The goals of the Graduate College mission are to provide leadership and service and to enhance the quality of graduate education and research/creative activity.

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General Information

Administrative Officers
T.H. Lee Williams, Ph.D., Dean
Kelvin Droegemeier, Ph.D., Vice President for Research
William O. Ray, Ph.D., Dean of the Graduate College in Tulsa
Janis M. Paul, Ph.D., Assistant Dean and Director of the English Assessment Program

The Graduate College is the center of advanced study, research, and creative activity at the university.

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, Doctor of Engineering 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 goals of the Graduate College are to provide leadership and service and to enhance the quality of graduate education and research/creative activity. The Graduate Council and the Dean of the Graduate College will supervise and evaluate those divisions of the university that offer the master’s and doctoral degrees and will use adequate means to ensure quality, observance of policy, and academic excellence.

Graduate Programs for Academic Excellence

Private donations have enabled the Graduate College to provide fellowships and scholarships in designated areas. Among these are the Kenneth L. Hoving Fellowship, Hudson Fellowship, McNair Graduate Fellowship, National Science Foundation Fellows, OU Graduate Alumni Fellowship, Mr. and Mrs. W. O. Wethington Scholarship and Fellowship, and Graduate Foundation Fellowships for outstanding graduate students.

Dissertation Awards and Graduate Teaching Awards are given annually to reward excellence in dissertation research and teaching, respectively. The awards include a certificate and a cash prize.

The Graduate College and the Graduate Student Senate sponsor an annual event wherein which graduate students display posters describing current research projects. Cash prizes and certificates are awarded for winning posters.

For more information on these programs and others that may be available, please contact the Graduate College, Robertson Hall, 731 Elm Ave., Room 100, Norman, OK 73019-4075, (405) 325-3811 or visit our Web site at http://gradweb.ou.edu.
Research Programs
Research is an increasingly 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 2008 approximately 621 grants and contracts were awarded totaling in excess of $84 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 subjects 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.ouhscc.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 e-mail 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 assure compliance with the U.S. Animal Welfare Act and Amendments and to assure 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 web site 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 web site http://iacuc.ou.edu.

Patent Policy
The University Intellectual Property Policy provides that all discoveries and/or inventions, patentable or unpatentable, that 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, are the property of the university. This policy provides protection to both the university and the inventor and offers substantial benefits to the inventor. Copies of the Intellectual Property Policy may be obtained from the Office of Technology Development, 201 Evans Hall, (405) 325-3800, or viewed online at www.otd.ou.edu. Students who made an invention or discovery under the stated conditions should contact the Office of Technology Development as soon as possible (201 Evans Hall, (405) 325-3800).

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_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.doc) 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 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 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 adhere to 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
- Anthropology
- Applied Linguistic Anthropology
- Communication
- Drama

Graduate Degrees Offered
Graduate Degrees Offered

- Economics
- English
- French
- Geography
- German
- History
- History of Science
- Interdisciplinary/Special Programs
- Journalism and Mass Communication
- Mathematics
- Native American Studies
- Philosophy
- Political Science
- Sociology
- Spanish

Tulsa Campus
- Organizational Dynamics

MASTER OF SCIENCE
- 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/Special Programs
- 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
  - School Counseling
- 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)
- Liberal Studies (Master of Liberal Studies)
- 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 Engineering (Master of Science in Telecommunications Engineering)

Tulsa Campus
- Architectural Urban Studies (Master of Science in Architectural Urban Studies)
- Architecture (Master of Architecture)
- Education (Master of Education)
  - Education Administration
  - Special Education
- 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)
- Organizational Dynamics (Master of Arts)
- Public Administration (Master of Public Administration)
- Social Work (Master of Social Work)
- Telecommunications Engineering (Master of Science in Telecommunications Engineering)

ACCELERATED DUAL DEGREE PROGRAMS

The Accelerated Dual Degree program was established in 1994 to provide highly motivated and academically outstanding students with the opportunity to complete an undergraduate and graduate degree in an accelerated fashion. Currently, the University offers accelerated undergraduate/graduate degrees in the areas listed below. Admission into these programs is granted by the Academic unit and the Graduate College. For additional information, please contact the appropriate department.

- Bachelor of Arts and Master of Arts in English
- Bachelor of Business Administration (Accounting) and Master of Accountancy
- Bachelor of Science and Master of Science in Aerospace Engineering
- Bachelor of Science in Architectural Engineering and Master of Science in Civil Engineering
- Bachelor of Science in Chemical Engineering (Standard Option) and Master of Science in Chemical Engineering
- Bachelor of Science in Chemical Engineering (Biotechnology Option) and Master of Science in Bioengineering
- Bachelor of Science in Chemical Engineering (Pre-Medical/Biomedical Option) and Master of Science in Bioengineering
• 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 and Computer Engineering
• Bachelor of Science and Master of Science in Computer Science
• Bachelor of Science in Electrical Engineering and Master of Science in Electrical and Computer Engineering
• 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

DUAL MASTER'S DEGREES

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

Requirements
1. The student must be admitted to both programs before 12 credit hours of graduate coursework have been completed.
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 Degrees
• 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 Science in Environmental Management

INTERDISCIPLINARY MASTER'S DEGREES

The Interdisciplinary Master’s Degree (formerly Special Master’s Degree) is for those students whose educational goals cannot be met by one of the existing master’s degrees offered. The various components of an interdisciplinary master’s degree must be integrated so the program presents a well-defined and coherent education experience. The integration can most appropriately be accomplished through research that culminates in a thesis.

Requirements
1. An applicant for an Interdisciplinary Master’s Degree must be a graduate student in full standing in the Graduate College at the time of the application.
2. A thesis is required for all Interdisciplinary Master’s Degrees.

