must not be more than five years old at the time of admission or readmission to the Graduate College.
- No more than 25 percent of the total credit hours (resident credit and transfer credit, if any) applied toward a graduate certificate can be more than five years old when the graduate certificate is completed.

Time Limits for Completion of the Graduate Certificate Program

- Graduate College policy states that a student enrolled in a graduate certificate program will normally complete all of the requirements within five calendar years of the first course applied towards the graduate certificate. Academic units may set shorter time limits; however, no department may set a longer period than that established by the Graduate College.

Extensions

- For students solely enrolled in graduate certificate programs, the department chair and graduate liaison of the graduate certificate program should petition the Graduate College Dean for an extension if additional time is necessary to complete the graduate certificate program.
- For students concurrently enrolled in graduate certificate programs and graduate degree programs, the department chair and graduate liaison of the graduate certificate program should petition the Graduate College Dean for an extension if additional time is necessary to complete the graduate certificate program. Such petitions should also carry the signature endorsements of the graduate liaison from the degree program and the student's graduate committee chair (when applicable).
- Extensions may be granted for a variety of reasons that may include, but are not limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce or other personal issues within the student's immediate family.
- The extension may be granted, granted with qualification or denied.
- An extension of time for completion of graduate certificate requirements does not affect the limitations of the number of allowed overage credit as outlined above in Course Age Limits.
- Extensions exceeding one year may require the academic unit to certify that the student's knowledge is current and appropriate to the graduate certificate at the time it is awarded.

Completion of a Graduate Certificate

- During the semester in which all requirements will be met, fill out and submit a *Graduate Certificate Program Report* (GCPR).
- The GCPR must be filed in the Graduate College no later than the first Monday in October (for fall clearance), the first Monday in April (for Spring clearance), and the first Monday in July (for summer clearance).
- The Graduate College will review the student's GCPR and GPA and make the final determination that the student will meet the graduate certificate program requirements.
- For students solely in graduate certificate programs, the GCPR will require signatures of the graduate liaison of the department offering the graduate certificate.
- For students also in graduate degree programs, the GCPR will also require signatures of the student's committee chair and the graduate liaison of the department offering the degree program.
- When all requirements have been met, the graduate certificate will be issued.
- When the student completes a graduate certificate program, the official transcript will denote the graduate certificate.
- Upon department approval, students who complete the graduate certificate requirements as part of a graduate degree program may receive the graduate certificate without completing the graduate degree program.
- Students who receive only graduate certificates do not participate in commencement or graduation ceremonies.

Applying Graduate Certificate Coursework Toward a Graduate Degree

- For students enrolled in graduate certificate programs, credit hours earned toward a graduate certificate may be eligible to be applied to a graduate degree program.
- Students intending to apply graduate certificate credit to a master's degree program at OU should be aware that no more than 25 percent of the minimum number of credit hours required for a master's degree may be transfer credit, coursework taken prior to admission to a master's program or both.
- Students intending to apply graduate certificate credit into a doctoral degree program at OU should be aware that no more than 49 percent of the minimum number of credit hours required for the doctoral degree may be transfer credit, coursework taken prior admission to the doctoral program or both.
- More information about applying credit to graduate degrees is available in the master's degree guidelines and the doctoral degree guidelines in the Graduate College Bulletin.

ADMISSION INFORMATION

The University of Oklahoma strongly encourages all prospective students to apply using the online application for admission, available at http://www.ou.edu/admissions.

ADMISSION APPLICATION

In order to complete the online application, the applicant must pay the application fee at the time of application, using a credit card. For those unable to pay by credit card or wishing to pay in another manner, a printable PDF application form also is available at the Admissions website, http://www.ou.edu/admissions/home/applicationpdf.html. Persons completing the PDF application must send the completed application and application fee to the applicable admissions department. Questions about the graduate student application process can be directed to the Graduate College or the Graduate College website, gradweb.ou.edu.

By Mail: The Graduate College
University of Oklahoma
731 Elm Ave.
Robertson Hall, Room 100
Norman, OK 73019-4075
By E-mail: gradinfo@ou.edu
By Phone: (405) 325-3811
By Fax: (405) 325-5346

Additional Materials Required:

- Official transcripts from all schools previously attended. Some schools only will forward official transcripts directly to the university. The applicant must request that these transcripts be sent.

If applying by paper application:

- The completed University of Oklahoma application for admission
- The application fee

Application Fee

- The application fee for U.S. citizens and permanent residents is $40.00
- The application fee for international students is $90.00

Where to Return Application Materials

Official transcripts should be sent to:

Office of Admissions and Records
University of Oklahoma
1000 Asp Ave., Room 127
Norman, OK 73019-4076

Applicants electing not to apply online should send the completed, printed PDF application and the application fee to the same address.

Academic Unit Applications and Requirements

- Applicants should also contact the academic unit to which they are seeking admission to verify admission requirements and complete the academic unit's online application or obtain its paper application.

Academic Unit Applications and Requirements

- Applicants should also contact the academic unit to which they are seeking admission to verify admission requirements and obtain the academic unit's application.
- Applicants should return the academic unit's application and required supporting documents, such as letters of recommendation and standardized test scores, directly to the academic unit.
- The Graduate College endorses the use of, but does not require, the Graduate Record Examination (GRE). However, many departments do require GRE or GMAT scores.

Deadlines

- The Graduate College does not have an application deadline, but many departments have deadlines. Applicants are encouraged to contact the academic unit to which they are seeking admission for information about deadlines.
- International applicants are subject to university application deadlines due to the additional time needed to process international applications and to obtain student visas. These deadlines are available at http://www.ou.edu/admissions.
- Applications cannot be considered until all required materials have been submitted.
- To be eligible for enrollment for any given semester, the student must have been admitted to OU and to the Graduate College before the registration period ends.

Admission of University of Oklahoma Graduating Seniors

A senior graduating from the University of Oklahoma who wishes to apply for admission to a graduate program should complete the online application for admission.

Health Questionnaire

Every student admitted to the University of Oklahoma will receive a health questionnaire. This questionnaire must be completed and returned to Goddard Health Center before the student can enroll.

ADMISSION CRITERIA

The admission process assesses the likelihood that an applicant will succeed in, and benefit from, a particular academic program.

GRADUATE COLLEGE ADMISSION CRITERIA

- The Graduate Dean governs admission and enrollment in the Graduate College, except for those in unclassified status. For students in unclassified status, the Graduate College Dean determines admission and enrollment in consultation with the Department from which the student will take classes.
- All admissions to the Graduate College require that the student hold a baccalaureate degree or equivalent from a regionally accredited college or university.
- Undergraduates in their final semester at regionally accredited colleges and universities may apply for admission to the Graduate College.
- The University of Oklahoma uses the following 4.0 scale to calculate grade-point averages:

  A 4.0 points per credit hour
  B 3.0 points per credit hour
  C 2.0 points per credit hour
  D 1.0 point per credit hour
  F 0.0 points per credit hour

- If an applicant's prior college or university uses a different scale, the grade-point average is converted to a 4.0 scale to determine whether the applicant meets University of Oklahoma grade-point admission requirements.

- The grade-point average is based on the following:
  - If a bachelor's degree has been earned at a regionally accredited college or university, the grade point average is based on the semesters in which the last 60 credit hours of letter-graded work were completed. If the last 60 hours cannot be identified from the transcript, the entire transcript will be evaluated. All letter-graded courses are subject to evaluation.
  - If graduate work has been completed at a regionally accredited university, but no master's degree has been earned, the grade-point average is based on a minimum of 12 letter-graded credit hours of graduate credit.
  - If a master's degree has been earned, the grade-point average is based on the master's degree plus any credits earned beyond the master's degree.
  - If post-baccalaureate hours at the 3000 and/or 4000 level have been completed but no degree has been earned, the GPA for those hours may be considered in the admission decision. The GPA calculation for post-baccalaureate hours will be supplemental to the GPA calculation for last 60 hours of the undergraduate degree GPA.

Special Considerations

For Marginal Undergraduate Records

- The Graduate College will exclude one semester's coursework in the calculation of the applicant's undergraduate grade-point average, provided that the semester's grade-point average is significantly lower than the grade-point average of any other semester within the first 60 hours (ordinarily, at least 0.50 grade points will constitute a significant deviation).
- The Graduate College will continue to base the grade-point average on the semesters in which the last 60 credit hours of letter-graded undergraduate bachelor's degree coursework were completed, not including the excluded semester.

For Marginal Graduate Records

- Applicants whose graduate records do not meet admission standards may petition the Graduate Dean to consider their undergraduate record in the admission decision.
- The undergraduate coursework must be related to the proposed course of study.
- 12 or more credit hours of the coursework to be considered must be at the junior level or higher.
- The applicant must have maintained at least a 3.0 grade-point average in the related courses.
- In evaluating the petition, the Dean will consider such factors as the number of earned graduate hours, the grade-point average for those hours, and the previous and proposed course of study.

ACADEMIC UNIT ADMISSION CRITERIA

- Many academic units require additional materials such as letters of recommendation and/or test scores before the admission application can be considered.
- To determine these additional requirements, applicants should consult with the graduate liaison of the academic unit to which they are applying.

INTERNATIONAL ADMISSION

Graduate applications and admission credentials from international applicants are processed in the same manner as described above, with the following additions:

- International graduate applicants should use the International Graduate Application.
- Other credentials usually will be required. These are detailed in the international Graduate Application.
- For applicants outside the U.S., the admission application and all credentials must be received by the following deadlines: Fall semester: April 1; Spring semester: Sept. 1; Summer Session: Feb. 1.
- English proficiency requirements are detailed below:

English Proficiency

English proficiency requirements are discussed in detail on the Admissions and Records website at http://www.ou.edu/admissions/home/requirements/international.html#EnglishProficiency.

Before being admitted to the Graduate College, all applicants for whom English is a second language must present documentation of proficiency in the English language in one of the following ways:

1. An official score of at least 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, or 79 on the iBT TOEFL. (Some graduate programs require a higher score. Check with the individual department for more specific information.) The score must be sent directly from the Educational Testing Service. Scores more than two years old by the beginning of the term the student wishes to enter are not acceptable unless the student has been attending school in the United States since the test date.
2. An official IELTS score of 6.5. (Some graduate programs require a higher score. Check with the individual department for more specific information.) IELTS is jointly managed by the British Council, IDP, IELTS Australia, and the University of Cambridge ESOL Examinations. Information about the IELTS is available at IELTS .
3. Secondary school work in the United States, including completion of the high school curricular requirements required for freshman admission.
4. Successful completion of 24 semester hours of college-level coursework, or a bachelor's degree or higher degree, from a regionally accredited college in the United States or a country where English is the native language.
5. Attendance at the University's Center for English as a Second Language (CESL) or one of the other Oklahoma State Regents-approved intensive English language programs in Oklahoma until a satisfactory level of English proficiency (determined by TOEFL or IELTS and classroom assessment) is achieved. For programs that require a 550/213/79 TOEFL or 6.5 IELTS only, English proficiency can be established by submitting a TOEFL score of at least 500/173/61 or IELTS score of 5.5 and then satisfactorily completing 12 weeks' intensive English language training at a Regents-approved school immediately prior to beginning regular classes. No college credit is awarded for intensive English language study.

The following graduate programs will not review an applicant's credentials for admission until the English proficiency requirement has first been satisfied:

600/250/100 TOEFL or 7.0 IELTS required:
Accounting*
Bioengineering*
Business Administration*
Chemical Engineering*
Engineering Physics
Management Information Systems*
Physics and Astronomy
Political Science
Public Administration

550/213/79 TOEFL or 6.5 IELTS required:
Aerospace Engineering
Art
Botany
Chemistry
Civil Engineering*
Computer Science
Construction Administration
Economics
Education (except for Music Education)
Electrical Engineering
Environmental Engineering*
Environmental Science*
Geography
Geological Engineering
Human Relations*
Journalism
Mechanical Engineering
Meteorology
Microbiology
Natural Gas Engineering and Management
Petroleum Engineering
**requires satisfying English proficiency before referral*

If you are interested in one of these major areas and have not fulfilled the university's English proficiency requirement, you may apply for CESL study only, but no decision can be made on your eligibility for the degree program until the requirement is fulfilled. For these applicants, the I-20 will indicate English study only and will not specify a major area of study.

Financial Assistance
An international student may apply for aid offered by Financial Aid Services only if considered an "eligible noncitizen" by the U.S. Department of Education. Most international students are not eligible for this type of government-supported financial aid. Contact OU Financial Aid Services for additional information.

International students may be eligible for university or department scholarships, fellowships, grants or assistantships. Contact your department and/or program for more information about these forms of financial assistance.

TYPES OF ADMISSION

The University of Oklahoma recognizes the following types of admission:

ADMISSION IN FULL STANDING

The applicant has met all University of Oklahoma admission requirements.

Applicants with a Baccalaureate Degree

- An applicant may be admitted to the Graduate College in full standing if s/he:
  - has earned a baccalaureate degree or the equivalent from a regionally accredited university or college, **and**
  - has at least a 3.0 grade-point average through the semester in which the last 60 credit hours of letter-graded bachelor's coursework was earned, **and**
  - is recommended for admission in full standing by the appropriate academic unit **and**
  - is accepted for admission by the Graduate Dean.
- The admission recommendation may be based on many factors in addition to the applicant's grade-point average.

Applicants with Previous Graduate Studies

- An applicant may be admitted to the Graduate College in full standing if s/he:
  - has either received a master's degree or completed a minimum of 12 semester hours of letter-graded graduate work at a regionally accredited college or university, **and**
  - has accumulated at least a 3.0 average in all graduate-level work, **and**
  - is recommended for admission in full standing by the appropriate academic unit **and**
  - is accepted for admission by the Graduate Dean.
- The admission recommendation may be based on many factors in addition to the applicant's grade-point average.

CONDITIONAL ADMISSION

This status generally describes applicants who meet most of the admission requirements and who show the potential for academic success in graduate school, but who exhibit deficiencies.

- An applicant who does not qualify for admission in full standing may be conditionally admitted to a degree program.
- Conditional admission to a degree program is contingent on the recommendation of the academic unit and approval of the Graduate Dean.
- Students who are admitted conditionally may not earn a grade of D, F or U during the period of the conditional admission.

There are four categories of Conditional Admission:

1) Admission with Academic Deficiencies

An applicant with a 2.75 to 3.0 grade-point average through the semester of the last 60 credit hours of letter-graded bachelor's degree coursework earned at a regionally accredited college or university may qualify for conditional admission with academic deficiencies.

- Admission will depend heavily on other indices of the student's ability to do successful graduate-level work.
- These might include, but are not limited to, strong performance on standardized tests, a high grade point average in the major, and/or subsequent experiences that clearly indicate strong academic ability.

- The graduate liaison must provide the Graduate College with a *Statement of Conditional Admission* form. The form must indicate:
  - Any specific grade requirements beyond the Graduate College minimum 3.0 average, and
  - Any course deficiencies to be made up.

  The Graduate College must approve the *Statement of Conditional Admission*. If the statement is approved by the Graduate College and admission is granted, the statement is included with the admission letter sent to the student.

  Meeting the Conditions
  - The student must maintain at least a 3.0 grade-point average in the first 12 hours of letter-graded OU coursework taken after admission to the Graduate College.
  - A student who earns more than two grades of "I" and/or "W" at any time during the period of conditional admission will be subject to disenrollment.
  - A student who accumulates more than 18 hours of graduate coursework but has not fulfilled the terms of the conditional admission may be subject to disenrollment.
  - After admission to the Graduate College, the student must maintain the required grade-point average on all coursework attempted.
  - When the student has completed the terms specified in the *Statement of Conditional Admission*, the student's status will be changed to full standing.
  - A student who fails to comply with the requirements listed in the *Statement of Conditional Admission* will be disenrolled.

