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CHANGES

From the Academic Counselors

Master’s Thesis Deposit Policy: Beginning with the Spring 2016 semester, master’s degree candidates will be required to submit an electronic copy of the final thesis to the SHAREOK institutional repository at https://shareok.org. The electronic copy replaces one of the two paper copies previously required for master’s candidates. (Tulsa students should consult the Tulsa Graduate College regarding number of copies required.) The Thesis Instruction Packet and Thesis Checklist have been updated with instructions for the new deposit procedure. The SHAREOK institutional repository provides open and immediate 24/7 access to OU dissertations and other scholarly content submitted by researchers at OU and OSU. Faculty and students with questions about SHAREOK may wish to consult the University Libraries online guide at http://guides.ou.edu/shareok.

REMINDERS

From the Office of the Provost

The Graduate College is now accepting nominations for the Provost’s Ph.D. Dissertation Prize and the Graduate Teaching Assistant Award.

Any graduate student receiving a Ph.D. degree in the 2015 calendar year (Spring/Summer/Fall) is eligible to receive the Provost’s Ph.D. Dissertation Prize. Any graduate student with teaching responsibilities is eligible to receive the Provost’s Graduate Teaching Assistant Award, provided the student has not received this award in the last two years.

Nominations are due by February 2, 2016.

Nomination procedures are located at the following link: http://www.ou.edu/content/dam/provost/documents/Phd-Dissertation-GTA-Awards.pdf

Please contact Suzanne Peters (smpeters@ou.edu) in the Graduate College if you have any questions regarding nominating a graduate student for one of these awards.

From the Academic Counselors

Graduate College Website & Forms: In order to ensure that students access the most up-to-date version of our forms, departments should not host any Graduate College forms electronically or in hard copy, but rather should advise students to obtain the current forms directly from the Graduate College website.

Embargoes: The Graduate College’s policy regarding embargoes of theses and dissertations is available in both the Thesis Instruction Packet and Dissertation Instruction Packet. This policy explains the procedures for requesting an embargo, or delay of publication. Beginning in Spring 2016, both doctoral and master’s degree candidates will be required to deposit the final dissertation or thesis in the SHAREOK open access institutional repository. Graduate students should thoroughly review both the embargo policy and the SHAREOK Policies and Guidelines well in advance of defending their dissertations or theses.

Conditional Admission: Effective Fall 2014, the Graduate College monitors only minimum conditional requirements, and the departments monitor any additional requirements they set. If a student needs to be stopped out because they have not met their conditions, the department will notify their Graduate College Academic Counselor via email no later than the second week of classes.

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REMINDEERS

From the Academic Counselors (Continued...)

Addition/Change of Program Requests: A student who is currently enrolled in the Graduate College and wishes to add to or change their major area of interest or degree program must complete the online graduate application.

Note: All admission related processes fall under the purview of the Office of Graduate Admissions. Any questions or concerns related to the graduate admission process should be directed there.

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

Master’s Thesis Deposit Policy: Beginning with the Spring 2016 semester, master’s degree candidates are required to submit an electronic copy of the final thesis to the SHAREOK institutional repository at https://shareok.org. The electronic copy will replace one of the two paper copies previously required for master’s candidates. (Tulsa students should consult the Tulsa Graduate College regarding number of copies required.) The Thesis Instruction Packet and Thesis Checklist have been updated with instructions for the new deposit procedure. The SHAREOK institutional repository provides open and immediate 24/7 access to OU dissertations and other scholarly content submitted by researchers at OU and OSU. Faculty and students with questions about SHAREOK may wish to consult the University Libraries online guide at http://guides.ou.edu/shareok.

IRB Documentation for Deposit: When depositing the final thesis or dissertation, students involved with an active IRB research protocol must submit documentation from the IRB Office indicating that their involvement as a graduate student in the research project is officially terminated. Additional information is available on the IRB website (http://irb.ou.edu). Please advise students to contact the IRB office directly to obtain this documentation.

Office of Technology Development Review: Faculty should advise students to consult the Office of Technology Development early in the research process if their thesis or dissertation may contain potentially patentable intellectual property, confidential information or restricted information. Timely disclosure is crucial to allow sufficient time for OTD to make appropriate recommendations in advance of the student’s graduation. Questions concerning the review process should be directed to the Technology Transfer Administrator, Regina McNabb (r McNabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu) or 325-3800.