Request Procedure
To have a program considered for an Interdisciplinary Master’s Degree by the Graduate Council, a student must submit a completed Interdisciplinary Master’s Degree Application, along with the additional information requested on the first page of the application to the Graduate Dean before 12 hours of the proposed program have been completed. If changing from an existing graduate degree program to an interdisciplinary master’s program, the 12 hours may be applied to the degree if approved by the academic department and the Graduate College dean. If changing from a non-degree seeking status to an interdisciplinary master’s program, the coursework will be subject to the guidelines regarding coursework taken prior to admission to a graduate degree program.

• A student wishing to seek an Interdisciplinary Master’s degree must provide the following information:
  • a two-page rationale for the program;
  • a proposed degree designation;
  • a list of proposed courses;
  • a research proposal;
  • all previous transcripts, and
  • an advisory committee statement signed by at least three graduate faculty members who have agreed to serve as the advisory committee. The chair of the Advisory Committee advisory committee should be from the discipline in which most courses are to be taken.

• When this information is submitted to the Graduate College, a committee of the Graduate Council will review the proposal and make a recommendation to the full Council.

• The Graduate Council will then decide whether to approve the proposed Interdisciplinary Master’s Degree program.

• 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, the student will remain in the traditional master’s track.

• The final entry on the transcript will show the interdisciplinary title of the program with the proviso that 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.

• Subsequent 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 school or department.

GRADUATE CERTIFICATES

Norman Campus
• Administrative Leadership
• College Teaching Certificate
• Human Resource Development
• International Regional Studies
• International Policy Studies
• Library Information Studies
• Risk and Crisis Management

Tulsa Campus
• Music Education Kodály Certificate, Levels I, II and III
Doctoral Degrees and Programs of Study

DOCTOR OF PHILOSOPHY

Norman Campus
- Adult and Higher Education
- Aerospace Engineering
- Anthropology
- Art History
- Bioengineering
- Botany
- Business Administration
- Cellular and Behavioral Neurobiology
- 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
- Geology
- Geophysics
- Health and Exercise Science
- History
- History of Science
- Industrial Engineering
- Instructional Leadership and Academic Curriculum
- Instructional Psychology and Technology
- Interdisciplinary Studies
- Mathematics
- Mass Communication
- Mechanical Engineering
- Meteorology
- Microbiology
- Music Education
- Petroleum Engineering
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Special Education
- Zoology

Tulsa Campus
- Electrical and Computer Engineering
- Engineering
- Instructional Leadership and Academic Curriculum

DOCTOR OF SPECIALTY

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

Tulsa Campus
- Education Administration (Doctor of Education)

Interdisciplinary Doctoral Program

Valuable academic pursuits may involve areas of educational preparation and research that transcend a single field. In such a situation, the interdisciplinary doctoral degree allows a student to draw from more than one relevant discipline to design an individual degree program. An interdisciplinary doctoral degree must maintain the same high standards and academic rigor as regular graduate degrees. Furthermore, the degree must demonstrably fall outside the purview of established programs that require some interdepartmental or intercollegiate coursework. Authority for overseeing interdisciplinary doctoral degrees is vested with the Graduate Council.

Requirements:
- The candidate for an interdisciplinary degree must apply and be admitted in full standing as a doctoral student to a graduate program authorized by the State Regents to offer the doctoral degree. Admission to such a program does not necessarily imply subsequent approval of an interdisciplinary degree proposal.
- The candidate must complete a master’s degree or its equivalent before petitioning for the interdisciplinary doctoral program.
- No more than 12 hours toward the degree may be completed before the interdisciplinary degree proposal is approved.
- The interdisciplinary domain must encompass at least two disciplines.
- The courses must define and support the interdisciplinary domain.
- Unless there is reason for an exception, the coursework must contain 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 Graduate Council must approve the rationale for an interdisciplinary degree, courses, research proposal and committee members. 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 will remain in 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, with the proviso that 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 school or department.

Request Procedure

To be admitted into an interdisciplinary program or approved for an interdisciplinary degree, the candidate must petition the Graduate Dean by submitting a completed Interdisciplinary Ph.D. Program Application. The application will contain:
- a detailed proposal statement from the candidate;
- a list of courses to be included in the program of study and a rationale for the selected courses;
- a dissertation research proposal, with pertinent bibliography; and
- a detailed Advisory Committee statement supporting the degree.

The petition must:
- justify the area of study as an appropriate domain of knowledge for a graduate degree;
- explain the need for investigation in the proposed area; and
- explain why the degree cannot be completed within an existing graduate discipline.

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 the certificate provides a record 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.
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. Conversely, a student enrolled in a graduate degree program is not considered to be enrolled in a graduate certificate program even if he or she chooses to earn a graduate certificate while pursuing a graduate degree.

Guidelines for Graduate Certificates
- Students may apply to be admitted directly into a graduate certificate program or they may complete the graduate certificate requirements while enrolled in a graduate degree program.
- The admission requirements and process for graduate certificate programs are the same as those for graduate degree programs (see page 21).
- Graduate certificate students must meet the retention requirement of a 3.0 GPA, and will be put on probation if the GPA falls below 3.0. When the student does not maintain the required GPA, s/he 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.
- Courses completed through correspondence study are not acceptable toward a graduate certificate.
- Students admitted to graduate certificate programs are not eligible for financial aid.

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 an accredited college or university; and
- The credit is not more than five years old at the time of admission or readmission to the graduate certificate program; and
- The credit is approved by the academic unit and the dean of the Graduate College; and
- The credit carries a grade of A, B, or S on a 4.0 scale. The 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- 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.

Course Age Limits
- Graduate credit taken at the University of Oklahoma or at another 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.

Completion of a Graduate Certificate
- When all requirements for a graduate certificate have been met, a Certificate Completion Report (CCR) listing the coursework requirements will be completed by the department.
- For students in a graduate certificate program, the CCR will require signatures of the department chair and the graduate liaison.
- For students in a graduate degree program, the CCR will require signatures of the student’s committee chair and the graduate liaison.
- After obtaining the relevant signatures, the CCR will be forwarded to the Graduate College. The Graduate College will review the course of study and GPA and make the final determination that the student has met the program requirements.
- When all program 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; however, when the student completes a graduate certificate while enrolled in a graduate degree program, the transcript will not indicate 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.