2) Admission with Program Deficiencies

The applicant lacks coursework relevant to the proposed field of study.

- Academic units may recommend conditional admission for an applicant who has program deficiencies relevant to the field of study, provided the applicant has met all other requirements for admission in full standing.
- In such cases, the graduate liaison must provide the Graduate College with a *Statement of Conditional Admission* form.
- The form must indicate the program deficiencies to be made up.
- The Graduate College must approve the *Statement of Conditional Admission*.
- If the *Statement* is approved by the Graduate College and admission is granted, the *Statement* is included with the letter of admission sent to the student.

  Meeting the Conditions
  - A student admitted to the Graduate College with coursework deficiencies must earn at least a C in each of the courses and must have an overall 3.0 grade-point average in deficiency courses.
  - Program deficiencies should be completed within the first 18 credit hours of coursework. A student will be given two attempts at each course to satisfy deficiency requirements, but no course in which a B was obtained may be repeated.
  - Each attempt will be used in determining the overall grade-point average for deficiency courses.
  - Courses used to fulfill program deficiencies cannot be applied toward a graduate degree.
  - Program deficiencies cannot be arbitrarily removed, but a department's graduate liaison may petition the Graduate Dean for the removal of a deficiency, stating the justification.
  - When the student has completed the specified courses with grades that meet the minimum level specified in the terms of the conditional admission, the student's status will be changed to full standing.
  - A student who fails to comply with the requirements listed in the *Statement of Conditional Admission* will be disenrolled.

3) **Admission with Incomplete Credentials**
The applicant lacks complete academic credentials.

- In rare circumstances, an academic unit may recommend conditional admission for an applicant with incomplete credentials. The incomplete credentials may not be a performance level on examination such as the TOEFL, GRE or GMAT.
- In such cases, the graduate liaison must provide the Graduate College with a *Statement of Conditional Admission* form.
- The form outlines the terms of the conditional admission and the time frame for completing the application materials.
- The Graduate College must approve the *Statement of Conditional Admission*.
- If the Statement is approved by the Graduate College and admission is granted, the Statement is included with the letter of admission sent to the student.

Meeting the Conditions

- Normally, the terms of admission must be satisfied within the first semester of enrollment in the Graduate College, or the student will be disenrolled.

4) Alternate Admission
With the approval of the Graduate College, academic units may develop alternate admission criteria that can be used in lieu of a marginal academic record.

- Alternate admission criteria can usually be considered provided that at least three calendar years have elapsed since the applicant's last college enrollment. Some academic units may require longer periods.
- Alternate admission criteria must reflect the specific skills and academic potential that students need to succeed in the degree program. These criteria assist in the evaluation of applicants who would not ordinarily be admissible to the Graduate College. In considering admission under these criteria, the Dean will take into account the applicant's entire academic record, including the relevance of any alternative indices or credentials.
- In some cases, it may be appropriate to supplement the standard evidence evaluated by the Graduate College with other materials, such as recent GRE scores, professional experiences, workshops or seminars.
- For additional information, contact the academic unit of interest to determine whether it has approved supplemental admission criteria.
- Applicants petitioning for admission based on alternate admission criteria must include a proposed plan of study for their first 12 hours of enrollment.
- The instructor of each course must consent to the proposed enrollment.
- When the proposed enrollments span more than one semester, the required permissions for subsequent semesters must be obtained prior to the start of **each** semester.

Fulfilling the Conditions of Alternative Admission

- The Graduate College requires students admitted under the alternative admission criteria to maintain at least a 3.0 grade-point on their first 12 hours of coursework and earn no grade **of D, F or U.**
- **Departments may have separate, additional conditions for alternately admitted students.**

UNCLASSIFIED ADMISSION

This status generally describes applicants who wish to take graduate courses but do not intend to pursue a graduate degree; or applicants who have not yet chosen an academic field of study. In order to review an application for Unclassified admission, the Graduate College requires the following information:

- A completed OU Application for Admission and application fee
- A signed and completed *Unclassified Graduate Student Status Statement of Purpose* form and a signed *Unclassified Graduate Student Status Conditions and Limitations* form (these two forms come in a single file)

An applicant may be admitted to the Graduate College in Unclassified status if the applicant:

- has earned a baccalaureate degree or the equivalent *and*
- has earned at least a 3.0 grade-point average (GPA)
  - through the semester in which the last 60 credit hours of letter-graded undergraduate bachelor's degree coursework occurred at a regionally accredited college or university *or*
  - over a minimum of 12 hours of letter-graded graduate work from a regionally accredited college or university.

Unclassified students:

- are not candidates for a degree
- are not assured future admission to a degree program
- are not eligible for financial aid
- are limited to a maximum of 12 hours

Note: Under INS regulations, International students may not be eligible to apply as an Unclassified student. Students should contact the International Student Services office at (405) 325-3337 for additional information regarding regulations for International students.

There are two categories of Unclassified Admission:

- **Full Admission**
  The applicant meets all University of Oklahoma admission requirements.

- **Conditional Admission with Academic Deficiencies**
  The applicant has a low grade-point average

- An applicant with a 2.8 to a 3.0 grade-point average through the semester in which the last 60 credit hours of letter-graded undergraduate bachelor's degree coursework at a regionally accredited college or university may qualify for conditional, low-grades admission as an unclassified graduate student.
  - The graduate liaison must provide the Graduate College with a *Statement of Conditional Admission* form. The form must indicate:
    - Any specific grade requirements beyond the Graduate College minimum 3.0 average, and
    - Any course deficiencies to be made up.
- The *Statement* is included with the admission letter sent to the student.
- An applicant with less than a 2.8 grade-point average through the semester in which the last 60 hours of letter graded undergraduate bachelor's degree coursework occurred will not qualify for unclassified admission.

Meeting the Conditions

- When the student has completed the terms specified in the *Statement of Conditional Admission*, the student's status will be changed to full standing.
- A student who fails to comply with the requirements listed in the *Statement of Conditional Admission* will be disenrolled.

Restrictions to Unclassified Status

- A graduate student can earn no more than 12 graduate credit hours in unclassified status. Therefore, a student in unclassified status who anticipates seeking a graduate degree at the University of Oklahoma should become a graduate-degree-seeking student before completing 12 graduate credit hours.
- Graduate courses completed by unclassified graduate students may be used toward a graduate degree with the approval of the academic unit and the Graduate Dean. However, all hours taken by an unclassified student will be subject to the guidelines regarding coursework taken prior to admission to the graduate degree program.
- Courses taken as an unclassified student will be used in calculating the grade-point average for purposes of satisfying Graduate College degree or retention requirements.
- Students admitted in unclassified status may not file an *Addition or Change of Program* form during the first semester of enrollment.

Financial Assistance for Unclassified Students

- Students admitted to unclassified status are not eligible for financial aid through the Free Application for Federal Student Aid (FAFSA) process. Additional information is available from Financial Aid Services.

Changing to Degree-Seeking Graduate Student Status

- If an unclassified student is later accepted into a degree program, courses taken while in unclassified status may be used to fulfill graduate degree requirements only if the courses are accepted by the relevant academic unit and they adhere to the guidelines regarding coursework taken prior to admission to the graduate degree program.
- Academic units may have specific limits on the number of credit hours earned in this status that may be accepted in meeting degree requirements. The student is responsible for checking these requirements before enrolling in the unclassified category.
- A student must complete the *Addition or Change of Program* form, available online at http://gradweb.ou.edu, to initiate the change to degree-seeking status.

CERTIFICATION STATUS

- A student wishing to fulfill requirements for a State Education Certificate, (not a Graduate Certificate) may be admitted in certification status.
- Credits earned under this status may be used to fulfill graduate degree requirements only if accepted by the appropriate academic unit and the Graduate Dean.
- Academic units may have specific limits and students are responsible for ascertaining these before enrolling in this status.
- Students enrolled in teaching certification programs may be eligible for some financial aid. Additional information is available from Financial Aid Services.

VISITOR STATUS

- A graduate student in good academic standing at another regionally accredited institution may take courses at the University of Oklahoma as a visitor.
- To be admitted as a visitor, a prospective graduate student must submit the following information to the Office of Admissions:
    - A completed University of Oklahoma Application for admission and
    - A letter of good standing from the home institution. This letter should be from the dean of the applicant's Graduate College and bear the seal of the university.

- As a visitor, a graduate student has all the rights and privileges of other graduate students except the student is not in a degree program and, thus, is not pursuing a graduate degree at the University of Oklahoma.
- A visitor who later wants to apply visitor credit toward an OU graduate degree must have been eligible for admission in full standing at the time the courses were taken.
- Should the visitor decide to pursue a graduate degree here, the student is required to file another application and submit official copies of all transcripts and any other materials required by the academic unit to be admitted as a graduate student.
- Visiting students are ineligible for federal financial aid because this assistance is limited to students seeking degrees at the University of Oklahoma. Additional information is available from Financial Aid Services.

ADDITION OR CHANGE OF PROGRAM

- A student who is currently enrolled in, or who has been enrolled in, the Graduate College within the last three terms and wishes to change the major area of interest or degree program must complete an *Addition or Change of Program Request*. This form is available on the Graduate College website at http://gradweb.ou.edu/Current/Forms/ChangeOfProgram.asp.
- A student on any type of probation or in the first semester of conditional admission or admission in Unclassifed status is not permitted to change his or her program.
- Requests for changes of program are not processed after the 13th week of the semester (sixth week of the summer session) until the Graduate College receives student grades for that semester.
- A student wishing to change to a Dual Degree major must do so prior to completing more than 12 hours of OU coursework.

READMISSION TO THE GRADUATE COLLEGE

Readmission Process

- A prospective student must register for courses at the University of Oklahoma for the term of admission to retain active status as a graduate student.
- The student is subject to the regulations applicable during the first term of enrollment so long as continuous enrollments are maintained.
- A student whose initial enrollment as a graduate student at the University of Oklahoma is during the summer session will be subject to the University of Oklahoma catalog or bulletin in effect for the academic year following that summer.

Updating an Admission

A prospective student who has been admitted and does not enroll for the term of admission must reapply for admission.

Lapsed Enrollment

- A graduate student who has a lapse of enrollment for one year must reapply for admission.
- A graduate student readmitted after a lapse of enrollment is subject to the current conditions and curriculum of his or her program of study at the time of readmission, not those in place at the time of the initial enrollment.
- Readmitted students are subject to all Course Age Limits, as outlined in the doctoral and master's degree sections of this Bulletin.

Stopout Policy

- A graduate student who finds it necessary to discontinue the program of study (i.e., stopout) may petition the Graduate College for an exception to return under the student's original program of study.
- The petition must detail the reasons for the stopout and indicate how long the stopout period will be and, whenever possible, must be processed while the student is still enrolled.
- The petition must be endorsed by the student's graduate liaison.
- As a general rule, the stopout period will not exceed two years from the student's last enrollment.
- The period of the stopout will count toward the time limits for completing the degree.
- Stopouts do not affect the policies governing lapses in enrollment. A student on a stopout who allows his/her enrollment to lapse will need to reapply for admission and pay all associated application fees.

COST AND FINANCIAL SUPPORT

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation and miscellaneous living expenses. The actual cost of attending the university will vary depending on a student's resident status, academic level, course load, housing arrangements, personal needs and spending habits.

Please contact the Bursar's Office for specific information regarding tuition and fees.

1000 Asp Avenue, Room 105
Norman, OK 73019
(405) 325-3121
https://bursar.ou.edu/tuition_fees.cfm

FINANCIAL SUPPORT

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the university.

These resources include:

- financial aid, such as federal and state grants, loans and work-study programs
- graduate assistantships
- fellowships and scholarships
- tuition waivers

FINANCIAL AID

Office of Financial Aid

- The Office of Financial Aid Services awards and monitors all federal and need-based awards.
- Financial Aid Services is open from 8 a.m. to 5 p.m. Monday through Friday and is located in Buchanan Hall.
- For additional information on financial aid programs and application information, please contact:

  University of Oklahoma Financial Aid Services
  1000 Asp Ave., Buchanan Hall Room 313
  Norman, OK 73019-2111
  (405) 325-4521; FAX (405) 325-7608 or financialaid@ou.edu
- Students are encouraged to utilize the Financial Aid Services website for general financial aid and scholarship information as well as to check the status of their financial aid application.
- Students also are required to keep their address updated with Financial Aid Services at all times. Additional information is available online at http://www.financialaid.ou.edu/.

GRADUATE ASSISTANTSHIPS

- Most academic units employ graduate students on a part-time basis. Graduate assistantships are awarded and governed by individual academic units and appointing departments.
- A student should contact the appointing department or academic unit to obtain information about, and applications for, graduate assistantships.

Teaching Assistant Training

- All graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the Learning and Teaching Program prior to commencing their teaching responsibilities. However, GTAs who do not have substantive contact with students (e.g., those who only do grading) are exempt from this requirement.
- International GTAs must attend the International Teaching Assistants Training Program; all GTAs (international and domestic) need to attend the Teaching Assistant Orientation (TAO).
- For additional information contact the Learning and Teaching Program, 101 Copeland Hall, at (405) 325-2323.

English Language Certification

- Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not the native language must be certified as proficient in oral, aural and written English.
- Certification is obtained through the English Assessment Program, 213 Robertson Hall, (405) 325-1838.
- If observation determines that a certified instructor is having serious communication difficulties in the classroom, English language certification may be revoked, which will require that the instructor be removed from the classroom.
- Graduate students who wish to improve their English skills may take speaking or writing classes offered by the English Assessment Program.

Assistantships and Financial Aid

- **Graduate assistantships do not affect enrollment requirements for financial aid purposes.**
- Other conditions of appointments, including minimum enrollment requirements, are listed in the Graduate Assistant Handbook.

Workload

- The primary purpose of a graduate assistant appointment is to aid the student in the successful completion of an academic program. For this reason, enrollments and appointments are subject to certain restrictions.
- Employment is generally measured as a proportion of *Full Time Equivalent* or FTE status, with 1.0 FTE representing full-time employment or 40 hours per week.
- Graduate assistantships are subject to FTE limitations and cannot resemble full-time work. The standard Qualifying Graduate Assistantship is .50 FTE, which is equivalent to 20 hours per week. Graduate assistantships totaling .50 FTE or less do not require the permission of the Graduate Dean.
- In necessary circumstances graduate assistantships totaling .51 to .75 FTE can be approved by petition to the Graduate College Dean. The student should be advanced in his or her program, the appointment should offer academic benefit, it should not last more than a semester or two and it cannot negatively affect the student's progress toward the degree.
- For the fall and spring semesters, appointments totaling more than .75 FTE will not be approved for any student. For the fall and spring semesters appointments totaling more than .50 FTE cannot be approved for any international student on a student visa.
- Petitions for FTE exceptions should be directed to the Associate Dean of the Graduate College. The petition must state the nature of the increased FTE and the rationale for the appointment. A statement of endorsement from the student's adviser will be required.
- Academic units are encouraged to set limitations on the number of semesters a student may hold a graduate assistantship. These limitations should be made available in writing at the time of a student's application, appointment or reappointment.
- In general, the Graduate College expects that a graduate assistant will not be appointed for more than the number of semesters required to complete the degree program, assuming six semester hours of enrollment per semester.