Incomplete Policy: There is a university-wide Incomplete Contract form that all instructional faculty are required to use when assigning a grade of INCOMPLETE, effective Fall 2012. Additionally, students wishing to request extensions for ‘I’ grades received Fall 2012 and beyond must attach a copy of the Incomplete Contract form to the Instructor and Graduate Liaison Approval for an Extension of an Incomplete Grade form in order for a request for an extension for ’I’ make-up to be considered.

‘N’ Grades: An “N” grade noted on a student’s transcript prevents the Graduate College from determining whether or not a student is in good academic standing. As a result, students with outstanding “N” grades are not eligible to sit for a non-thesis exam or doctoral general exam or to defend a thesis or dissertation. They are also ineligible to be cleared for graduation with outstanding “N” grades on their transcript. In order to change an “N” to an actual grade, the course instructor must complete a Faculty Request for Grade Change form (available in hard copy only from the Office of Records). This form must first be submitted to the Graduate College for review by Dean Williams; if approved, it will be sent to the Office of Records for processing.
From the Tillman Scholar Committee

Founded in 2008, the Tillman Scholars program supports our nation's active-duty service members, veterans and military spouses by investing in their higher education. Since the program’s inception, the Foundation has named over 400 Tillman Scholars at 108 institutions nationwide. The mission of the Pat Tillman Foundation is to invest in military veterans and their spouses through academic scholarships; building a diverse community of leaders committed to service to others.

Each year, the Pat Tillman Foundation selects up to 60 Tillman Scholars: military veterans and spouses who embody Pat Tillman’s unwavering commitment to service, learning and action. The scholars chosen demonstrate clear academic and career goals, extraordinary leadership potential and a deep desire to create positive change through their work in the fields of medicine, law, business, policy, technology, education and the arts. The scholarship is not a gift; it’s an investment in excellence and potential. Scholars receive the benefits of leadership development and a community of peers and mentors to help them reach their fullest potential as leaders. The application to join the next class of Tillman Scholars will open in February 2016 and close in March 2016. For more details on scholarship eligibility, benefits and expectations, please visit http://pattillmanfoundation.org/apply.

How much is this scholarship for?

This scholarship covers educational expenses, including tuition and fees, books and living stipend. Each award amount is determined on a case-by-case basis and is intended to meet each applicant’s unique need. The exact amount will be based on individual financial need and the strength of application in comparison to the overall pool. On average, award funds are $11,000+ per Scholar, per year.

Who can apply to become a Tillman Scholar?

- Veteran and active-duty military service members, honorably discharged of pre- and post-9/11 service and from all branches of the U.S. Military, including National Guard and Reserve
- Current spouses of veterans or active-duty service members including surviving spouses
- Service members or spouses pursuing a degree as a full-time student: undergraduate (bachelor’s or above); graduate or post-graduate degree at a public or private U.S.-based accredited institution

On what basis are scholars selected?

Record of personal achievement; academic and career ambitions; demonstration of service to others in the community; desire to continue to serve others and make a positive impact on the community; leadership potential; compelling, thoughtful, genuine and thorough essay question responses; record of military service and/or community impact as a military spouse.

Pat Tillman Foundation Webpage
Pat Tillman Foundation Facebook
Pat Tillman Foundation Twitter

Connect with the OU Tillman Scholar Committee NOW – they can help you prepare the application. This committee selects the OU applicants for the Pat Tillman Foundation finalist round.

Complete the OU survey to connect with the committee for preparation and review.

Survey - OU Tillman Scholar Interests

OU Contact: Jennifer Trimmer, MM, University of Oklahoma Veteran Student Services Coordinator and Tillman Point Person. Contact information: 405-325-4308, 405-325-7047, veterans@ou.edu. 1000 Asp Ave, Room 330, Norman, OK 73019
REMINDERS

From the English Assessment Program Office

GTA English Certification for Non-Native Speakers
Students who will be Summer 2016 graduate teaching assistants and whose duties will include spoken contact with students must be certified as proficient in English by the English Assessment Program. To obtain certification for the Summer semester, students must visit the English Assessment Program by March 1, 2016.