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 graduate enrollment at the University of Oklahoma. 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 enrolled in a graduate certificate program, if additional time is necessary to complete the graduate certificate program, the department chair and graduate liaison should petition the Graduate College dean for an extension. Students enrolled in a graduate degree program, if additional time is necessary to complete the graduate certificate requirements, the student’s committee chair and graduate liaison should petition the Graduate College dean for an extension.

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. 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.

Use of Graduate Certificate Coursework toward a Graduate Degree
For students enrolled in a graduate degree program, credit hours earned toward a graduate certificate are not considered to be transfer credit. 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 taken prior to admission to the graduate degree program. Students intending
to apply graduate certificate credit into a doctoral degree program at OU should be aware that no more than 44 of the credit hours required for the doctoral degree may be coursework taken prior to the doctoral program or transfer credit.

More information about transfer credit is available in the master's degree guidelines section and the doctoral degree guidelines section.

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**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](http://www.ou.edu/admissions). 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 [http://www.ou.edu/admissions/home/applicationpdf.html](http://www.ou.edu/admissions/home/applicationpdf.html).

Persons completing the PDF application must send the completed application and application fee to the Office of Admissions and records.

Questions about the graduate student application process can be directed to the Graduate College or their Web site: [http://gradweb.ou.edu](http://gradweb.ou.edu).

By mail, in person, or electronically:

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

**Additional Materials Required:**

Official transcripts from all schools previously attended. Some schools will forward official transcripts only 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. 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
Phone: (405) 325-2251

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 in order 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.

**Application 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. 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 the University and to the Graduate College before the registration period ends.

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**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.

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**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, the student must be recommended for admission by an academic unit.
- All admissions to the Graduate College require that the student hold a baccalaureate degree or equivalent from an accredited college or university.
- Undergraduates in their final semester at 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 an accredited college or university, the grade point average is based on the semesters in which the last 60 credit hours of letter-graded degree 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 an accredited university, but no master’s degree has been earned, the grade point average is based on a minimum of 12 letter-graded course 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**

- Upon request by the applicant, the Graduate College will exclude one GPA calculation for last 60 hours of the undergraduate degree GPA.
- 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 an accredited college or university, the grade point average is based on the semesters in which the last 60 credit hours of letter-graded degree 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 an accredited university, but no master’s degree has been earned, the grade point average is based on a minimum of 12 letter-graded course 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.

**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.
- Twelve 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 graduate hours earned, 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.

SUPPLEMENTAL ADMISSION CRITERIA
• With the approval of the Graduate College, academic units may develop supplemental admission criteria that can be used in lieu of a marginal academic record.
• Supplemental 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.
• Supplemental admission criteria must reflect the specific skills and academic potential that students need in order 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 supplemental 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 CRE 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 supplemental 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 SUPPLEMENTAL ADMISSION
Students admitted under the supplemental admission criteria must maintain at least a 3.0 grade point on their first 12 hours of coursework and earn no grade of D, F, or U.

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 apply online at https://sooneerspace.ou.edu.
• Other credentials usually will be required. These are detailed in the international graduate application process.
• 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: September 1; Summer Session: February 1.
• English proficiency requirements are detailed below.

ENGLISH PROFICIENCY
English Proficiency Requirements are discussed in detail on the Admissions and Records Web site 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 over 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. Information about the TOEFL is available by writing to TOEFL, Box 899, Princeton, NJ 08541, USA, or by accessing the TOEFL web site.
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 an 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:
TOEFL 600/250/100 or 7.0 IELTS required:
Accounting*
Bioengineering*
Business Administration*
Chemical Engineering
Engineering Physics
Management Information Systems*
Physics and Astronomy
Political Science
Public Administration

TOEFL 550/213/79 or 6.5 IELTS required:
Aerospace Engineering
Art
Botany
Chemistry
Civil Engineering*
Computer Science
Construction Administration
Economics
Education (except 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 of application
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 non-citizen” by the U.S. Department of Education. Contact Financial Aid Services for additional information.

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.

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.

There are several categories of Conditional Admission:
• Admission with Low Grades — The applicant has a low grade point average.
• Admission with Coursework Deficiencies — The applicant lacks coursework relevant to the proposed field of study.
• Admission with Incomplete Credentials — The applicant lacks complete academic credentials.
• Supplemental Admission — The applicant must meet approved supplemental admission requirements.

Unclassified Admission — This status generally describes (1) applicants who wish to take graduate courses but do not intend to pursue a graduate degree; or (2) applicants who have not yet chosen an academic field of study.

There are several categories of Unclassified Admission:
• Full Admission — The applicant meets all University of Oklahoma admission requirements.
• Admission with Low Grades — The applicant has a low grade point average.
• Supplemental Admission — The applicant must meet approved supplemental admission requirements.

Special Student Status
This status generally describes students who wish to enroll in a workshop or similar activity, or applicants who are taking courses in order to meet the admission requirements. Special students are not graduate students and may not enroll in graduate classes.

Certification Status
This status generally describes students seeking professional certificates.

ADMISSION IN FULL STANDING

Applications 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 an accredited university or college, and
• has earned at least a 3.0 grade point average through the semester in which the last 60 credit hours of letter-graded undergraduate 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.

Applications 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 12 semester hours of letter-grade graduate work at an 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
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.

Admission with Low Grades
An applicant may qualify for conditional low-grades admission 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 an accredited college or university. 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 (Low Grades) form. The form must indicate:
• The first 12 hours of letter-graded graduate coursework that will be required,
• 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, a copy of the Statement is included with the admission letter sent to the student.

COLLEGE SENIORS WITH LOW GRADES
A college senior who does not qualify for full admission due to low grades will not receive a final decision on conditional admission until the complete undergraduate transcript is available for review.

Meeting the Conditions
• The student must earn 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 an excessive number of grades of “I” or “W” during the period of conditional admission may 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.