OTHER FUNDING OPPORTUNITIES

- Students are encouraged to apply for funding based on academic ability or talent.
- Students may conduct an online search for funding by visiting www.finaid.ou.edu.
- Funding recipients who also are recipients of other types of financial aid may have their financial aid award letter revised.
- The university strongly encourages graduate students to apply for funding from external agencies.
- There are a number of major funding opportunities available for students engaged in full-time study leading to the doctoral degree.
- The Graduate College website also provides detailed information on funding opportunities.
- Students are encouraged to write directly to the granting agencies.

Community of Scholars
In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access via our home page to the Community of Scholars National Funding Opportunities database. This comprehensive Web-based listing of funds from various government agencies, private foundations, industries and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information and an application. This service is an invaluable tool for quickly identifying funding opportunities for graduate students and faculty. Visit the Graduate College's home page at http://gradweb.ou.edu and select Funding Opportunities to explore this database.

Oak Ridge Associated Universities
Since 1949, students and faculty of the University of Oklahoma have benefited from the university's membership in Oak Ridge Associated Universities (ORAU). Through the Oak Ridge Institute for Science and Education, the DOE facility that ORAU operates, undergraduates, graduates, postgraduates and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines, including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines and details on locations and benefits can be found in the resource guide, which is available online at http://orau.gov/orise.htm.

Additional Funding Sources
Additional information regarding grants, scholarships or other funding should be directed to the following agencies. Recipients of funding from these programs who are recipients of other financial aid may expect their award letters to be revised.

Vocational Rehabilitative Services
- Vocational Rehabilitative Services may assist students who have certain physical, mental or emotional disabilities by providing funding or other support services.
- Contact the Department of Human Services Rehabilitative Services Division in your community for information and applications.
- The vocational objective must be approved by a representative of the division.

Veterans Administration
- Educational benefits may be available to students who are active duty, reserve personnel or veterans.
- Students should contact their area Veterans Administration office for information regarding educational benefits.

Tribal Grants

- Native American students are encouraged to contact their tribal agency for specific information and application materials for higher education grants, scholarships and fellowships.
- Students also may obtain information from the associate director of American Indian Student Life, Center for Student Life, Oklahoma Memorial Union, third floor south. Another valuable source of funding is through the American Indian Graduate Center, 4520 Montgomery Blvd. NE, Suite 1-B, Albuquerque, NM 87109-1291, (505) 881-4584.

ENROLLMENT, GRADES AND GRADUATION

COURSES APPROVED FOR GRADUATE CREDIT

- Graduate credit for work successfully completed at the University of Oklahoma is allowed only for courses listed with a G before the course number.
- Daggered courses (†G) are not applicable for graduate credit for majors in the academic unit offering the courses.
- Whether a particular course is acceptable as credit toward the degree on which the student is working is determined by the academic unit and/or advisory committee and the Graduate Dean.
- Graduate credit for work successfully completed at the University of Oklahoma Health Sciences Center is allowed only for courses listed in its Graduate College Bulletin.

ENROLLMENT

To be eligible for enrollment, the student must have been admitted to both the University of Oklahoma and to the Graduate College before the registration period ends for any given semester.

Enrollment Approval

- All enrollments must be approved by the academic unit adviser or, in the case of unclassified students, by the Graduate Dean if no academic unit adviser has been assigned.
- A student whose initial enrollment in the University of Oklahoma is during the summer session will be subject to the University of Oklahoma catalog or bulletin in effect for the academic year following that summer.

Assignment of an Adviser

- Although the Graduate Dean is a general adviser for all graduate students, a student is under the immediate direction of a graduate adviser in the academic unit of the major field.
- With the permission of the academic unit, students admitted in unclassified status may be assigned a graduate adviser in the academic unit most closely related to their academic interest.

Maximum Enrollment

- A student may not carry more than 16 hours per regular semester nor more than nine hours per summer session without the permission of the Graduate Dean.
- Advanced Programs students may carry up to 16 hours in any term, including summers.

ENROLLMENT OF UNDERGRADUATES IN GRADUATE COURSES

Eligibility

- Qualified junior or senior undergraduates at the University of Oklahoma may, with permission from the academic unit, enroll in 5000-level graduate courses for either undergraduate or graduate credit.
- Undergraduates may not enroll in 6000-level courses except by permission of the academic unit and the Graduate Dean.

Application for Graduate Credit

- To apply for graduate credit, an undergraduate must have a minimum overall grade point average of 3.0.
- The student must submit to the Graduate College the *Application for Graduate Credit for Courses Taken During the Junior and Senior Years*. The application must be submitted by the end of the second week of enrollment in the class for which graduate credit is requested.
- To enroll in the course for graduate credit, the student must receive permission from:
  - the instructor
  - the undergraduate adviser
  - the person who serves as liaison between the Graduate College and the academic unit offering the course
  - the Graduate Dean.
- The approval of the instructor signifies that the junior or senior will be evaluated at the same level as the graduate students in the class.

Earning Graduate Credit

- Credit for courses earning graduate credit may not be applied toward the bachelor's degree. Conversely, courses applied toward a bachelor's degree may not be applied toward a graduate degree.
- The Graduate College will verify that a grade of A, B, C or S was earned in the course.
- If all of the above stipulations are satisfied, the Office of Academic Records will note on the student's transcript that graduate credit was earned in the course.

Limitations

Each graduate degree has a prescribed set of courses required for that degree, and not all graduate-level courses can be applied to fulfill those requirements. Prior to enrolling in graduate-level courses, the student should consult with the academic unit from which he or she plans to receive a graduate degree to plan an appropriate program. In addition, coursework taken prior to admission to a graduate degree or graduate certificate program at OU is limited to no more than 25 percent of the total hours required for the degree or certificate.

ENROLLMENT IN OU HEALTH SCIENCES CENTER COURSES

- A graduate student may enroll in graduate courses at the OU Health Sciences Center if they are appropriate for the degree sought.
- At the time of registration, a brief form for intercampus registration must be completed at the Office of Admissions on the Norman campus.
- The courses taken will be reported and listed on the transcript of the student in the same manner as courses taken on the Norman campus.
- Tuition waivers awarded from the Norman campus Graduate College may apply to courses taken at the OU Health Sciences Center. Consult with the Graduate College for additional information.

ENROLLMENT IN LAW COURSES

- The College of Law will allow graduate students at the University of Oklahoma to enroll in College of Law courses as long as the graduate student has the advance approval of:
  - the Graduate Dean or academic unit chair
  - the Dean or associate Dean of the College of Law and
  - the professor teaching the course.
- The course must be determined by the graduate student's academic unit to beneficially contribute to the student's graduate degree program.

- Of necessity, students desiring to take College of Law courses will only be allowed to do so after law students have enrolled and space remains in the class.
- Tuition waivers awarded from the Norman campus Graduate College do not apply to courses taken at the OU College of Law.

Grading Scale

- Graduate students enrolled in College of Law courses may be graded on an S/U grading scale.
- Students who receive at least a four on the College of Law grading scale will be accorded an S in the course whereas those students receiving below this will receive a U.

ENROLLMENT IN GRADUATE COURSEWORK AT ANOTHER UNIVERSITY

- A University of Oklahoma graduate student must be in good academic standing and obtain the approval of the Graduate Dean prior to enrolling concurrently in graduate coursework at another university.
- Failure to obtain this approval could lead to disenrollment as a graduate student at the University of Oklahoma.

ENROLLMENT REQUIREMENTS DURING THE SEMESTER THE GENERAL, COMPREHENSIVE OR FINAL EXAM IS TAKEN

- See "Information for Master's Degree Students"
- See "Information for Doctoral Degree Students"

Requirements for Enrollment in 5880

- See "Information for Master's Degree Students"

Requirements for Enrollment in 5980 or 6980

- See "Information for Master's Degree Students"
- See "Information for Doctoral Degree Students"

Requirements for Enrollment in Music 6880

- See "Information for Doctoral Degree Students"

GRADES IN THE GRADUATE COLLEGE

The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W and X. Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content. All grades earned on coursework will be used for purposes of grade point calculations. Grades from all subsequent attempts at a course will be used in addition to, not in place of, all grades earned in previous attempts at the course.

The following explanations apply only to those courses that are approved for graduate credit.

AW

AW, meaning administrative withdrawal, is a neutral grade assigned when the student is involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or for inadequate attendance.

D

D cannot be applied to a graduate degree or a graduate certificate, and it cannot be used to satisfy prerequisite requirements.

I

I is a neutral grade meaning Incomplete. It indicates that the student has not yet completed all required coursework. The instructor will indicate to the student what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time allowed may not exceed one calendar year. If, by the end of the year, no change in grade has been submitted, the grade of I will become permanent on the student's record unless the instructor chooses to assign a letter grade. After a grade of I has become permanent, a student may re-enroll in the course. At the University of Oklahoma, credit for courses in which a student has received an I cannot be transferred from or to another institution.

P and NP

P and NP, meaning Pass and No Pass, are used as grades in a course in which a student has enrolled under the "pass/no pass" grade option. The grades of P and NP are considered neutral in the computation of the student's grade point average.

P indicates work equivalent to a grade of C work or better. NP indicates no credit for a pass/no pass option enrollment. Graduate students may use the pass/no pass option only with courses that will not apply toward a graduate degree.

S and U

S and U are neutral grades meaning Satisfactory and Unsatisfactory.

The grade of S signifies work equivalent to a grade of B or better. The grade of U indicates that no credit is received for the work undertaken.

The grade of S is used in the final semester to indicate that a thesis, dissertation or equivalent work is complete and deposited. The S grade may not be used for lecture/recitation courses except with the approval of the Graduate Dean. In special problems, individual research and directed readings courses, if the course is graded S-U, S is the only passing grade accepted.

S and U grades may be used for seminar courses provided that the seminars are taught on a noncompetitive basis and that all students in the course are graded on this basis.

W

W, meaning withdrawal, is a neutral grade assigned when the student is passing at the time of withdrawal.

X

X is a neutral grade used only for the thesis and dissertation research courses numbered 5980 and 6980 and for thesis and dissertation equivalent courses numbered 5880 and 6880. It indicates that satisfactory progress is being made toward the thesis, dissertation or equivalent work. The grade of X is used until the thesis or dissertation is complete. When the thesis or dissertation is deposited, the grade for the final semester is S.

AUDITING COURSES

- A graduate student may enroll as an auditor with the approval of the course instructor.
- Junior and senior undergraduate students may audit 5000-level courses if they have received permission from the instructor and the academic unit.
- Undergraduates may not audit 6000-level courses, except with the permission of the instructor, the academic unit and the Graduate Dean.

DEGREE COMPLETION

- To qualify for a graduate degree, students must achieve an overall grade point average of 3.0 or higher in the degree program coursework and in all resident graduate coursework attempted. A student must also have at least a 3.0 in all coursework (undergraduate and graduate combined) attempted.
- All these grade-point calculations are based on coursework attempted since the completion of the most recent degree earned at the University of Oklahoma.

APPLICATION FOR GRADUATION

- Students must apply for the appropriate degree early within the semester in which they propose to graduate.
- The Application for Graduation must be filed with the Office of Records indicating the student's name exactly as it is to appear on the diploma and giving the semester in which the student intends to graduate.

GRADUATION

- Degrees are conferred at the regular commencement exercises in May and in absentia at the end of the fall semester and summer session.
- Attendance at the commencement exercises when the degree is conferred is requested of all candidates.
- Appropriate academic attire must be worn.
- The Graduate College will not approve any changes in the student's permanent record once the graduate degree is awarded.

GRADUATE COLLEGE STANDARDS

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

The Graduate Council and the Dean of the Graduate College supervise and evaluate the academic units of the university which offer the master's and/or doctoral degree to ensure observance of policy and academic excellence.

RETENTION

A student will be permitted to continue as a graduate student as long as s/he fulfills the specific requirements of the academic unit **and**:

- makes satisfactory progress toward the degree and
- maintains a minimum 3.0 GPA in all coursework attempted (undergraduate, graduate, and combined) while in the graduate program.

The rules for retention apply to all graduate students.

Progress Review
The Graduate College monitors each student's academic progress. At the end of each semester or summer session the Graduate College will notify those students who fail to meet the standards of performance.

Satisfactory Progress

- Making satisfactory progress toward the degree includes, but is not limited to,
  - timely completion of the coursework required for the degree
  - submission of an advisory conference report
  - progress made in completing research
  - passing of the comprehensive examination, general examination, or final oral examination
  - completion of the thesis or dissertation

The Grade-Point Average

- A graduate student's grade-point average is calculated in three ways:
  - on graduate coursework only,
  - on undergraduate coursework only (if any) and
  - on all coursework attempted.
- These grade-point averages are determined on the coursework taken at the University of Oklahoma since completion of the most recent degree earned at OU.
- If any of the three calculations yields a grade-point average less than 3.0, the student will be placed on academic probation.
- All grades, whether comprising a part of the degree program or not, will be used in calculating grade-point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W and AU, for which no grade points are awarded.
- If a graduate student has credits earned as an undergraduate that were approved to form part of the graduate program, these credits will be used in determining the student's grade-point average.

ACADEMIC PROBATION

Students on probation will be notified by OU email that they have been placed on probation. The student's major department also will receive the same notification.

Low Graduate College GPA

- Students who fail to maintain a 3.0 on all three GPA averages will be placed on academic probation. The student must then bring his/her GPA up to a 3.0 in the next 12 hours.
- Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the conclusion of an equivalent period.
- The 12 hours of probation include both letter-graded and S/U graded courses.
- Students who do not improve their grade-point averages each semester may be denied further enrollment before the standard 12-hour probationary period elapses.

U and NP Probation

- A student earning two or more credit hours of U and/or NP in one semester or summer session will be placed on academic probation for the next two semesters in which the student enrolls.
- Earning two or more credit hours of U and/or NP during a U or NP probation will be grounds for disenrollment from an academic program and the Graduate College.

Disenrollment for Low Grades

- A student will be denied further enrollment when he or she is placed on any type of academic probation for the third time.
- When a doctoral student earns nine credit hours of grades C, D or F in any combination, he or she will be disenrolled from the doctoral program.

ACADEMIC UNIT STANDARDS

- Academic units may have additional and more stringent criteria for evaluating a student's performance and progress. They may demand a higher level of performance than that required by the Graduate College.
- An academic unit may, under some circumstances, recommend disenrollment of a student from a graduate program even though a 3.0 grade-point average has been maintained. In such cases, the academic unit must describe in writing to the student and the Graduate College the circumstances on which the unsatisfactory performance or progress evaluation is based, and specify what the student should do and the time frame for improvement.
- Students cannot defend or take comprehensive exams while on any type of academic probation.
- If the student fails to meet the criteria outlined in this letter, the academic unit may recommend disenrollment from the program.
- Grounds for disenrollment include, but are not limited to,
    - failure to be accepted by an appropriate thesis or dissertation adviser within the stipulated time limitations
    - failure to make timely progress toward the degree
    - failure to perform in coursework, qualifying examinations or research at an acceptable level in the respective academic unit.

EVALUATION OF STUDENTS

- 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, when authorized by the Graduate Dean.
- Any exceptions to this requirement must receive the prior written approval of the Graduate Dean.

Review Criteria

- The review may include, but is not limited to, considerations such as:
  - progress made in meeting conditions of admission
  - completion, within the prescribed period of time, of those courses in which the student has received an I
  - completion of core course requirements
  - completion of research tool requirements
  - progress made in completing research requirements
  - timely filing of the prospectus
  - the general quality of research
  - completion of the thesis or dissertation.
- The review also may encompass the student's broader scholarly capabilities and professional development.
- The review should not include an assessment of the student's performance as a graduate assistant.