Admission with Coursework Deficiencies
Academic units may recommend conditional admission for an applicant who has coursework 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 coursework deficiencies to be made up, and the Graduate College must approve the Statement of Conditional Admission.

If the Statement is approved by the Graduate College and admission is granted, a copy of 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.
- Coursework 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 coursework deficiencies cannot be applied toward a graduate degree.
- Coursework 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 conditions of admission, the student will be admitted as a student in full standing in a graduate program.
- A student who fails to comply with the requirements listed in the Statement of Conditional Admission will be disenrolled.

Admission with Incomplete Credentials

In rare circumstances, an academic unit may recommend conditional admission for an applicant with incomplete academic 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 must indicate:

- 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, a copy of the Statement is included with the letter of admission sent to the student.

Meeting the Conditions

- Normally, the terms of the admission must be satisfied within the first semester of enrollment in the Graduate College.
- A student who fails to satisfy the conditions of admission within the specified time period will be disenrolled.

UNCLASSIFIED ADMISSION

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 through the semester in which the last 60 credit hours of letter-graded undergraduate bachelor's degree coursework occurred at an accredited college or university, or a 3.0 average over 12 hours of letter-graded graduate work from an accredited college or university.

A student in unclassified status is not a candidate for a degree, nor does unclassified status offer assurance of future admission to a degree program.

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 as 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.

Low Grades

An applicant with a 2.8 to 3.0 grade point average through the semester in which the last 60 credit hours of letter-graded undergraduate bachelor's degree coursework at an accredited college or university may qualify for conditional, low grades admission as an unclassified graduate student. A Statement of Conditional Admission will explicitly outline the first 12 hours of letter-graded graduate coursework that the student must take, and the time period for completion of these hours. A copy of 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 specified courses with grades that meet the minimum level specified in the terms of the conditions of admission, the student will be admitted as a student in full standing.
- The Graduate College will carefully monitor the student’s academic performance.
- Failure to comply with the requirements listed in the statement will result in disenrollment of the student.

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 Change of Major form, available in the Graduate College, or on the Web atgradweb.ou.edu, to initiate the change to degree-seeking status.

Financial Assistance for Unclassified Students

For financial aid purposes, students admitted in unclassified status are not eligible for financial aid. Additional information is available from Financial Aid Services.

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 fulfilling requirements for certificates other than teaching certificates are ineligible for federal need-based financial aid. Additional information is available from Financial Aid Services.

VISITOR STATUS

A graduate student in good academic standing at another 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 in order 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.
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. The senior’s academic record will be referred to the Graduate College and then to the prospective academic unit for recommendation in accordance with the standard application process. If admitted, the graduating senior must inform the Graduate College if any requirements for the undergraduate degree have not been completed. If any requirements are not completed, the admission will be canceled and the student must reapply. A college senior who qualifies for conditional admission to the Graduate College due to low grades will not receive a final decision on conditional admission until the complete undergraduate transcript is available for review.

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 a Change of Program Request. This form is available in the Graduate College, from the graduate liaison in each academic unit, and on the Graduate College Web site at http://gradweb.ou.edu/Current/Forms/ChangeOfProgram.asp.

A student who is currently enrolled in a doctoral program and wishes to obtain a non-thesis or a thesis option master's degree in the same major and then continue their doctoral program is not required to complete the Change of Program Request. (See “Obtaining a Master’s Degree While Working on a Doctoral Degree”). A student on any type of probation, or in the first semester of a low grades conditional admission, or admitted in unclassified 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.

Readmission to the Graduate College

Readmission Process

A prospective student must register for courses at the University of Oklahoma for the term of admission in order 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 year following that summer.

Updating an Admission

A prospective student who has been admitted and does not enroll for the term of admission may update that admission for up to one year from the original date of admission. Updating an application may require academic unit approval.

Lapsed Enrollment

A current graduate student who has a lapse of enrollment for one year must reapply for admission.

Stop-out Policy

A graduate student who finds it necessary to discontinue the program of study (i.e., stop-out) may petition the Graduate College for an exception (in order to return under the student’s original policy) to the readmission policy. The petition must detail the reasons for the “stop-out” and indicate the length of the “stop-out” period. The petition, 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 “stop-out” period will not exceed two years from the student’s last enrollment. The period of the “stop-out” will count toward the time limits for completing the degree.

Cost and Financial Support

Cost

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 fees.

1000 Asp Ave, 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, and tuition waivers.

Financial Aid (Graduate)

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., Room 313
Norman, OK 73019-2111
Phone: (405) 325-4521; FAX (405) 325-7608
www.financialaid.ou.edu or financialaid@ou.edu

Students are encouraged to utilize the Financial Aid Services Web site 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 www.financialaid.ou.edu.

Applying for Financial Aid

Students are encouraged to apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA). Students apply electronically via FAFSA on the Web and should contact OU Financial Aid Services for additional information, including deadlines, etc. Additional information is available online at www.financialaid.ou.edu.

Application Deadlines

Students are encouraged to submit the FAFSA as soon as possible after Jan. 1 in order to be considered for all available aid programs. The recommended filing date is prior to March 1 for the following fall/spring semesters. Contact Financial Aid Services directly for information about applying for summer financial aid and a separate institutional summer application. The recommended summer deadline is normally April 1, prior to the start of summer classes. Financial aid is not available for intersession classes.

Award Notification

After the student submits all required information and meets all eligibility requirements, Financial Aid Services creates and sends a financial aid award e-mail to inform the student about financial aid awards that are available to help meet the cost of attending OU. The student will then decide what aid programs to accept or decline and submit this decision online to the Office of Financial Aid Services.
Eligibility Requirements
Students must apply for financial aid annually and demonstrate eligibility as determined by regulations established by the U.S. Department of Education. For financial aid purposes, full-time enrollment for a graduate student is nine credit hours per semester and part-time enrollment is five credit hours per semester, excluding summer. Graduate assistants with a 0.50 FTE appointment enrolled in less than nine hours are not considered full-time for financial aid purposes.

Certification Programs
For financial aid purposes, students enrolled in teaching certification programs are considered fifth-year undergraduates by the U.S. Department of Education and are subject to the same application criteria and loan limits as fifth-year undergraduates. Students enrolled in the TE-PLUS Program who have received their bachelor’s degree may apply for financial aid as a graduate student, subject to graduate-level program eligibility requirements and loan limits. Students fulfilling requirements for certificates other than teaching certificates are ineligible for federal need-based financial aid.

Financial Aid Services will require students admitted in these categories to obtain specific documentation for aid consideration. Students enrolling in classes to raise their grade point average for admission into their degree program or enrolling in classes while waiting to take required entrance exams are ineligible for financial aid.

Visiting students are ineligible for financial aid as federal financial aid programs are limited to students seeking degrees from the University of Oklahoma.

International Students
An international student may apply for federal financial aid only if considered an “eligible non-citizen” by the U.S. Department of Education. The Free Application for Federal Student Aid instruction packet lists the citizenship requirements for financial aid applicants.

Federal Financial Aid
Financial Aid Services is responsible for the administration of federal financial aid programs such as the Federal Perkins Loan Program, the Federal Family Education Loan Program and the Federal Work-study Program. In addition, the Office of Financial Aid Services awards need-based tuition waivers. Funding for these waivers is limited; students are encouraged to apply as soon as possible after January 1 for consideration during the following fall/spring semesters.

Graduate Assistantships
Most academic units employ graduate students on a part-time basis. These graduate assistantships are awarded and governed by individual academic units. A student should contact the chair/director of a specific 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 Program for Instructional Innovation 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 American) need to attend the All-Teaching Assistants Training Program. For additional information contact the Director of the Program for Instructional Innovation, 101 Copeland Hall, (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 located in 201 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 also take speaking or writing classes offered by the English Assessment Program.

Assistantships and Financial Aid
Graduate assistants with a 0.5 FTE appointment enrolled in less than nine hours are not considered full-time for financial aid purposes. Other conditions of appointments, including minimum enrollment requirements, are listed in the Graduate Assistants Handbook.

Scholarships and Fellowships
Students are encouraged to apply for scholarships based on academic ability, talent or financial need. Students may conduct an online scholarship search by visiting www.finaid.ou.edu. Scholarship 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 fellowships from external funding agencies. There are a number of major fellowship opportunities available for students engaged in full-time study leading to the doctoral degree. Among these are:

• The American Association of University Women Dissertation Fellowships
• The Mellon Fellowships in the Humanities
• The National Science Foundation Graduate Research Fellowships
• The Office of Naval Research Graduate Fellowships

The Graduate College Web site provides detailed information on fellowship 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 www.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 benefitted from its membership in Oak Ridge Associated Universities (ORAU). Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as 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 under-represented minority students pursuing degrees in science and engineering-related disciplines. A comprehensive listing of these programs and other opportunities can be found in the Resource Guide, which is available on the Internet at www.orau.gov/orise/educ.htm.

Additional Funding Sources
Additional information regarding grants, scholarships, or other funding should be directed to the following agencies. Recipients of 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 may also obtain information from the assistant director of American Indian Student Services, Center for Student Life. 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.

GRADES IN THE GRADUATE COLLEGE
The grades awarded in the Graduate College are A, B, C, D, F, S, U, I, W and X. The following explanations apply only to those courses that are approved for graduate credit. 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.

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 is failing insofar as credit toward a graduate degree is concerned and cannot be used to satisfy prerequisite requirements and/or requirements for a graduate degree or graduate certificate.

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. 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. The one-year time limitation concerning removal of incompletes does not apply to graduate research and certain graduate problems courses.

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

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.

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. All other students admitted as Unclassified should report directly to the Graduate College for advising.

FULL-TIME AND MAXIMUM ENROLLMENT

Full-time enrollment for a graduate student is nine or more credit hours during the fall and spring semesters; four or more credit hours during the summer session. Audit courses do not count towards the number of hours required for full-time 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.

ENROLLMENT OF GRADUATE ASSISTANTS

A graduate assistant holding a 0.5 FTE appointment will be required to enroll in at least six credit hours during the fall and spring semesters and at least three credit hours for a summer session to be classified as a full-time student in the Graduate College. Students appointed to graduate assistantships should note in the Graduate Assistant Handbook the special rules applying to them. Graduate assistants with 0.5 FTE appointments enrolled in less than nine hours are not considered full-time for financial aid purposes.

Programs with higher minimum enrollment requirements than those listed in this section shall so indicate in that section of the General Catalog which specifically describes their program. This information is also available in the academic unit and the Graduate College.

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. 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, undergraduates must have a minimum overall grade point average of 3.00. 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 person who serves as liaison between the Graduate College and the academic unit offering the course, and
- the Graduate Dean.

The approval of the instructor signifies that the junior or senior will be graded 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. When the student has completed the requirements for the bachelor’s degree, the Graduate College will request that the student’s undergraduate college verify that the course was not required for the bachelor’s degree and that a grade of A, B, 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. Therefore, 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 master’s degree program at OU shall be limited to no more than 25 percent of the total hours required for the degree.

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 inter-campus 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 this campus. Tuition waivers awarded from the Norman campus Graduate College may not 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 student’s 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 4 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 A GRADUATE PROGRAM AT ANOTHER UNIVERSITY

A University of Oklahoma graduate student must have the approval of the Graduate Dean to enroll concurrently in a graduate program at another university. Failure to obtain this approval could lead to disenrollment as a graduate student at the University of Oklahoma.

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 3.00 or higher in the degree program coursework and in all resident graduate coursework attempted. A student must also have at least a 3.00 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 Academic Records, indicating the student’s name exactly as it is to appear on the diploma and giving the exact date for which the student was admitted to candidacy.
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 the Graduate College Bulletin. The Graduate Council and the Dean of the Graduate College shall supervise and evaluate the academic units of the university which offer the master’s and doctoral degree to ensure observance of policy and academic excellence. They shall use adequate means of inspection in evaluating the quality of master’s and doctoral programs.