Review Notification Letter

- The academic unit will notify each student and the Graduate College by letter of the student's progress and performance toward satisfying degree requirements.
- If there are deficient areas, the academic unit should specify clearly what the student should do to receive a satisfactory evaluation.
- If the student is not so notified by the end of the 14th week of the spring semester, it is the student's responsibility to request in writing that the academic unit provide such an evaluation.
- This request must be received by the academic unit prior to the beginning of the summer session.
- Failure to receive or request the written evaluation does not change the student's responsibility of maintaining satisfactory progress in meeting academic unit and Graduate College requirements.

Second Review

- The academic unit is responsible for monitoring the performance of a student with a less than satisfactory evaluation and shall conduct a second review at the end of the next semester or designated period.
- The Graduate College and the student should be notified by letter of the results of the second review.
- Based on the second review and the academic unit's recommendation, the Graduate College will either allow or deny the student further enrollment.

Third Review

A student who receives three consecutive **unsatisfactory** evaluations will be denied further enrollment.

DISENROLLMENT

Just as the Graduate College has the formal responsibility of admitting graduate students, it also has the responsibility of formally disenrolling students.

Options for Disenrolled Students

- A student who is disenrolled from a graduate program may apply to pursue a graduate degree in another major field with the approval of the Graduate Dean. At the time of the new admission, the student must satisfy all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges and its academic units.
- When a doctoral student earns nine credit hours of grades C, D or F in any combination, the student will be disenrolled from the doctoral program and will be ineligible for admission to another doctoral program. However, this student can be considered for admission to a master's program in which the student does not already hold a master's degree.

SPECIAL STANDARDS OF PERFORMANCE FOR STUDENTS ENROLLED IN INTERNSHIPS, PRACTICUMS OR SIMILAR PROFESSIONAL EXPERIENCES

- Some degree programs require that students successfully complete a professional experience such as an internship or practicum.
- Students who have advanced to this point in their academic programs must exhibit the highest level of professional standards and conduct.
- For this reason, a student who earns an unsatisfactory grade, or engages in inappropriate conduct in a professional experience such as an internship or practicum, may be disenrolled from the academic program.
- To recommend a student for disenrollment under these provisions, the chair or director will:
  - meet with the student involved;
  - conclude that the incident or incidents involve misconduct so egregious that the student must not be assigned a second professional experience; and
  - write a letter to the Graduate Dean with a copy to the student reporting on the incident, describing the professional standards that have been violated, the results of the investigation and the results of the meeting with the student, and recommending that the student be disenrolled.
- The Graduate Dean may then approve or disapprove the recommendation or may conduct a further investigation. If the recommendation is approved, the Graduate Dean will notify the student of disenrollment from the academic program and advise the student of the right to file an academic appeal of the matter. The Academic Appeals Board for the Graduate College will hear appeals of disenrollments made under the provisions of this policy.

ACADEMIC MISCONDUCT

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

- 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
- assisting others in any such act
- attempting to engage in such acts

It is the responsibility of each student to be familiar with the definitions, policies and procedures concerning academic misconduct.

The Student Code is available from the Office of the Vice President for Student Affairs or online at http://judicial.ou.edu/content/view/27/32/.

Further information about academic misconduct is contained in the Student's Guide to Academic Integrity, available on the Internet at http://ou.edu/provost/integrity.

ACADEMIC APPEALS

A Graduate College Academic Appeals Board will be appointed and given authority to hear all appeals involving qualifying examinations, comprehensive examinations, general examinations, theses and dissertations and other appropriate matters as determined by the Graduate Dean.

The only issues to be resolved are those of prejudiced or capricious evaluation, or alleged inability to speak the English language to the extent necessary to adequately instruct students.

Complete information about Graduate College academic appeals may be obtained from the Graduate College Academic Appeals Guidelines and the Student Code, Title 14.

The Academic Appeal Process
The student is responsible for notifying the instructor of any dispute that meets the above criteria. If the student's attempts at resolution with the instructor fail, the student should immediately notify the Graduate College of the potential Academic Appeal immediately to make an appointment to discuss the matter.

Time Limits

- In cases of end-of-term evaluations, a student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than Feb. 15 for the previous fall semester or intercession, and no later than Sept. 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 regarding 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 panel 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).

When a potential Academic Appeal is brought to the attention of the Graduate College, the following steps will be taken:

- An attempt will be made to resolve the problem with the department.
- If the matter is not resolved in conference, the student will be briefed on the procedures for filing an Academic Appeal.

Appeals must be filed in writing in the Graduate College office.

The written appeal should state:
- the action being appealed
- the individual(s) responsible for the action under appeal
- the basis for the appeal
- the relief sought by the student

Time Limits
- A 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 hearing on a claim that does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim.

GRADUATE ASSISTANT APPEALS

The Graduate Assistant Appeals Board will be appointed to hear appeals by graduate assistants regarding termination requests by academic units and/or employment grievances of graduate assistants. A student who feels s/he may have a potential appeal should notify the Graduate College immediately to arrange an appointment to discuss the issue.

Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College Office.

The written appeal should state:
- the action being appealed
- the basis for the appeal and
- the relief the student seeks.

The decisions made by the Graduate Assistant Appeals Board will be considered as recommendations to the provost, who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the Graduate Assistant Handbook.

OTHER STUDENT GRIEVANCES

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, 102 Evans Hall, 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" or contact the Office of Equal Opportunity.

INFORMATION FOR MASTER'S DEGREE STUDENTS

BASIC REQUIREMENTS FOR THE MASTER'S DEGREE

GRADUATE COLLEGE REQUIREMENTS

- The master's degree requires the equivalent of at least two semesters of satisfactory graduate work, and such additional work as may be prescribed for the degree.
- All coursework applied toward the master's degree must carry graduate credit.
- Whether a thesis is required is determined by the Graduate Council on request from the academic unit offering the degree.

Thesis Program Requirements
If a thesis is written, the program will consist of at least 30 credit hours.

Non-Thesis Program Requirements
The number of credit hours required for a non-thesis program is program dependent, but all of these programs require at least 32 credit hours.

Course Credit Requirements
- All resident credit required for a master's degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Some course credit may be transferred from other institutions, under certain conditions.
- Courses completed through correspondence study are not acceptable toward the master's degree.

Obtaining a Master's Degree While Working on a Doctoral Degree
- Students who do not hold the master's degree in the doctoral field may be admitted to candidacy and awarded the appropriate master's degree provided they meet the following conditions:
  - make formal application for the master's degree within required filing dates,
    - For a master's degree with thesis or on the basis of a comprehensive examination, the semester before defending the thesis or taking the comprehensive examination.
    - For a master's degree on the basis of doctoral general examination results, before taking the general examination.
    - Students must also complete an online Addition/Change of Program request at the Graduate College website.
  - meet all academic unit requirements,
  - secure the recommendation of the major academic unit, and
  - apply for graduation.
- Graduate students working on a doctoral degree cannot apply for a master's degree based on the passage of the General Examination if a thesis is required for all master's degrees in that academic unit.
- The Graduate College does not grant an additional master's degree in the same field in which an individual already holds a master's degree.

ACADEMIC UNIT REQUIREMENTS

- A department is permitted to add to the minimum undergraduate course requirements for the graduate major field, and to make recommendations concerning the preliminary work that must be done before the student may be recognized as having attained full graduate standing in the department.
- Statements of these special requirements are included in the academic unit announcements.

- **Major Requirements**
- The major requirements as well as undergraduate prerequisites are determined by the academic unit offering the degree and approved by the Graduate College.

TRANSFER CREDIT APPLIED TOWARD THE MASTER'S DEGREE

Graduate College Guidelines 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 transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university; and
- The credit is not more than five years old at the time of admission or readmission to the degree program; and
- The credit is applicable toward the degree; and
- The credit carries a grade of A, B or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the course grade must be equivalent to 3.0 or higher. Grades of B-minus, P and CR do not transfer; and
- Transfer credits are subject to the approval of the academic unit, which may have more stringent requirements than those of the Graduate College. Applicants should consult the proposed academic unit for information about transfer credits for individual programs; and
- The credit is approved by the Dean of the Graduate College.

Limitations on Transfer Credit Applied Toward the Master's Degree

- When combined, hours transferred from other institutions and residence credit taken prior to admission to a graduate degree program may not constitute more than 25 percent of the minimum number of credit hours required for the master's degree. However, eight hours may be accepted in a program that requires fewer than 32 credit hours.
- Academic units with transfer rules more stringent than those of the Graduate College shall so indicate in that section of the General Catalog which specifically describes their program.
- The rules of these academic units shall take precedence over those found elsewhere and are available in the Graduate College and the academic unit.

Transfer Credit from OSU-Tulsa to OU-Tulsa Programs

A list of degree and certificate programs offered by OU in Tulsa is available in this bulletin and on the OU-Tulsa website at http://tulsagrad.ou.edu/.

- In no case may more than 15 hours from OSU-Tulsa be applied toward a graduate degree earned at OU-Tulsa.
- A student who interchanges more than eight hours of credit between Oklahoma State University and the University of Oklahoma must petition the Graduate Dean for permission to apply transfer credit from a third institution toward their degree program.
- Coursework transferred from OSU-Tulsa must meet all other normal requirements for transfer credit.
- Individual degree programs may have more restrictive policies regarding on transfer credit. Students should contact their academic unit for more information about the acceptability of transfer credit.

Transfer Credit from the OU Health Sciences Center

- Graduate coursework completed at the University of Oklahoma Health Sciences Center is considered residence credit.
- Upon approval by the academic unit and Graduate Dean, HSC credit earned in a degree program may be used without limitations as credit toward a degree on the Norman campus.

Transfer Credit from the OneNet Conferencing System

- An exception to the 25 percent limit on transfer credit is made for courses taken through the OneNet two-way video conferencing system.
- Up to 50 percent of the credit hour requirements for a master's degree may be transferred from Oklahoma State University if the courses were taken via OneNet.
- Residence credit is granted for graduate-level coursework taken via OneNet when taught by a member of the University of Oklahoma graduate faculty.

Transfer Credit from a First Master's Degree Applied Toward a Second Master's Degree

Credit hours previously presented and counted for one master's degree may not be applied toward satisfying the requirements of a second master's degree with the exception of approved dual degree programs.

Transfer Credit from a Professional Degree Applied Toward a Master's Degree

With the approvals indicated above, the credit from a professional degree (e.g., D.D., M.D., J.D., D.V.M., D.D.S.) may be applied toward a master's degree as transfer credit, provided that such courses carry a grade of B or better and have been approved for graduate credit.

Transfer Credit in Absentia

Courses and fieldwork done in absentia may be transferred in rare cases upon recommendation of the academic unit and with approval of the Graduate Dean.

Transfer Credit from Advanced Standing Exams

No graduate credit may be earned by advanced standing examinations.

Transfer Credit and Alternate Admission

Students may not transfer credits earned prior to completing all conditions of a supplemental admission to OU.

Transfer Credit and Grade Point Average Computation

Transfer credit is considered neutral in the computation of the University of Oklahoma grade point average for the purpose of determining continued admissibility and graduation.

OU COURSEWORK TAKEN PRIOR TO ADMISSION TO A MASTER'S DEGREE PROGRAM

Graduate College Guidelines for Residence Credit Taken Prior to Admission to a Master's Degree Program

The acceptance of residence credit completed prior to admission to a master's degree program is determined in accordance with the following criteria:

- Residence credit is subject to the same guidelines outlined for transfer credit
- Residence credit includes any graduate coursework taken while the student is in a non-degree-seeking status and/or taken for graduate credit during the junior/senior years of the undergraduate degree
- When combined, hours transferred from other institutions and residence credit taken prior to admission to a graduate degree program may not constitute more than 25 percent of the minimum number of credit hours required for the master's degree. However, eight hours may be accepted in a program that requires fewer than 32 credit hours.

COURSE CREDIT LIMITATIONS

3000/4000 Level Courses

- With approval of the academic unit, a student may apply up to a total of 12 credit hours of 3000 and/or 4000 level courses that carry graduate credit toward a 30- to 36-credit-hour master's degree.

- For any graduate degree requiring more than 36 credit hours, a student may apply up to one-third of the total credit hours, but no more than 16 credit hours of 3000 and/or 4000 level courses toward the degree.
  - A maximum of three-fourths of the credit hours of 4000 level courses permitted by the Graduate College may be from the academic unit offering the degree (e.g., nine hours on a 30- to 36-hour master's degree).
  - No 3000 level courses from the academic unit offering the degree may apply toward any of its graduate degrees.
- A student who has special coursework needs that cannot be met within the limitations listed above may petition the Graduate Dean for an exception to the limitations.
  - The petition must be submitted before the student completes 12 hours of graduate work in the program.
  - The petition must contain a detailed justification for requesting the exception and must list all courses to be applied toward the graduate program.
  - The petition must be endorsed by the student's graduate liaison.
  - The Graduate Dean will make a decision based on the merit of the petition. This decision will not be considered as a precedent for further petitions requesting an exception to the number of 3000/4000 level courses that can be applied toward a graduate degree.

S/U Graded Courses

For coursework applied to an OU master's degree:

- No more than one-half of the credits for OU coursework, excluding research for the thesis (5980), may be S/U graded coursework; *and*
- No more than one-half of the overall coursework (OU credit and transfer credit combined), excluding research for the thesis (5980), may be S/U graded coursework.

Research for Master's Thesis Credit

- Within the limit of six credit hours, each academic unit must set the number of credit hours of Research for Master's Thesis (course 5980) that may be counted toward the master's degree.
- Each academic unit must inform the Graduate College of its limits.

Application of Credit from an Unsuccessful Graduate Program to Another Graduate Program

- The student must gain admission to a different program from the unsuccessful program, and must have permission from that academic unit and the Dean of the Graduate College to include courses taken for the first graduate program.
- The courses must be applied to a different academic program than the one in which the student failed the comprehensive examination or thesis defense, and the courses must be applicable to the new degree program.
- Courses taken prior to failing either the comprehensive examination for the second time or the thesis defense can count for no more than 25 percent of the credit hours required for another master's degree at the University of Oklahoma.
- Courses taken prior to failing the doctoral general examination for the second time may count for no more than 50 percent of the credit hours required for a master's degree at the University of Oklahoma, and they are applicable only if the courses were taken within five years of the student's admission to the second master's degree program. No credit hours from a failed graduate degree can be applied directly to a doctoral program. However, if credit hours from a successful master's degree were applied to the failed doctoral degree, the hours taken for the master's degree may be applied toward another doctoral degree.

TIME LIMITS FOR COMPLETION OF THE MASTER'S DEGREE

Graduate College Time Limits
A student registered in a master's degree program will complete all of the degree work within five calendar years of first enrollment in any OU course to be applied toward the master's degree.

Academic Unit Time Limits
- Academic units must indicate any shorter time limits in the General Catalog sections that refer specifically to their programs. This information also is available in the Graduate College and the academic unit.
- Students in these programs must abide by the lesser time period.
- No program may set a longer period for degree completion than that established by the Graduate College.

Extensions
- If additional time is necessary and proper to complete the degree, the student's committee should petition the Graduate Dean for an extension. This petition also must be endorsed by the graduate liaison and all members of the student's committee.
- Extensions may be granted for a variety of reasons that may include, but are not limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce or other personal issues within the immediate family.
- The extension may be granted, granted with qualification, or denied.
- An extension of time for completion of degree requirements does not affect the limitations of the number of allowed over-age credit as outlined below in Course Age Limits.

Extensions Over One Year
- Extensions exceeding one year may require that the academic unit certify that the student's knowledge is current and appropriate to the degree at the time it is awarded.
- The academic unit is required to describe how it will determine that the student is current in the field at the time the degree is awarded. This may involve re-examination or additional coursework. See below-Validating Overage Coursework.

Course Age Limits
- Graduate credit taken at the University of Oklahoma or at another regionally accredited university that is to be applied toward a master's degree must not be more than five years old at the time of admission or readmission to the Graduate College.
- No more than 25 percent of the total credit hours (residence credit and transfer credit, if any) applied toward the master's degree can be more than five years old at the time of graduation.

Validating Overage Coursework
- When a student wishes to apply overage credits from coursework taken at the University of Oklahoma, the overage credits must be validated. The department must develop a plan for evaluating the course content and the student's knowledge. The process for validating overage coursework must have the approval of the Graduate Dean before it is implemented. After the evaluation is conducted, a report is made to the Graduate Dean for approval of the credits.
- The evaluation must address two issues:
  - The material in the overage course must represent the current state of the discipline. The coursework must represent current knowledge; therefore, the department must determine what knowledge is now contained in the current course. If the course content is no longer current, the department must determine whether the student has mastered the subjects currently addressed in the course.

  - The department must develop a concrete plan to evaluate the student's currency. The evaluation cannot be oral or informal. Usually the evaluation is done by a written exam, which may or may not be a component of the comprehensive or general exam. In the case of students who have carried out continued academic activity in the field, the department can accept continuing creative activities in the area, such as teaching or refereed presentations or publication in the field.
- The coursework must be validated by a committee, usually the student's committee.
- A separate evaluation must be made for each overage course.
- Directed readings cannot be validated as overage coursework.
- No course for which a grade of less than B was earned can be validated.
- Transfer credits cannot be validated as overage coursework; the coursework must have been taken at the University of Oklahoma.

ADMISSION TO CANDIDACY

A student who has done satisfactory graduate work and has maintained an overall grade-point average of at least 3.00 on all resident graduate-level courses and on all resident credit attempted may normally be admitted to candidacy for a master's degree as soon as the student has enrolled in sufficient hours for the degree.

A student can initiate the steps to schedule the comprehensive examination, the final oral/written examination, and/or the thesis defense only after he or she has received candidacy status. Final authority for admission to candidacy rests with the Graduate Dean.

Admission to Candidacy Form

- An *Admission to Candidacy* form must be filed in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) and the first Monday in October (for spring graduates). When appropriate, use the program-specific form.
- The *Admission to Candidacy* form must be signed by the graduate liaison in the student's department. The liaison's signature indicates that the proposed course of study has been approved.
- Only those graduate-level courses needed to complete the requirements of the degree should be listed on the *Admission to Candidacy* form.
- If graduate-level courses are listed in excess of those required for the degree, they will be considered part of the degree program. This can create problems for students who plan to complete a second master's degree or a doctoral degree program.
- The Graduate College must approve both sides of the form; the *Admission to Candidacy* side and the *Program of Graduate Work* side.
- All courses listed on the *Program of Graduate Work* side must be completed with a satisfactory grade. It is the student's responsibility to make sure that all courses with I grades have been completed and that the I make-up reports have been filed.
- Students pursuing a dual degree must file candidacy forms for both programs in the Graduate College before the Graduate College will authorize the comprehensive examination or thesis defense for either program.

Information Packet

- When the student files the *Admission to Candidacy* form in the Graduate College, then he or she should review the packet containing written instructions for the completion of the master's degree. These packets are available on the Graduate College website at http://gradweb.ou.edu.
- There are two packets, *Information for Master's Candidates, Thesis* and *Information for Master's Candidates, Non-Thesis.*

Changes to the *Admission to Candidacy* Form

- Additions, deletions or other modifications to the *Admission to Candidacy* form must be submitted in writing to the Graduate College and signed by the graduate liaison of the student's academic unit.
- The student will contact the graduate liaison, request that the modification to the *Admission to Candidacy* form be authorized, obtain the required signatures and forward the modifications to the Graduate College.
- Failure to undertake these steps could delay a student's graduation.

FINAL EXAMINATION

- A final examination consists of a thesis defense and/or a separate comprehensive examination, subject to the discretion of the academic unit.
- For those programs requiring both the thesis defense and a separate comprehensive examination, students will follow Graduate College and university regulations regarding both the defense and the comprehensive examination.
- Refer to the preceding sections on the Comprehensive Examination and Thesis Defense for those requirements and procedures.

Enrollment Requirements during the Final Semester

- A student must maintain enrollment for credit in at least two graduate credit hours at the University of Oklahoma in the semester in which the final examination, project and/or thesis defense occurs.
- As a minimum, with the approval of the department and the Graduate Dean, a student may enroll in these two hours as an auditor.

GRADUATION

- A student must file for graduation.
- Students who fail to apply by the stated deadlines will not be cleared for graduation until the semester all requirements are completed.

MASTER'S DEGREE WITH THESIS

A master's thesis is the product of individual research. It should represent an original contribution to the academic field of knowledge, and it must represent original research by the student.

Thesis Topic and Committee Selection

- A student in a thesis program must work with an adviser to select both a thesis topic and a thesis committee.
- The thesis topic and committee must be chosen no later than the semester in which the student is required to submit the *Admission to Candidacy* form, or following the procedures established by the academic unit, if earlier.

Thesis Committee Selection

- The committee must consist of a major professor and at least two other members of the graduate faculty.
- The Graduate Dean must approve the committee members.
- The majority of the Committee's members must have at least M1 graduate faculty status.
- The majority of the Committee's members must be from within the student's major academic unit.
- Special Graduate Faculty members may not make up the majority of the Committee's members.

- In rare circumstances, the Graduate Dean may appoint additional members to a student's master's thesis committee.
- The Graduate Dean must approve any exceptions to the required composition of the committee.

The *Master's Thesis Topic and Committee Membership* Form

- The *Master's Thesis Topic and Committee Membership* form must be signed by all the committee members and the graduate liaison of the academic unit.
- This form must be filed in the Graduate College at the time the *Admission to Candidacy* form is filed.
- No substitute forms will be approved by the Graduate College and only forms correctly completed, with original signatures, will be evaluated.

Changes to Thesis Committee or Thesis Topic

- If there are any changes in either the committee membership or the topic of the thesis, a new *Master's Thesis Topic and Committee Membership* form must be completed.
- Changes in either the thesis topic or thesis committee membership must be approved by the Graduate College at least 14 days prior to the thesis defense.
- If the committee membership changes, all members of the new committee and all members of the previous committee must sign the new form.
- If a member of the previous committee is not in residence during the semester of the defense, then the chair or director of the academic unit may sign the form.
- Any faculty member who is being replaced, and who is in residence during the semester of the defense, must indicate approval of the change by signing the back of the new form. This signature indicates a willingness to be deleted from the committee.
- If the committee member being replaced is no longer employed by the University of Oklahoma, this should be indicated on the form; the signature of the committee member who has departed the university is not required.
- If the thesis topic changes, all committee members and the graduate liaison of the academic unit must sign the new form. Changes to the listed title (not topic) can be made with permission of the Graduate Dean.

THE THESIS

Copies of the instructions for writing the thesis are available on the Graduate College website at http://gradweb.ou.edu.

Enrollment Requirements for Thesis Research

- The initial enrollment in Research for the Master's Thesis (5980) must be for at least two credit hours.
- Following the initial enrollment in Research for the Master's Thesis (5980), the student must maintain continuous enrollment on the home campus at the University of Oklahoma in at least two hours of 5980 during each fall and spring semester until all degree requirements are completed or the candidacy is discontinued.
- Students are required to enroll in 5980 during the summer session if any of the following apply:
  - the student is actively working on the thesis or
  - the student is seeking committee advice on the thesis or
  - the student is otherwise using university facilities or
  - the degree is conferred in the summer session.

Number of Thesis Credit Hours

- The minimum enrollment in 5980 is two hours each semester.
- The number of thesis credit hours for each enrollment will be determined by the faculty adviser on the basis of the amount of faculty and university services required by the individual student.
- Such enrollments must be completed during the regular registration period.

Exceptions to Continuous Enrollment in 5980

- The continuous enrollment regulation will be waived for a student who is not working on the thesis and who is enrolled in at least nine graduate credit hours per regular semester.
- However, if thesis work is being done during a regular semester or summer session, a student must enroll in 5980 regardless of the number of other hours of enrollment.
- Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Graduate Dean.

Continuous Enrollment Non-compliance

- In the event that a graduate student does not comply, or has not complied, with the enrollment provisions above, then the student must enroll – by no later than the semester in which graduation is expected – in the exact number of hours of 5980 that would have been completed with continuous enrollment.
- In addition, the student must pay a late enrollment fee for each of these semesters. Retroactive fees and tuition are assessed at the current semester rates.
- In the event of non-compliance, the final determination of the number of hours of 5980 in which the student must enroll is the responsibility of the Graduate College; the collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar's Office.

THESIS DEFENSE

- The candidate is permitted only one thesis defense.
- A student must be enrolled in at least two credit hours of 5980 at the University of Oklahoma in the semester in which the thesis defense is taken.

Thesis Draft

- The student is responsible for providing every member of the thesis committee with a draft of the thesis.
- The thesis committee will determine the timing of the student's submission of the draft to give committee members sufficient time to review the thesis prior to the deadlines for submitting a reading copy to the Graduate College.

Authority for the Thesis Defense

- A student who is on probation may not schedule the Thesis Defense until probation status is cleared.
- The student must be in good academic standing during the semester the Thesis Defense is scheduled.
- The reading copy must be presented in person, not by mail, to the Graduate College with a completed *Request for Authority for the Defense of Thesis* form at least one week before the thesis defense. The Graduate College will review and approve the reading copy. The students or a representative must be present for this review.
- Once the reading copy of the thesis is approved, the Graduate College will issue to the student the *Authority Report Form of the Thesis Defense*.
- The student may not defend until this *Authority Form* has been issued.
- Failure to obtain the *Authority Form* will negate the results of a successful thesis defense.
- Authorization for the defense is valid for the period listed on the form.

- If the defense is not completed during this period, the Graduate College must be notified of the reason for the defense was not held and the Form must be returned marked "Not Taken."

The Defense

- A majority of the members of the thesis committee must be present and must participate in the defense.
- The thesis defense may not be held when a suitable committee cannot be assembled.
- The thesis defense may not be held when the university is not in session or during the period of final course examinations. In unavoidable circumstances, a student and committee can petition the Graduate Dean to hold the defense for an exception to these rules.
- A student is allowed only one attempt at the thesis defense.
- The defense is open to the public, unless closed by the Office of Technology Development under the University Intellectual Property Policy.

Video or Telephone Participation

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for oral examinations and thesis defenses in master's programs:

For comprehensive examinations:

If an oral presentation is involved, the student, chair and one member of the committee must be present at the same location. Other members of the committee may participate via audio or video conference. Approval for such audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the examination in order to make arrangements for signature acceptance.

For oral thesis defenses:

- The student, the committee chair and one other member must be physically present at the same location.
- Other members of the committee may participate via audio or video conference. Approval for such audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the examination in order to make arrangements for signature acceptance.
- Petitions for exceptions will be considered in extraordinary circumstances.
- Copies or electronic signatures of committee members participating by videoconference will be accepted on the Authority Form. Original signatures from all members are required on the thesis copies.

Decision

- Within 72 hours of the thesis defense, the chair of the committee will report the committee's decision to the Graduate Dean on the *Authority Report Form for the Thesis Defense*.
- All members of the thesis committee must sign the report form.
- A unanimous vote at the defense of the thesis is expected; however, on occasion some dissenting reports are received.

Dissenting Votes

- If one member of the thesis committee dissents, the dissent is recognized as a minority report.
- If the committee consists of more than three members and two dissent, then the Graduate Dean will investigate and make a final decision.
- If more than two members of the committee vote unsatisfactory, the thesis defense will be judged a failure regardless of how the majority of the committee votes.

Unsatisfactory Defense

- If the defense is determined to be unsatisfactory, this decision is final and the defense cannot be repeated. The student will be disenrolled from the Graduate College and the student's candidacy for the master's degree will be terminated.
- A student who is disenrolled from a graduate program may apply to pursue a graduate degree in another major field, provided that, at the time of the new admission, the student satisfies all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges and its academic units.

Satisfactory Defense

- Once the thesis has been successfully defended, the student must deliver three originally signed, unbound copies of the thesis on white, 20-to 24-pound weight, 100-percent-watermarked cotton paper to the Graduate College.
- Thesis copies must be brought to the Graduate College within 60 calendar days following a successful defense. They cannot be sent through the mail. Students who are planning to graduate in a particular semester must meet specific deadlines and may not have 60 days available.
- Students who do not deposit during the semester of the defense must enroll in the semester they deposit. The semester the thesis is deposited is the semester of graduation.
- The Graduate College will review the thesis and perform a final degree check. If everything is in order, the student will receive a deposit form that must be signed by library personnel and returned by the student to the Graduate College.

Failure to Deposit Final Thesis with Library

- If the thesis is not deposited in the library by the last day of the semester in which it was defended, the student will be required to enroll in additional hours.
- If the final thesis is not deposited in the library within 60 days of the defense, then the results of the first defense will be set aside and the student must repeat the thesis defense.
- A student required to repeat the thesis defense under these circumstances must present to the Graduate College a new reading copy of the thesis, which has received preliminary approval of the major professor, and a new *Request for Authority for Defense of Thesis* form.
- When this new reading copy has been accepted by the thesis committee, the student can then schedule the thesis defense.
- The student must be present in person for the thesis defense.

Graduation / Completion

A student may not graduate until all degree requirements are completed, including depositing the final copies of the thesis in the library.

MASTER'S DEGREE, NON-THESIS

Some programs use a master's degree project or a comprehensive examination to illustrate a student's mastery of his or her academic field of study, rather than a thesis. In other cases, programs may require a combination of these assessments.

ENROLLMENT REQUIREMENTS DURING THE SEMESTER THE COMPREHENSIVE EXAMINATION IS TAKEN OR PROJECT COMPLETED

- A student must maintain enrollment in at least two graduate credit hours at the University of Oklahoma in the semester in which the comprehensive examination is taken.
- Failure to maintain enrollment for the entire semester will invalidate the examination or project result.

Enrollment Requirements for Project Research

- The initial enrollment in Research for the Master's Project (5880) must be for at least two credit hours.
- Following the initial enrollment in Research for the Master's Project (5880), the student must maintain continuous enrollment on the home campus at the University of Oklahoma in at least two hours of 5880 during each fall and spring semester until all degree requirements are completed or the candidacy is discontinued.

- Students are required to enroll in 5880 during the summer session if any of the following apply:
  - the student is actively working on the project or
  - the student is seeking committee advice on the project or
  - the student is otherwise using university facilities or
  - the degree is conferred in the summer session.

Number of Project Credit Hours

- The minimum enrollment in 5880 is two hours each semester.
- The number of project credit hours for each enrollment will be determined by the faculty adviser on the basis of the amount of faculty and university services required by the individual student.
- Such enrollments must be completed during the regular registration period.

Exceptions to Continuous Enrollment in 5880

- The continuous enrollment regulation will be waived for a student who is not working on the project and who is enrolled in at least nine graduate credit hours per regular semester.
- However, if project work is being done during a regular semester or summer session, a student must enroll in 5880 regardless of the number of other hours of enrollment.
- Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Graduate Dean.

Continuous Enrollment Non-Compliance

- In the event that a graduate student does not comply, or has not complied, with the enrollment provisions above, then the student must enroll – by no later than the semester in which graduation is expected – in the exact number of hours of 5880 that would have been completed with continuous enrollment.
- In addition, the student must pay a late enrollment fee for each of these semesters. Retroactive fees and tuition are assessed at the current semester rates.
- In the event of non-compliance, the final determination of the number of hours of 5880 in which the student must enroll is the responsibility of the Graduate College; the collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar's Office.