RETENTION

A student will be permitted continue as a graduate student as long as he or she fulfills the specific requirements of the academic unit and:

• makes satisfactory progress toward the degree;
• maintains a minimum 3.00 GPA in all coursework attempted (undergraduate and graduate combined) while in the graduate program; and
• maintains a minimum 3.00 GPA in all graduate coursework attempted 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 if a doctoral student;
• progress made in completing research;
• passing of the comprehensive, 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 two ways:

• on graduate coursework only, 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 either of the two calculations yields a grade point average less than 3.00, the student will be placed on academic probation. All grades obtained in graduate-level courses, 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 that student’s graduate program, these credits will be used in determining the student’s grade point average.

ACADEMIC PROBATION

Students on probation will be notified by letter and/or e-mail that they have been placed on probation. The student’s major department also will receive same notification.

Low Graduate GPA

Students placed on academic probation because their performance in graduate coursework is below a cumulative GPA of 3.00 will be evaluated each semester and at the end of the semester in which the next 12 hours of graduate credit coursework is completed. The 12 hours represent the probationary period. If a student on probation does not achieve a cumulative grade point average of at least 3.00 in all letter-graded graduate courses taken at the University of Oklahoma since completion of the most recent degree at the University of Oklahoma, further enrollment will be denied. Students enrolled in graduate degree programs in which they do not accumulate grade points will be evaluated at the conclusion of an equivalent period. Students who do not improve their grade point averages may be denied further enrollment before the probationary period elapses.

Low Overall Coursework GPA

Students who are placed on probation because their overall performance for both undergraduate and graduate coursework is below a cumulative grade point average of 3.00 will be evaluated as above, except that the probationary period will be considered the next 12 credit hours of both undergraduate and graduate coursework taken.

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 dismissal from an academic program and the Graduate College.

DISENROLLMENT FOR LOW GRADES

A student will be denied further enrollment when s/he is placed on any type of academic probation for the third time. When a doctoral student earns nine credit hours of grades of C, D or F in any combination, s/he will be disenrolled from the doctoral program. A student who does not meet the requirements of a conditional admission is subject to disenrollment from the Graduate College.

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 3.00 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. 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 grade;
• 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
what the student should do to receive a satisfactory evaluation. If there are
deficient areas, the academic unit should specify

Options for Disenrolled Students
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. 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, PRACTICA
OR SIMILAR PROFESSIONAL EXPERIENCES
Some degree programs require that students successfully complete a
professional experience such as an internship or a 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. In order 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
  which 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; or
• 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 on the Internet at 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
www.ou.edu/provost/integrity.

ACADEMIC APPEALS (Graduate)
A Graduate College Academic Appeals Panel 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.

Filing an Appeal
If the student wishes to appeal, the student will submit a written appeal to
the Dean. The written appeal must specify:
1. the action being appealed;
2. the names of individuals allegedly responsible, if known;
3. a summary of the evidence of alleged wrongful treatment; and
4. the relief the student seeks.

Time Limits
In cases of end-of-term evaluations, a student must notify an instructor of a
dispute over an academic evaluation and shall conduct a second review at the
deadline for the previous semester, spring intersession, or summer session.
In cases of end-of-term evaluations, a student must notify an instructor of a
dispute over an academic evaluation and shall conduct a second review at the
deadline for the previous semester, spring intersession, or summer session.
In cases of end-of-term evaluations, a student must notify an instructor of a
dispute over an academic evaluation and shall conduct a second review at the
deadline for the previous semester, spring intersession, or summer session.
In cases of end-of-term evaluations, a student must notify an instructor of a
dispute over an academic evaluation and shall conduct a second review at the
deadline for the previous semester, spring intersession, or summer session.
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). 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.

THE GRADUATE ASSISTANT APPEALS BOARD

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. 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:

1. the action being appealed,
2. the basis for the appeal, and
3. the relief the student seeks.

The decisions made by the 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.

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

OU 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 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 or not 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.

Major and Minor Requirements

The major requirements, as well as undergraduate prerequisites, are determined by the academic unit offering the degree and approved by the Graduate College. Minor emphasis requirements are determined by the academic unit in which the minor is earned. Requirements for the minor are a minimum of 12 hours to be distributed as nine credits from the approved lists of regular courses as defined, and three credit hours from the list of analysis tools. Minors are not currently posted to the graduate transcript.

Academic Unit Requirements

A department is permitted to add to the minimum undergraduate course requirements for the graduate minor and major fields, and to make recommendations concerning the preliminary work which 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.

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, but who have passed the general examination for the doctoral degree, may be admitted to candidacy and awarded the appropriate master’s degree provided they meet the following conditions:

1. make formal application for the master’s degree (within required filing dates);
2. meet all academic unit requirements;
3. secure the recommendation of the major academic unit; and
4. 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 normally does not grant an additional master’s degree in the same field in which an individual already holds a master’s degree.

TRANSFER CREDIT APPLIED TOWARDS 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:

1. The coursework transferred represents valid graduate credit earned in graduate-level courses from an accredited college or university; and
2. The credit is not more than five years old at the time of admission or readmission to the degree program; and
3. The credit is applicable to the degree program; and
4. 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- do not transfer; and
5. 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
6. The credit is approved by the academic unit and the Graduate College Dean.
7. Combined hours transferred from other institutions and/or 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 less than 34 credit hours.
Master' Degrees
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 on the OU-Tulsa Web site at https://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 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., DD, MD, JD, DVM, DDS) 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 absencia 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 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 admisibility 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 in accordance with the following criteria:
1. Subject to the same guidelines outlined for transfer credit:
2. Includes any graduate coursework taken while in a non-degree-seeking status and/or taken for graduate credit during the junior/senior years of the undergraduate degree.
3. 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 less than 34 credit hours.