THE COMPREHENSIVE EXAMINATION

- The student must be in good academic standing during the semester the Comprehensive Examination is taken. In addition, the student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester the Comprehensive Examination is held.
- A comprehensive examination or project is one of the requirements of a non-thesis program and cannot be waived.
- The examination or project may be either oral, written or both and should cover all work offered for the degree (fields, not courses).
- The maximum number of attempts to pass the master's comprehensive examination or project is limited to two.
- Either a comprehensive examination or project is valid for two years from the end of the semester in which it was completed.

- A student should never take the comprehensive examination before authority is granted by the Graduate College. Failure to follow this procedure could invalidate a satisfactory performance on the comprehensive examination.
- All members of the committee must participate in the examination.

Authority Report Form for the Comprehensive Examination

- An *Authority Report Form for the Comprehensive Examination* must be requested in writing by the student's academic program from the Graduate College prior to the administration of the examination and at least one week before the examination. Departments should provide additional advance time when submitting requests for multiple students.
- The *Authority Report* will not be issued until an *Admission to Candidacy* form is on file in, and has been approved by, the Graduate College.
- A student who has not completed the required or core courses and at least 75 percent of all coursework listed on the approved *Admission to Candidacy* form is not normally granted authority to take the comprehensive examination. However, exceptions can be made upon request to the Graduate Dean, provided that the graduate liaison and the student sign the *Waiver for Non-Thesis Examination* form.
- Core courses are defined as those specific courses that must be taken as part of the degree. They do not include courses taken from a prescribed list of courses.
- A student who is on probation may not take the comprehensive examination until probation status is cleared.
- The Graduate Dean must authorize the examination and approve the examining committee, consisting of no fewer than three persons.
- The authorization is valid for one semester only.
- The comprehensive examination may not be held when the university is not in session, between semesters (i.e., during an intersession), during the period of final course examinations or when a suitable committee cannot be assembled.
- If the examination is not completed during the semester in which authorization is given, the Graduate College must be notified of the reason the examination was not taken and the form returned marked "Not Taken."
- A new form must be obtained for the semester in which the examination is taken.

Enrollment Requirements During the Semester the Comprehensive Examination is Taken

- A student must maintain enrollment in at least two graduate credit hours at the University of Oklahoma in the semester in which the comprehensive examination is taken.
- Failure to maintain enrollment for the entire semester will invalidate the examination or project result.

Comprehensive Examination Committee Selection

- The committee must consist of a major professor and at least two other members of the graduate faculty.
- The Graduate Dean must approve the committee members.
- The majority of the Committee's members must have at least M1 graduate faculty status.
- The majority of the Committee's members must be from within the student's major academic unit.
- Special Graduate Faculty members may not make up the majority of the Committee's members.
- In rare circumstances, the Graduate Dean may appoint additional members to a student's committee.
- The Graduate Dean must approve any exceptions to the required composition of the committee.

Video Attendance
Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for oral examinations in master's programs:

For oral comprehensive examinations:

If oral presentation is involved, the student, chair and one member of the committee must be present at the same location. Other members of the committee may participate via audio or video conference. Approval for such audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the examination in order to make arrangements for signature acceptance.

Decision

- Within one week after the comprehensive examination is held, the *Authority Report Form of the Comprehensive Examination* must be returned to the Graduate College with the results and the signatures of all committee members, unless other arrangements have been made in advance with that program.
- A unanimous vote of the examining committee is expected; however, on occasion some dissenting votes are received.

Dissenting Votes

- If one member of the committee dissents, the dissent is recognized as a minority report.
- If two of three members of an examining committee judge the student's performance unsatisfactory, the examination will be judged a failure.
- If the committee consists of more than three members and two dissent, the Graduate Dean will investigate and make a final decision.
- If more than three members of the committee vote that the student's performance is unsatisfactory, the student is judged to have failed the examination.

Failed Examination

- If the comprehensive examination is failed, the student may, at the discretion of the committee, repeat the examination once in the following semester or later.
- The comprehensive examination may not be taken a third time, nor may it be taken twice in the same semester.

MASTER'S DEGREE WITH THESIS AND EXAMINATION

- For those programs requiring both the thesis defense and a separate comprehensive examination, students will follow Graduate College and university regulations regarding both the defense and the comprehensive examination.
- Refer to the preceding sections on the Comprehensive Examination and Thesis Defense for those requirements and procedures.

CHECKLIST FOR THESIS MASTER'S DEGREE STUDENTS

- ☐ Apply to the Office of Admissions and Records for admission to the Graduate College. (Have all transcripts of previous college studies sent to the Office of Admissions and Records.)
- ☐ After admission, obtain registration materials. Consult the graduate liaison of your academic unit for an adviser. Plan your program of study - check the master's degree requirements for your academic unit and the Graduate College Bulletin. Register for coursework.
- ☐ Select a thesis topic in conjunction with your adviser no later than the semester in which you plan to start your thesis.
- ☐ Obtain IRB and/or IACUC approval if necessary. Submit a copy of this approval letter to the Graduate College.
- ☐ Complete the *Thesis Topic and Committee Membership* form and have it signed by all members of your thesis committee and the graduate liaison for your academic unit. Return the form to the Graduate College with the *Admission to Candidacy* form is filed.
- ☐ File an *Admission to Candidacy* form for the master's degree in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) or the first Monday in October (for spring graduates). For those academic units that have individualized *Admission to Candidacy* forms, you will obtain the form from the Graduate College website; for all others, use the generic form from the Graduate College website at http://gradweb.ou.edu/.
- ☐ Enroll in a minimum of two credit hours of 5980 each semester following your initial enrollment in 5980.
- ☐ File an *Application for Graduation* with the Office of Records. Deadlines: fall – Oct. 1; spring – March 1; summer – July 1.
- ☐ Check with the members of your thesis committee to select a defense date and suitable hour. Notify all committee members of the time and place. Only one attempt is afforded the candidate to defend the thesis.
- ☐ Present a reading copy of your master's thesis with a completed *Request for Authority for Defense of Thesis* form to the Graduate College at least one week prior to the defense.
- ☐ For the thesis defense, obtain the *Authority Report Form of the Thesis Defense* at least one week prior to the defense.
- ☐ Within 72 hours after the thesis defense, submit the report signed by all committee members to the Graduate Dean.
- ☐ Submit a copy of the IRB inactivation memo to the Graduate College before depositing your thesis (if applicable).
- ☐ Submit three copies of your thesis signed by all committee members to the Graduate College.
- ☐ Submit three copies of your thesis signed by all committee members to the library within 60 days of passing your defense or by the semester deadline, whichever is sooner.
- ☐ Return the signed deposit form to the Graduate College.
- ☐ ***Congratulations!***

CHECKLIST FOR NON-THESIS MASTER'S DEGREE STUDENTS

- ☐ Apply to the Office of Admissions and Records for admission to the Graduate College. (Have all transcripts of previous college studies sent to the Office of Admissions and Records.)
- ☐ After admission, obtain registration materials. Consult the graduate liaison of your academic unit for an adviser. Plan your program of study—check the master's degree requirements for your academic unit and the Graduate College Bulletin. Register for coursework.
- ☐ Select the members of your comprehensive exam committee in conjunction with your graduate liaison.
- ☐ File an *Admission to Candidacy* form for the master's degree in the Graduate College no later than the first Monday in March (for summer graduates), the first Monday in April (for fall graduates) or the first Monday in October (for spring graduates). For those academic units that have individualized *Admission to Candidacy* forms, you will obtain the form from the Graduate College Web site; otherwise, you will obtain the generic form from the Graduate College Web site.
- ☐ File an *Application for Graduation* with the Office of Records. Deadlines: fall – Oct. 1; spring – March 1; summer – July 1.
- ☐ Arrange with the members of your examination committee to select an examination date and suitable hour.
- ☐ Inform your chair or graduate liaison of your examination date so that they may obtain the *Authority Report Form for the Comprehensive Examination* form at least one week prior to the examination.
- ☐ Within one week after the comprehensive examination, project defense or equivalent is held, submit the report signed by all committee members to the Graduate Dean.
- ☐ ***Congratulations!***

INFORMATION FOR DOCTORAL STUDENTS

The doctoral degree is awarded for excellence in research scholarship, not merely because a program of courses has been completed or a given amount of time spent in its pursuit. It signifies the attainment of independently acquired and comprehensive learning attesting to general professional competence.

BASIC REQUIREMENTS FOR THE DOCTORAL DEGREE

- A student should normally expect to spend at least the equivalent of three full academic years beyond the bachelor's degree to obtain the doctoral degree. During this period the student shall take appropriate graduate coursework, successfully complete the General Oral and Written Examination, and submit and successfully defend the results of original dissertation research.
- The total number of hours, combining both formal courses and hours of research, for the doctoral degree will be at least 90 post-baccalaureate hours exclusive of the credit hours needed to gain proficiency in the tools of research.
- Credits accumulated to satisfy research tool requirements will not be accepted in fulfillment of the 90-hour requirement.
- After admission to the Graduate College, a student becomes a prospective candidate at the discretion of the student's advisory committee. Full candidacy is granted only upon successful completion of the General Examination.

RESIDENCE REQUIREMENTS

- The primary purpose of residence requirements is to encourage the educational and professional development of individuals seeking advanced degrees.
- The opportunity for the student to interact with the faculty and other students in the university community, while freely using all the facilities thereof and being in a position to take advantage of a wide variety of cultural opportunities, justifies a relatively extended campus stay.
- In addition, it is obviously necessary that the university be in a position to oversee the development of the candidate, especially during the formal stages of the student's final preparation for the General Examination.
- The student must be in residence as a full-time student at OU for at least two consecutive 16-week semesters and be engaged in coursework or research activities as prescribed by the major academic unit.
- This requirement must be fulfilled during the pursuit of the degree.

RESPONSIBILITIES OF THE ACADEMIC UNIT AND GRADUATE STUDIES COMMITTEE

- Within the powers delegated to the academic unit by the university, each academic unit offering the doctoral degree shall be responsible for, and determine how, its graduate program shall function.
- These determinations shall include how many hours of coursework constitute a minimum for the degree; what proportion of the work toward the degree is to be devoted to research; and the role of the dissertation.
- Each academic unit will make its own rules regarding the time that prospective candidates may spend on projects outside the degree.
- Research proficiency is based in part on the development of attitudes and skills that vary considerably from one field to another. The faculty for each academic unit is responsible for requiring that the doctoral candidate demonstrate proficiency in those skills deemed necessary for successful research performance.

- A faculty may, for example, require its students to demonstrate ability to read, write or speak one or more foreign languages; to employ statistics in analyzing data; or to program for the computer.
- The time and means of certifying prospective candidacy shall be decided by the academic unit of the university offering the degree.

Course Credit Requirements

- All resident credit required for a doctoral degree must be taught by members of the graduate faculty of the University of Oklahoma.
- Some course credit may be transferred from other institutions, under certain conditions.
- Courses completed through correspondence study are not acceptable toward the doctoral degree.

Tools of Research

"Tools of Research" refers to academic work (primarily undergraduate coursework) that is required by a program and provides necessary skills for the doctoral student. This work is intended to augment a student's knowledge and research abilities. It is not part of the formal course of study and does not count toward the doctoral degree.

TRANSFER CREDIT APPLIED TOWARD THE DOCTORAL DEGREE

Graduate College Guidelines for Transfer Credit

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

- The coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university; and
- The credit is not more than five years old at the time of admission or readmission to the degree program; and
- The credit is applicable toward the degree; and
- The credit carries a grade of A, B or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the course grade must be equivalent to 3.0 or higher. Grades of B-minus, P or CR do not transfer; and
- Transfer credits are subject to the approval of the academic unit, which may have more stringent requirements than those of the Graduate College. Applicants should consult the proposed academic unit for information about transfer credits for individual programs; and
- The credit is approved by the Dean of the Graduate College.

Limitations on Transfer Credit Applied Toward the Doctoral Degree

- The number of transfer hours accepted for each student is determined on an individual basis at the advisory conference. However, under no circumstances will more than 49 percent of the minimum number of credit hours be applied toward a doctoral degree.
- Correspondence, extension and Advanced Programs credit beyond that permitted on the master's degree is not accepted in the doctoral program.
- Credit used for one doctoral degree cannot be applied toward a second doctoral degree.
- Transfer credit for thesis research from a completed master's degree may be applied toward a doctoral degree but is limited to the total thesis hours required for the master's degree at OU.
- If a master's degree has been applied toward one doctoral degree, it cannot be applied toward a second doctoral degree.

Transfer Credit from the University of Oklahoma Health Sciences Center

- Graduate coursework completed at the University of Oklahoma Health Sciences Center is considered residence credit.
- Upon approval of the academic unit and Graduate Dean, OUHSC credit may be used without limitations as credit toward a degree on the Norman campus.

Transfer of Master's Degree Credit Applied Toward the Doctoral Degree
A student may apply or transfer the semester hours of a completed master's degree (or the equivalent) toward a doctoral degree, regardless of the age of the hours. In every case:

- all the hours applied or transferred must be approved by the Advisory Conference Committee, the graduate liaison and the Graduate Dean,
- the total number of hours applied or transferred may not exceed 49 percent of the hours required for the doctoral degree, *and*
- the Graduate College guidelines concerning applied and transfer credit must be met.

Transfer Credit from a Professional Degree Applied Toward a Doctoral Degree

- Up to 14 credit hours may be applied from a professional degree (J.D., M.D., D.V.M. or D.D.S.) toward the doctoral degree if the credit is approved by the Advisory Conference Committee and the Graduate Dean.
- The hours from a professional degree may be applied in addition to hours from a completed master's degree.
- The total number of hours from the combined programs (professional and master's degree) still may not exceed 49 percent of the hours required for the doctoral degree.
- Courses transferred from a professional degree must carry a grade of S or B or better and be approved by the University of Oklahoma Health Sciences Center or College of Law for graduate work.

Transfer Credit from Advanced Standing Exams
No graduate credit may be earned by advanced standing examinations.

Transfer Credit and Grade-Point Average Computation
Transfer credit is considered neutral in the computation of the University of Oklahoma grade-point average for the purpose of determining continued admissibility and graduation.

Application of Credit from an Unsuccessful Graduate Program to Another Graduate Program
No credit hours from a failed master's or doctoral program can be applied directly to a doctoral program. However, if credit hours from a successful master's degree were applied to the failed doctoral degree, the hours taken for the master's degree may be applied toward another doctoral degree.

A student may apply or transfer further semester hours taken beyond the master's degree or course work taken in a second master's degree. In every case:

- all the hours applied or transferred must be approved by the Advisory Conference Committee, the Graduate College, and the Graduate Dean
- the total number of hours applied or transferred may not exceed 49 percent of the total hours required for the doctoral degree, *and*
- the Graduate College guidelines concerning applied and transfer credit must be met.

Application of Credit More Than Five Years Old

- Graduate courses taken at the University of Oklahoma more than five years before admission or readmission to a doctoral program usually cannot be applied toward the doctoral degree unless the courses are part of a completed master's degree, all of which are to be used toward satisfying the doctoral requirements.
- In special cases, University of Oklahoma graduate courses more than five years old may be used if recommended and validated by the student's doctoral committee and the appropriate graduate liaison and approved by the Graduate Dean.
- Approval of the Graduate Dean must be obtained prior to beginning the validation process.
- See the section "Validating Overage Coursework."

COURSE CREDIT LIMITATIONS

3000/4000 Level Courses

- With approval of the academic unit, a student may apply up to 16 credit hours of 3000 and/or 4000 level courses that carry graduate credit toward the 90 hours required for a doctoral degree.
    - A maximum of 12 credit hours of the 4000 level courses may be from the academic unit offering the degree.
    - No 3000 level courses from the academic unit offering the degree may apply toward the degree.
- A student who has special coursework needs that cannot be met within the limitations listed above may petition the Graduate Dean for an exception to the limitations.
    - The student must submit the petition before 12 hours of graduate coursework in the doctoral program have been completed.
    - The petition must contain a detailed justification for requesting the exception and must list all courses to be applied toward the graduate program.
    - The Graduate Dean will make a decision based on the merit of the petition. This decision will not be considered as a precedent for future petitions requesting an exception to the number of 3000 and 4000 level courses that can be applied toward a graduate degree.

S/U Graded Courses

No more than one-half of the credits for OU coursework for a doctoral degree, excluding research for the dissertation (6980), may be S/U-graded coursework; and no more than one-half of the overall coursework (OU credit and transfer credit, combined), excluding credits for 6980, may be S/U-graded coursework.

TIME LIMITS FOR PROGRAM COMPLETION

Graduate College Requirements

- A doctoral student who enters the University of Oklahoma graduate program with a bachelor's degree is expected to pass the General Examination within five calendar years of the student's first enrollment in a course applied to the doctoral degree.
- A doctoral student who enters the University of Oklahoma program with a master's degree is expected to pass the general examination within four calendar years of the student's first enrollment in a post-master's applied to the doctoral degree.
- A student becomes a doctoral candidate upon successful completion of the General Examination.
- A doctoral candidate is normally expected to complete all degree requirements, including the written dissertation and its defense, within five years after passing the General Examination.

Academic Unit Time Limits

- Academic units with shorter time limits will indicate these in those sections of the General Catalog that refer specifically to their programs. This information also is available in the academic unit and the Graduate College.
- Students in these programs must abide by the lesser time period.
- No program may set a longer period for degree completion than that established by the Graduate College.

Extensions

- All extensions require the final approval of the Graduate Dean.
- When additional time is needed for a student to complete his/her degree program, the student's committee should petition the Graduate Dean for an extension.

- Extensions may be granted for a variety of reasons, which may include, but are not limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce or other personal tragedies within the immediate family.
- Requests for an extension beyond one year require the student's committee to document that the student's knowledge is current and appropriate to the degree being sought.

Validating Overage Coursework

- Directed Readings may not be revalidated.
- Regular courses must be revalidated on a course-by-course basis.
- Overage transfer credit cannot be revalidated.
- The Graduate Liaison will confirm with the Graduate College which and how many hours will need to be revalidated and then will submit a plan outlining the process for validation to the Graduate Dean.
- When validating overage coursework there are two issues to address:
    1. The student's advisory committee is expected to review the content of the overage courses to determine if that content represents the current state of the discipline. The hours in question may be applied toward a degree only to the extent that they represent current knowledge.
    2. The second issue is whether the student has maintained competency in the subjects currently addressed in these courses. The Graduate College will not accept an informal evaluation based on the dissertation but expects instead that the student's currency be subject to a more thorough and rigorous scrutiny. Usually this is accomplished by means of a written examination, although strong evidence of continuing creative activities in the areas represented by the coursework also is acceptable in lieu of an examination. Generally, "continuing creative activities" are taken to be refereed publications or presentations of original research at state, regional or national meetings. Remember: It is the student's currency in the subject matter that is to be determined and not an evaluation of the course as it is currently taught.
- The Graduate Liaison will inform the Graduate Dean that the validation has been completed.

THE ADVISORY CONFERENCE

- Each student and his or her adviser should schedule the advisory conference within the first year of enrollment.
- The conference must be attended by the student and all committee members.
- The purpose of the advisory conference is to aid the student in developing an overall plan for attaining a doctoral degree.

ADVISORY CONFERENCE COMMITTEE

Advisory Conference Committee Membership

- The Advisory Conference Committee must consist of at least five graduate faculty members, including at least one regular graduate faculty member at the University of Oklahoma from outside the major academic unit.
- Advisory Conference Committee membership follows the same guidelines and exclusions as stated in the Doctoral Committee Membership section.

Advisory Conference Committee Function

- The Advisory Conference Committee will examine the student's previous graduate record to determine the coursework required to meet the student's individual needs.
- If there are deficiencies, the Advisory Conference Committee will advise the student how best to correct them.

- The committee's standard of judgment shall be a well-balanced program suitable to the background as well as the educational and professional needs of the advisee.

Report of Advisory Conference

- After the advisory conference is held, the student must file a completed *Report of Advisory Conference* (ACR) with the Graduate College.
- The ACR must be filed with the Graduate College no later than one semester before the student plans to take the General Examination.
- This report contains:
  - the courses the student will complete to meet the doctoral degree requirements
  - the members of the student's doctoral committee.
- The report must be signed by the student, the advisory committee and the graduate liaison of the academic unit and approved by the Graduate Dean.

Changes to the Advisory Conference Report

- If a change in the *Advisory Conference Report* becomes necessary, a *Request for Change in Doctoral Advisory Conference Report* must be filed with the Graduate College and approved by the Graduate Dean.
- Changes in coursework require the signatures of all committee members, the graduate liaison and the student.
- Changes to doctoral committee membership require the signatures of the current committee members, the proposed committee members, the graduate liaison and the student. Signatures are not required of departing members who are no longer associated with the University of Oklahoma.

THE DOCTORAL COMMITTEE

- Members of the Advisory Conference Committee and the Doctoral Committee shall be selected by the chairperson of the academic unit, or the chairperson's designee, in consultation with the student.
- In most cases, the Advisory Conference Committee will become the student's Doctoral Committee.

DOCTORAL COMMITTEE MEMBERSHIP

- The majority of the Advisory Conference and Doctoral Committee members must be from within the student's major academic unit.
- All committee members must hold graduate faculty status.
- The Graduate Dean must approve any exceptions to the required composition of the committee.
- Faculty members from the College of Law, Health Sciences Center, etc., may, under appropriate circumstances, serve as members of Advisory Conference or Doctoral Committees.
- Although College of Law faculty members are automatically approved to teach graduate level courses, they may not serve on doctoral committees unless they receive an appointment to the graduate faculty.

The Committee Chair

- The chair of the Doctoral Committee must hold M3 Graduate Faculty status in the student's program of study.
- The chair serves as the student's primary committee adviser for all areas of the doctoral program coursework and dissertation and, along with the other committee members, is responsible for ensuring that the dissertation meets the standards of the university, the student's program and the field of study.
- With prior approval of the Graduate Dean, more than one committee member may be listed as "Co-Chair" on the signature page of the final copies of the dissertation; however, one individual must

be formally designated as the committee chair on the ACR. This committee member is responsible for all chair functions and signs all other doctoral paperwork as the committee chair.
- A Special Member (see below) may not serve as a committee chair, but may sign as a co-chair.

The Outside Member
- In addition to the responsibilities shared by all committee members, the outside member is charged with assuring that the rights and interests of both the student and the Graduate College are maintained. As such, no meeting of the Doctoral Committee should be convened without the outside member's presence.
- The outside member must be familiar with the rules, regulations, policies and quality standards of the Norman campus Graduate College.
- The definition of the outside member as a "regular graduate faculty" precludes faculty from the College of Law, the Health Sciences Center, adjunct faculty from other universities and organizations or retired University of Oklahoma Norman campus faculty from serving as the outside member on a student's Advisory Conference or Doctoral Committee.
- The Graduate Dean may exercise the prerogative to appoint another outside member to serve as an evaluator for the Graduate College. The evaluator may be one of the required five graduate faculty members of the Doctoral Committee or may serve only at the time of the examination.

Special Faculty Members
- Students may have a special member (adjunct faculty or faculty members from another university) appointed to their doctoral committee.
- If a student wishes to have an adjunct faculty member with a current special membership to the graduate faculty serve on an Advisory Conference or Doctoral Committee, the student's academic unit must provide justification for allowing this person to serve on the committee.
- All special members to the graduate faculty must have the approval of the Graduate Dean to serve on any Doctoral Committee.
- Two special members may be approved if the student has a six-member committee.
- In no case can the majority of the committee be made up of special members.
- Special members to the graduate faculty may not, under any circumstances, serve as the outside member or chair to a Doctoral Committee.

DOCTORAL COMMITTEE FUNCTION

- Members of the student's Doctoral Committee will be responsible for advising, directing, assisting and encouraging the student throughout the student's career as a doctoral candidate.
- The student's doctoral committee will:
    1. Prepare and conduct the General Examination
    2. Supervise the preparation of the dissertation
    3. Conduct the final oral examination over the dissertation.
- In addition, the Doctoral Committee may handle other assignments regarding research tool requirements, qualifying examinations, etc.

CHANGES TO THE DOCTORAL COMMITTEE

- If a doctoral student decides it is appropriate to change the composition of the doctoral committee, the student will seek counsel from the academic unit's graduate liaison and the chair of the doctoral committee (the major professor).
- If it is determined that a committee change is appropriate, the student must process the *Request for Change in Doctoral Advisory Conference Report* form.

- Changes to doctoral committee membership require the signatures of the current committee members, the proposed committee members, the graduate liaison and the student. Signatures are not required of departing members who are no longer associated with the University of Oklahoma.
- The Graduate Dean will inform all current and proposed members of the Doctoral Committee of the decision made on the composition of the Doctoral Committee.
- No change in membership is permitted within 30 days of the General Examination or the dissertation defense.

Faculty on Leave of Absence or Sabbatical

- Faculty members on a university-approved leave of absence or sabbatical may give blanket or individual written approval for committee changes that become necessary during their absence.
- If faculty members on leave have not given written approval for changes that become necessary during their absence, the department chair will have authority, with the approval of the Graduate Dean, to act for them on these changes.

Retired Faculty Members

- When any member of the Advisory Conference or Doctoral Committee terminates employment with or retires from the university and wishes to continue to serve on the committee, that member, in consultation with the student, must submit a written request for permission from the Graduate Dean to continue to serve as a Special Faculty Member.
- The request should be made prior to the member's leaving the university.
- The Graduate Dean will review the request and make a decision concerning whether it is appropriate for the member to continue to serve on the Doctoral Committee.
- The chair of a Doctoral Committee who terminates employment or retires from the university cannot continue to serve as chair, but may, with approval of the Graduate Dean, become co-chair of the committee.
- A request in writing countersigned by the student and the new committee chair should be submitted to the Graduate Dean prior to the faculty member's leaving the university.
- The Graduate Dean will review the request and decide whether it is appropriate to permit the faculty member to remain on the committee as co-chair.
- In all cases, a member who is leaving the university should not expect to remain on the Doctoral Committee unless the following criteria can be met:
    - The faculty member is willing to consult regularly with the student, read the student's dissertation and attend the student's final oral examination. These all must be accomplished with no cost to the university.
    - The student must have passed the General Examination before the faculty member leaves the university.
    - The student should be in the final year of dissertation research when the faculty leaves the university.

THE GENERAL EXAMINATION

- When the student is enrolled in or has completed the final semester of coursework, and all Tools of Research have been completed with grades of B or better, the student should prepare for the General Examination.
- The General Examination consists of a written and oral portion. It is intended to test the student's mastery of a number of related fields as well as the student's capacity for synthesis, sound generalization and critical ability.

Application for the General Examination

- A student who is on probation may not take the General Examination until probation status is cleared.
- The student must be in good academic standing during the semester the General Examination is taken. In addition, the student must enroll in at least two graduate credit hours at the University of Oklahoma in the semester the General Examination is held.
- The student must apply for the General Examination at least two weeks before any portion of the General Examination will be held.
- The *Application for General Examination* must be completed and signed by the student, the members of the Doctoral Committee and the graduate liaison of the academic unit. It is then submitted to the Graduate Dean for approval.
- Failure to have authorization prior to taking the General Examination could invalidate the General Examination.

Arranging the General Examination

- After the Graduate Dean authorizes the General Examination, the student should arrange with the Doctoral Committee on a time and place for the General Examination.
- The General Examination cannot be scheduled when classes are not in session, during finals week or at any time when the Doctoral Committee cannot be assembled.
- The student must complete the General Examination during the semester in which the authority is given.
- Both the written and oral portions must be taken during the same semester.
- If the examination is not held, a report indicating the reasons why it was postponed must be submitted to the Graduate College, and the student must reapply for the General Examination.

THE GENERAL EXAMINATION

- 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. If the examination is failed, proceed to the section below, "Failed General 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.

Video or Telephone Participation

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for dissertation defenses in doctoral programs:

For the oral portion of the general exam:

- The student, the committee chair and the outside member must be physically present at the same location.
- Other committee members may attend via audio or video conference. Approval for a member's audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the defense in order to make arrangements for signature acceptance.
- If necessary, one committee member, other than the chair or the outside member, may be absent with prior approval of the Graduate Dean.
- Petitions for exceptions to the Video or Telephone Participation policies will be considered in extraordinary circumstances.

Results of the General Examination

- Within 72 hours of the oral portion of the General Examination, the chair of the Doctoral Committee will submit a written report signed by all members of the committee to the Graduate Dean.
- This report should indicate whether the student has passed or failed the examination.
- If the student has passed, the Graduate Dean will admit the student to candidacy for the doctoral degree.

Marginal Examination Results

- If the student's performance is marginal, but not failing, and the examining committee wishes the student to do further reading, coursework, investigations, etc., the results of the examination can be held in abeyance with approval of the Graduate Dean.
- The committee's request for an abeyance should state a specific time period (usually limited to two months but no longer than one semester) in which the student has to complete the extra work.
- At the end of the time limit the committee must file a report with the Graduate College indicating whether the exam was satisfactory or unsatisfactory.

Dissenting Reports

- The Graduate Dean will review any report with a dissenting vote received in the Graduate College.
- The Graduate Dean may choose to confer with the dissenting member(s), the committee chair, or the entire committee.
- The course of action taken by the Graduate Dean is dictated by the circumstances of the individual case.
- The decision of the Graduate Dean is final.

Failed General Examination

- If any portion (written or oral) of the General Examination is failed, a report must be submitted within 72 hours of the exam to the Graduate Dean indicating that the General Examination was failed.
- If the General Examination is failed, the student may, on the decision of the committee, make application to repeat the examination a second time in a subsequent semester.
- If a student fails any portion of the General Examination on the second attempt, the student will be terminated from the doctoral program.
- The General Examination may not be given a third time.

DOCTORAL DISSERTATION

- The doctoral dissertation is the final and most important component of the series of academic experiences that culminate in the awarding of the doctoral degree.
- Three major functions are fulfilled by the dissertation experience:
    1. It is a work of original research scholarship that makes a contribution to existing knowledge.
    2. It demonstrates the candidate's mastery of research methods and tools of the special field.
    3. It demonstrates the student's ability to address a significant intellectual problem and arrive at a successful conclusion.
- Aided by the major professor, the student should select a dissertation topic.
- After the General Examination, most of the student's time will be devoted to research and composition.
- The student also must enroll in enough hours of 6980 to meet the minimum requirements of the academic unit.

- The student is responsible for obtaining IRB approval (when needed) for any research conducted in the course of writing the dissertation. He or she is also responsible for closing the study prior to deposit of the final dissertation copies with the Graduate College, the Library and UMI.

ENROLLMENT REQUIREMENTS FOR RESEARCH FOR DOCTOR'S DISSERTATION

- Students may not enroll in Research for the Doctor's Dissertation (6980) until the application for the General Examination is submitted to the Graduate College.
- The initial enrollment in 6980 must be for at least two credit hours.
- Following the initial enrollment in Research for the Doctor's Dissertation (6980), the student must maintain continuous enrollment in this course (during the fall and spring semesters) on the University of Oklahoma Norman campus until dissertation hours are completed and the doctoral degree program is completed.