COURSE CREDIT LIMITATIONS (Graduate)
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. 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 (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 from 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 the general examination for the second time may count for no more 50 percent of the credit hours required for another 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. 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. 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 toward a 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 normally complete all of the degree work within five calendar years of first enrollment in a graduate degree program at the University of Oklahoma.
Academic Unit Time Limits

Academic units with shorter time limits shall so indicate in those sections of the General Catalog which 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 must be endorsed by the graduate liaison. 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 with qualification or it may be 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 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:

1. 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.

2. 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 (Master’s)

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.

Information Packet

When the student files the Admission to Candidacy form in the Graduate College, then he or she should obtain a packet containing written instructions for the completion of the master’s degree. These packets are available on the Graduate College Web site at http://gradweb.ou.edu.

There are two packets, “Information for Master’s Candidates-Thesis Option” and “Information for Master’s Candidates-Non-Thesis Option.” Students are encouraged to obtain this information at least the semester prior to the completion of their program of study.

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.

Thesis Option

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. In rare circumstances the Graduate Dean may appoint additional members to a student’s master’s thesis committee.

Application for Approval of the Master’s Thesis Topic and Committee Membership

The Application for Approval of 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 Application for Approval of the Master’s Thesis Topic and Committee Membership form must be completed. Changes in either the topic or thesis committee membership must be fully 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, the Graduate College should be contacted for instructions on completing the new form.

If the thesis topic changes, all committee members and the graduate liaison of the academic unit must sign the new form.

CHANGE IN TITLE
Changes to the title (not topic) listed can be made with permission of the Graduate Dean.

The Thesis
Copies of instructions for writing the thesis are available on our Web site 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 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 regular semester until all degree requirements are completed or the candidacy is discontinued.

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. A student working full-time on the thesis and using university facilities should enroll in at least nine hours of 5980 in regular semesters and four hours of 5980 during summer sessions. Such enrollments must be completed during the regular registration period.

Summer Enrollment in 5980
Students are not required to enroll in 5980 during the summer session unless any one 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.

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.

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 during 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. The final determination of the number of hours of 5980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and the Bursar’s Office.

Thesis Defense
The candidate is permitted only one thesis defense. A student must be enrolled for credit in at least two 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 in order 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
The reading copy must be presented in person, not by mail, to the Graduate College two days before the thesis defense. The Graduate College will review and approve the reading copy. 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 may 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 and the form returned marked “Not Taken.”

THE DEFENSE
A majority of the members of the thesis committee must be present and participate in the defense. It is expected that all participants will be present, but members can attend by video or telephone by permission of the Graduate Dean. 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.

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 of 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-pound weight, 100 percent watermarked cotton or rag bond paper to the Graduate College. These copies must be brought to the Graduate College within 60 calendar days following successful defense of the thesis. 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. 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 may 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. 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.

Non-Thesis Option

COMPREHENSIVE EXAMINATION
A comprehensive examination is one of the requirements of a non-thesis program and cannot be waived. The examination may be either oral, written, or both. In any case, it should cover all work offered for the degree (fields, not courses). The maximum number of attempts to pass the master’s comprehensive examination is limited to two. A comprehensive examination is valid for two years from the end of the semester in which the comprehensive examination was taken.

Authority Report Form for the Comprehensive Examination
An Authority Report Form for the Comprehensive Examination must be requested in writing by the student’s chair or graduate liaison from the Graduate College prior to the administration of the examination, and at least one week before the examination. 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 Early Examination. 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, 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 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 be enrolled for credit in at least two graduate credit hours at the University of Oklahoma in the semester in which the comprehensive examination is taken.

THE COMPREHENSIVE EXAMINATION
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.

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. A unanimous vote of the examining committee is expected; however, on occasion some dissenting reports 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.

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 Semester the Final Examination is Taken
A student must be enrolled for credit in at least two graduate credit hours at the University of Oklahoma in the semester in which the final examination is taken. 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.
Select a thesis topic in conjunction with your adviser no later than the semester in which you plan to start your thesis.

Submit three copies of your thesis signed by all members of your thesis committee and the graduate faculty of the University of Oklahoma. Some academic units that have individualized Admission to Candidacy forms, you will obtain the form from the Graduate College Web site; for those not listed on the front of the packet, you will obtain the generic form from the Graduate College Web site at http://gradweb.ou.edu/.

Enroll in a minimum of two credit hours of 5980 each semester following your initial enrollment in 5980.

For the thesis defense, obtain authorization at least two days prior to the defense. For non-thesis degrees, obtain the Authorization for the Comprehensive Examination form approximately one week prior to the examination.

Within 72 hours after the thesis defense, or one week after the comprehensive or final examination, submit the report signed by all committee members to the Graduate Dean.

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!
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 an accredited college or university;
- The credit is not over five years old at the time of admission or reapplication 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 3.00 or higher. Grades of B- do not transfer; and
- Transfer credits are also 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 44 transfer 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 degree. 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 OU Health Sciences Center

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

Transfer Credit From a Professional Degree

Applied Toward a Doctoral Degree

Up to 14 credit hours beyond the master’s degree may be applied from a professional degree (JD, MD, DVM or DDS) toward the doctoral degree if the credit is approved by the Advisory Conference Committee and the Graduate Dean. 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 admisibility 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.

Transfer of Master’s Degree Credit Applied toward the Doctoral Degree

Credit applied to a completed master’s degree from the University of Oklahoma is regarded as transfer credit in relation to a subsequent doctoral degree at the University of Oklahoma. The Graduate College recognizes that master’s degree programs range from 30-64 hours, depending upon the discipline and the course of study. Where applicable, a student may transfer up to 44 semester hours of a completed master’s degree program (or the equivalent) toward a doctoral degree, regardless of age, provided that all transfer credits were approved by the Advisory Conference Committee, the graduate liaison and the Graduate Dean. In cases where a master’s degree program of less than 44 semester hours has been completed, a student may transfer up to 14 semester hours of post-master’s coursework or up to 14 semester hours from a second master’s degree (but not more than a total of 44 hours) toward a doctoral degree program, provided that the Graduate College guidelines concerning transfer credit are met.