Number of Dissertation Credit Hours

- The minimum enrollment in 6980 is two hours each semester following the first enrollment in dissertation research hours.
- The number of dissertation credit hours for each semester's enrollment is determined by the faculty adviser on the basis of the amount of faculty and university services required by the individual student. However, each enrollment will not be less than two hours.
- Individual programs may specify a total number of required dissertation hours. However, a student working full time on the dissertation and using university facilities should enroll in at least nine hours of 6980 in regular semesters and four hours of 6980 during summer sessions; students with assistantship appointments totaling at least .50 FTE should enroll in at least five hours in the spring or fall and two hours during the summer session.

Summer Enrollment in 6980

- Students are not required to enroll in 6980 during the summer session unless any one of the following apply:
  - the student is actively working on the dissertation or
  - the student is seeking committee advice on the dissertation or
  - the student is otherwise using university facilities or
  - the degree is conferred in the summer session.

Exceptions to Continuous Enrollment in 6980

- The continuous enrollment requirement can be waived for a student who is not working on the dissertation and who is enrolled in at least nine graduate credit hours per regular semester.
- However, if dissertation work is being done during a fall or spring semester or during a summer session, a student must enroll in 6980 regardless of the number of other hours of enrollment.
- Other exceptions to the continuous enrollment regulation are considered on an individual basis by petition to the Graduate Dean.

Continuous Enrollment Non-Compliance

- In the event that a graduate student does not comply, or has not complied, with the enrollment provisions above, then the student must enroll – by no later than the semester in which graduation is expected – in the exact number of hours of 6980 that would have been completed with continuous enrollment.
- In addition, the student must pay a late enrollment fee for each of these semesters. Retroactive fees and tuition are assessed at the current semester rates.
- In the event of non-compliance, the final determination of the number of hours of 6980 in which the student must enroll is the responsibility of the Graduate College; the collection of the appropriate fees is the responsibility of the Office of Academic Records and the Bursar's Office.

Enrollment Requirements for Research for Doctor of Music Arts (6880)
The same regulations as listed above for continuous enrollment in 6980 apply for the Doctor of Musical Arts document (MUS 6880).

USE OF HUMAN SUBJECTS IN RESEARCH

All research involving human subjects or the use of data generated via human subjects research, which will result in publication or presentation, must be reviewed and approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. All human subject research to be performed by faculty, staff or students of the University of Oklahoma-Norman campus, Tulsa campus, or conducted by Cameron University faculty, staff or students must be reviewed by the OU-NC IRB. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that adequate informed consent procedures are used.

The University of Oklahoma-Norman Campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at http://www.ouhsc.edu/irb-norman/

If you have questions about compliance or the IRB approval process, you may contact the Office of Human Research Participant Protection at (405) 325-8110 or email irb@ou.edu.

USE OF VERTEBRATE ANIMALS IN RESEARCH

All research performed on live vertebrate animals or teaching that uses live vertebrates must be described for review and approval by the University of Oklahoma - Norman Campus, Institutional Animal Care and Use Committee (OU-NC IACUC) prior to obtaining animals and data collection. The primary role of the IACUC is to ensure compliance with the U.S. Animal Welfare Act and Amendments and to ensure that animals receive humane care during procedures in accordance with federal regulations of the U.S. Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare of the Public Health Service (OLAW/PHS).

ORAL EXAMINATION/DISSERTATION DEFENSE

Graduation Application
The Application for Graduation indicates the student's name exactly as it is to appear on the diploma and gives the exact degree to which the student has been admitted to candidacy. This application must be filed with the Office of Academic Records.

Degree Check
The student must complete the online degree check at http://gradweb.ou.edu at least two weeks prior to submitting the reading copy to the Graduate College (i.e., at least four weeks prior to the defense date).

Dissertation Reading Copy
- The doctoral candidate should prepare and distribute reading copies of the dissertation to each Doctoral Committee member at least one month prior to the defense.
- The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages and a complete bibliography. It should not contain grammatical or spelling errors.
- The committee must read and determine whether the dissertation demonstrates the student's ability to conduct original research and makes a significant contribution to the student's discipline.
- The committee may accept or reject the dissertation.

- If the committee rejects the dissertation, the student will have another opportunity to submit an acceptable dissertation to the committee.
- If the committee accepts the dissertation, it may require changes and corrections.
- When the reading copy has received preliminary approval by the major professor and the other members of the committee, it is submitted to the Graduate College with the completed Request for Authority for Defense of Dissertation, signed by the chair and the graduate liaison.
- The signature of the graduate liaison will not be interpreted as approval of the reading copy but will acknowledge that all academic unit requirements have been satisfied.
- The reading copy should be submitted to the Graduate College at least two weeks prior to the defense. In addition, it should be submitted according to the graduation deadlines in the Academic Calendar.
- Printed instructions for the preparation of the dissertation are available at http://gradweb.ou.edu.

FINAL ORAL EXAMINATION (DISSERTATION DEFENSE)

- The Final Oral Examination is a defense of the dissertation and is open to the public, unless closed by the Office of Technology Development under the University Intellectual Property Policy.
- Only one attempt is afforded in defending the dissertation.
- A student who is on probation may not schedule the Dissertation Defense until probation status is cleared.
- The student must be in good academic standing during the semester the Dissertation Defense is scheduled.

Authority Form for Final Oral Examination

- Authority to hold the dissertation defense must be obtained from the Graduate College at least two weeks prior to the planned defense date.
- When the reading copy of the dissertation is acceptable and a degree check indicates that the student has completed all coursework with acceptable grades, the Graduate College will issue to the student the *Authority Report Form for Final Oral Examination*.
- The student also will receive the *Survey of Earned Doctorates* form, the *Entry Form for Dissertation Title* and the *Graduation Exit Survey*.

Deadlines

- The Final Oral Examination must be taken during the semester it is authorized to be given.
- The examination must be given no later than the last day of classes of the semester it is authorized.
- For deadlines, refer to the Graduate College website.

The Examination

- The Final Oral Examination may not be held when the university is not in session, during the period of final course examinations or at any time when the Doctoral Committee cannot be assembled. In unavoidable circumstances, a student and committee can petition the Graduate Dean for an exception to these rules.
- The Graduate Dean may exercise the prerogative to appoint an outside member to serve as an evaluator for the Graduate College. The evaluator may be one of the required five members of the Doctoral Committee or may serve only at the time of the examination.

Video or Telephone Participation

Advances in electronic media have made it possible for meetings to be held without the presence of every member at the same location. Nevertheless, the integrity and significance of the oral examination process must not be compromised by the absence of a sound committee. The following rules apply for dissertation defenses in doctoral programs:

For oral dissertation defenses:

- The student, the committee chair and the outside member must be physically present at the same location.
- Other committee members may attend via audio or video conference. Approval for a member's audio or video conference participation will be automatically granted by the Graduate College. However, the Graduate College must be notified prior to the defense in order to make arrangements for signature acceptance.
- If necessary, one committee member, other than the chair or the outside member, may be absent with prior approval of the Graduate Dean.
- Petitions for exceptions to the Video or Telephone Participation policies will be considered in extraordinary circumstances.

Decision

- Within 72 hours after the examination, the chair of the committee must report its decision to the Graduate Dean by submission of the *Authority Report for Final Oral Examination* with the original signatures of all the committee members.
- A unanimous vote from the Doctoral Committee is expected; however, on occasion some dissenting reports are received.

Dissenting Votes

- If one member of the doctoral committee dissents, the dissent is recognized as a minority report.
- If two members dissent, the Graduate Dean will investigate and make the final decision.
- If more than two members dissent, the defense is judged a failure.

Unsatisfactory Oral Examination

- If the defense is determined to be unsatisfactory, this decision is final and the defense cannot be repeated.
- Further, the student will be disenrolled from the Graduate College and his or her candidacy for the doctoral degree terminated.
- A student who is disenrolled from a graduate program may apply to pursue a graduate degree in another major field, provided that, at the time of the new admission, the student satisfies all applicable requirements under the rules and regulations of the University of Oklahoma, its colleges and its academic units.

Final Deposit of the Dissertation

- Once the dissertation has been successfully defended, the student must deliver two originally signed, unbound copies of the dissertation on white, 20-to 24-pound weight, 100-percent-watermarked cotton or cotton rag-bond paper to the Graduate College.
- These copies should be brought to the Graduate College within 60 calendar days following successful defense of the dissertation.
- Students who are planning to graduate in a particular semester must meet specific deadlines and may not have 60 days available. University graduate deadlines are listed in the OU Academic calendar.
- The doctoral candidate is responsible for the complete and accurate collation of the dissertation before submitting it to the library and UMI.
- Along with the two copies, the candidate should complete and return to the Graduate College the *Survey of Earned Doctorates* form, *Entry Form for Dissertation Title* and *Graduation Exit Survey* form.
- The Graduate College will review the dissertation. If all is in order, the student will receive a *Dissertation Deposit Receipt* that must be signed by library personnel and returned by the student to the Graduate College.
- The student is responsible for making sure all of the pages are in each of the two copies.
- In addition to the two printed copies of the dissertation that are filed in the library, the student also should submit one electronic copy of the dissertation via http://dissertations.umi.com/ou.

- The electronic copy should be submitted following the same deadline as the final printed copies.
- The signature page of the electronic copy should **not** include the signatures of committee members.
- Any technical issues while uploading a submission should be referred to Proquest/UMI directly at (877) 408-5027, Monday through Friday, 9 a.m. – 6 p.m. EST (8 a.m. – 5 p.m., Central time).

Failure to Deposit Dissertation

- The defense of the dissertation is valid for 60 days. If the student has not deposited the dissertation in the library and UMI by noon on the 60th day following the defense, the results of the defense are set aside and the student must re-defend the dissertation in person. The date of graduation is determined as indicated below and not by the date of the dissertation defense. In particular, the 60-day time limit on the validity of the defense in no way waives the time limits associated with the semester of graduation.
- If the dissertation is not deposited in the semester or session in which the defense is held, the student is required to enroll in at least two hours of 6980 for the semester in which the dissertation is deposited.

GRADUATION

Graduation/Completion

A student may not graduate until all degree requirements are completed, including depositing the final copies of the dissertation in the library and approval via electronic submission.

Semester of Graduation

- To graduate, a student must adhere explicitly to the deadlines published each year in the University of Oklahoma Academic Calendar.
- Deadlines are absolute and no extensions can be granted.
- Failure to meet these deadlines will result in graduation being delayed until the following semester.

CHECKLIST FOR DOCTORAL STUDENTS

- ☐ Apply to the Office of Admissions and Records for admission to the Graduate College. (Have all transcripts of previous college studies sent to the Office of Admissions and Records.)
- ☐ During your first academic year of enrollment, in consultation with the graduate liaison and/or chairperson of the Graduate Studies Committee, schedule your Advisory Conference to plan your program of study. At the conference, it is the duty of the chair to secure approval of each committee member and file the *Advisory Conference Report* in the Graduate College.
- ☐ Proceed with coursework. If any changes become necessary in the *Advisory Conference Report*, file in the Graduate College a *Request for Change in Doctoral Advisory Conference* report that has been approved by all members of the Advisory Conference Committee and the graduate liaison.
- ☐ When all required coursework and research tools have been completed, file the *Application for General Examination* in the Graduate College two weeks prior to the General Examination. Approval by the Graduate Dean is required if membership of the Doctoral Committee conducting the General Examination is different from that assigned at the Advisory Conference.
- ☐ After the Graduate Dean authorizes the General Examination, arrange with the Doctoral Committee for time and place of examination. General Examinations should be completed during the semester in which approval is given.
- ☐ Within 72 hours after the General Examination is completed, a report signed by the entire committee must be submitted to the Graduate Dean.
- ☐ Obtain IRB and/or IACUC approval for your dissertation research (if necessary), and submit a copy of the IRB approval letter to the Graduate College.
- ☐ Following initial enrollment in Research for Doctor's Dissertation (course 6980 or 6880), maintain continuous enrollment in a minimum of two credit hours each semester until all degree requirements are completed.
- ☐ File the Application for Graduation with the Office of Academic Records. Deadlines are: fall – Oct. 1; spring – March 1; summer – July 1.
- ☐ Submit the Request for Degree Check to the Graduate College at least two weeks before submission of the reading copy.
- ☐ Prepare reading copies of the dissertation (one for each Doctoral Committee member). When approved by the committee chairperson, present one copy to the Graduate College with a completed *Request for Authority* form. Reading copy deadlines are published are available in the Graduate College Web site or on the OU Academic Calendar.
- ☐ Your Graduate College counselor will review the reading copy while you wait. If approved, the reading copy will be returned with the *Authority for the Final Examination*. Arrange with members of the Doctoral Committee the time and place of the Final Oral Examination. Only one attempt to defend is afforded to the candidate. If a report of unsatisfactory is received, the student must discontinue candidacy.
- ☐ Incorporate any corrections and comments into the final dissertation copy.
- ☐ Contact IRB to inactivate your study (if applicable). Submit a copy of the inactivation memo to the Graduate College.
- ☐ Within 60 days after the successful defense of the dissertation, submit two copies of your dissertation signed by all committee members to the Graduate College. Please Note: Students who are planning to graduate in a particular semester must meet specific deadlines and may not have 60 days available. University graduate deadlines are listed in the OU Academic calendar.
- ☐ Deposit your dissertation printed copies with the library and submit one electronic copy of the dissertation to UMI Dissertation Publishing using the link http://dissertations.umi.com/ou.. The library will date and sign your *Dissertation Receipt*.
- ☐ Return the signed *Dissertation Receipt*, *Survey of Earned Doctorates*, *Graduate College Exit Survey* and *Entry Form* to the Graduate College.
- ☐ ***Congratulations!***

EQUAL OPPORTUNITY STATEMENT

This institution in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS

Public law 93-380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Section 438 of the General Educations Provisions Act) permits only the release of "directory information" about students without the student's written consent. "Directory information" includes:

> Student's name, local and permanent addresses, email addresses, telephone number, college, major, classification, current enrollment status, participation in recognized student activities, dates of attendance, degrees and awards received and dates of receipt, posting of individual student's grades and interim class evaluations by code number, and anticipated date of graduation based on completed hours.

The law provides that any student may, upon written request, restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available in the Office of Admissions and Records in Buchanan Hall. The form must be completed by the end of the third week of classes in the fall to prevent printing of "directory information" in the Student Directory.

The law requires the written consent of the student for the release to anyone (including parents) of other than "directory information" with the following exceptions (a) other school officials within the educational institution who have legitimate educational interests, (b) officials of schools to which the student seeks to transfer, (c) the Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or state educational authorities, (d) in connection with the student's application for, or receipt of, financial aid, (e) state and local officials or authorities to which such information is specifically required to be reported under the state statute and adopted prior to Nov. 19, 1974, (f) organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public, (g) accrediting organizations, (h) parents of a dependent student upon proof of dependency (exclusive of international students), (i) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, and (j) to comply with a judicial order or lawfully issued subpoena. Personal 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.

Under the law, any student has the right to inspect and challenge his or her own educational file with the exception of letters of recommendation or other material when the author was guaranteed confidentiality prior to Jan 1, 1975. Positive identification of the student shall be required prior to such examination and the student is not guaranteed the right of privacy in examining the records, nor the right to remove them.

Each educational institution is required by the law to maintain a record, kept with the education records of each student, which will indicate all individuals, agencies or organizations (other than those specified as having access without the student's written consent) having obtained access to the student's record.

AMENDED AND REISSUED – Aug. 1, 1983, Office of Admissions and Records, University of Oklahoma

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