Application of Credit More than Five Years Old

Graduate courses taken at the University of Oklahoma more than five years before admission or reapplication 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 is 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 (Doctoral)

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 has 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 overall coursework (OU credit and transfer credit combined), excluding research for the dissertation (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 graduate enrollment in the doctoral program at the University of Oklahoma. 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 course used toward 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 shall so indicate in those sections of the General Catalog which 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 necessary and proper, 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. See the section, “Validating Overage Coursework.”

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 process for validating overage coursework must have the approval of the Graduate Dean. Once the validation is completed, a report indicating how the validation was completed and by whom should be submitted to the Graduate College. 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 and most important 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.

ADVISORY CONFERENCE
Each academic unit should schedule the prospective candidate for an advisory conference within the first year of enrollment. 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 those 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 with the Graduate College. This report contains:

- the courses the student will complete in order to meet the doctoral degree requirements; and
- 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 Report of Advisory Conference becomes necessary, a Request for Change in Doctoral Advisory Conference Report must be filed with, and approved by, the Graduate Dean. All members of the committee must approve the request.

Doctoral Committee
Doctoral Committee Membership
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. The majority of the Advisory Conference and Doctoral Committee’s members must be from within the student’s major academic unit. The Graduate Dean must approve any exceptions to the required composition of the committee.

THE OUTSIDE MEMBER
In addition to the responsibilities shared by all committee members, the outside member is charged with ensuring 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 and adjunct faculty from other universities and organizations, as well as 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. Faculty members from the College of Law, Health Sciences Center, etc., may, under appropriate circumstances, serve as members of Advisory Conference or Doctoral Committees. Indeed, it is the policy of the Graduate Council to encourage such interdisciplinary participation. Although College of Law faculty is automatically approved to teach graduate level courses, they may not serve on doctoral committees unless they receive an appointment to the graduate faculty.

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 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, and
3. conduct the final oral examination over the dissertation.

In addition, the doctoral committee may also 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. If the major professor or a committee member from outside the academic unit is being replaced, the signatures of all current members of the committee, the new committee member(s), and the graduate liaison are required. If any other committee member is being replaced the signatures of the major professor, the member being replaced, the new committee member, and the graduate liaison are required. 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
Faculty members on leave 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 which 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 a 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 request permission, in writing, from the Graduate Dean to continue to serve. 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 other co-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:

1. 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.
2. The student must have passed the general examination before the faculty member leaves the university.
3. The student should be in the final year of dissertation research when the faculty leaves the university.

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 a grade 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
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 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 should 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 written examination is followed by an oral examination in the presence of the entire 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.” A student cannot proceed to the oral portion of the General Examination until the written examination has been satisfactorily completed.

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.

### General Examination

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**Application for the General Examination**

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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 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.

USE OF HUMAN SUBJECTS
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 subjects 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 e-mail 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 assure compliance with the U.S. Animal Welfare Act and Amendments and to assure 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 web site 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 web site http://iacuc.ou.edu.

ENROLLMENT REQUIREMENTS FOR RESEARCH FOR DOCTOR’S DISSERTATION
The initial enrollment in “Research for the Doctor’s Dissertation” (6980) must be for at least two credit hours. Following the initial enrollment in “Research for Doctor’s Dissertation” (6980), the student must maintain continuous enrollment on the University of Oklahoma Norman campus in this course 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. 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.

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 regulation 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 regular semester or 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.

Enrollment Non-compliance
In the event that a graduate student does not comply, or has not complied, with the enrollment provisions above, the student must enroll during the semester in which graduation is expected in the exact number of hours of 6980 which 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. The final determination of the number of hours of 6980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and the Bursar’s Office.

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

PREPARATION FOR THE ORAL EXAMINATION

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 the submission of the reading copy.

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.

At least five members of 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 along 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 deadlines printed in the front of the class schedule for each semester or summer session.

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. Only one attempt is afforded in defending the dissertation.

Authority Form for Final Oral Examination

Authority to hold the dissertation defense must be obtained from the Graduate College. 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 will also 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 (http://gradweb.ou.edu).

The Examination

If the committee has five members, then the student and at least four members of the Doctoral Committee, including the outside members and major professor, must be present in person to conduct the examination. If the committee consists of six members, then the major professor, the outside member, and three other committee members must be present for 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.

DECISION

Within 72 hours after the examination, the chair of the committee will report its decision to the Graduate Dean using the Authority Report Form for Final Oral Examination. 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.

Satisfactory Oral Examination

Once the dissertation has been successfully defended, the student must deliver two originally signed, unbound copies of the dissertation on white, 20-pound weight, 100-percent watermarked cotton or 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. 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.

Deposit of Dissertation in the Library

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 (510) 665-1200, ext. 2.

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

GRADUATION
Checklist for Doctoral Students

- Apply to the Office of Admissions 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 with the graduate liaison of your major department for an adviser. To plan your program of study, check the doctoral degree requirements with your academic unit and the Graduate College Bulletin. Register for coursework.
- 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.
- Obtain IRB and/or IACUC approval if necessary.
- 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 which has been approved by all members of the Advisory Conference Committee and the graduate liaison.
- Complete tools of research as specified in Advisory Conference Report.
- 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 was given.
- Within 72 hours after the General Examination is completed, a report signed by the entire committee must be submitted to the Graduate Dean.
- Following initial enrollment in “Research for Doctor’s Dissertation” (6980), 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.
- Submit the Request for Degree Check to the Graduate College at least two weeks before submission of the reading copy. Deadlines are Fall – October 1; Spring – March 1; Summer – July 1.
- 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 in each semester’s class schedule and are available on the Graduate College Web site [http://gradweb.ou.edu].
- If approved, the reading copy will be returned with the Authority for the Final Examination. The Graduate Dean must approve any change in membership of the Doctoral Committee.
- Arrange with members of Doctoral Committee the time and place of 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.
- 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. In addition, submit one electronic copy of the dissertation to UMI Dissertation Publishing using the link [http://dissertations.umi.com/ou].
- Deposit your dissertation copies with the library. 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!