Students who need to obtain certification for the Fall 2016 semester should also plan to take the English Assessment tests during the Spring 2016 semester.

Before scheduling any English Assessment tests, students must meet with an English Assessment contact person and discuss individual certification requirements. Students should bring certified copies of TOEFL or IELTS scores and, if possible, transcripts from U.S. schools they have attended.

Preregistration is required for all English Assessment Program tests. To register, students must come to the Graduate College main reception desk, located in Robertson Hall, Room 213.

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

If you have questions, please call the English Assessment Program office at 325-1838 or smpeters@ou.edu, or visit the English Assessment Office by checking in at Robertson Hall, Room 213.

Thank you for your assistance!

Spoken English Class
Graduate liaisons and department chairs may nominate students for enrollment in the Spoken English class. There is no charge for the class.

Two sections of the Spoken English class will be offered during the Fall 2016 semester. The class will meet on Tuesdays and Thursdays from 4:50-6:20 p.m. and from 6:30-8:00 p.m. Nominations for enrollment in the class may be sent to Suzanne Peters, smpeters@ou.edu. Please include the following information with your nomination(s):

- Has the student previously taken the Spoken English class?
- Will the department need this student to serve as a GTA?
- Will the student be available on Tuesday and Thursday evenings from 4:50-6:20 p.m. or 6:30-8:00 p.m. during the Fall 2016 semester?

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

Please note that an attendance and participation policy has been instituted for the Spoken English class. Because the Provost has generously agreed to pay for this class and there is a large waiting list, the English Assessment Program is obligated to ensure that seats in the class are filled by students who are willing and able to attend the class. As a result, the support of departments who nominate their students for enrollment is requested. Please ensure that students nominated for enrollment in the class are able to attend without conflicts. Students who fail to meet the attendance and participation requirements will be removed from the class and the student’s department chair or graduate liaison will be notified. For more information regarding the attendance and participation requirements for the Spoken English class, please contact Suzanne Peters, smpeters@ou.edu, or 325-1838.
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Graduate Assistant Appointments Exceeding .50 FTE

Graduate assistants appointed over .50 FTE must submit a Petition to Appoint a Graduate Assistant Over .50 FTE to the Graduate College for approval prior to the start of the semester during which the appointment will be held. Graduate assistants may not work over .70 FTE.

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

Students and departments will be notified of the determination by the Graduate College via email. For more information regarding the procedures for approval of a Petition to Appoint a Graduate Assistant Over .50 FTE, visit the following link: http://www.ou.edu/content/gradweb/funding_and_aid/Approval_over_50_FTE.html.

Tuition Waivers

GRAs and GTAs who began a current master’s or doctoral degree program Fall 2010 or later may be eligible for a waiver of up to the total number of hours remaining toward the degree, provided that he or she enrolls in five or more credit hours (in Fall and Spring semesters) and holds a graduate assistant-ship of at least .50 FTE.

Students should submit the program of study as noted below to ensure that they will continue to receive the correct amount of tuition waiver. After the program of study is approved, an email notification will be sent from the Graduate College counselor. This email will also give instructions for how to make changes to the program of study should a change be needed.

Until the program of study has been approved, the tuition waiver will be limited as follows:

• Students in a degree program requiring 36 or fewer hours will be limited to 20 hours waived.
• Students in a degree program requiring more than 36 hours will be limited to 30 hours waived.
• Students in a degree program requiring more than 45 hours will be limited to 45 hours waived.

For master’s students, the program of study is the Program of Study form. Visit this page to find the program of study (candidacy form) for your degree program: http://www.ou.edu/content/gradweb/academic_programs/masters_degree/norman.html.

For doctoral students, the program of study is the Advisory Conference Report (ACR). Visit this page to find the form: http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html.

When completing the program of study, students are encouraged to list the minimum number of hours necessary to fulfill the degree requirements. Students who list hours beyond the minimum number required will incur tuition charges for the extra hours.

• Extra thesis/dissertation hours: Once students use their allotted tuition waiver benefit, the Graduate College will not provide additional tuition waivers for students appointed as GAs who enroll in extra semester(s) to complete their theses or dissertations.
• Tuition for Advanced Programs/Liberal Studies courses, College of Continuing Education/OU Outreach, College of Law, Professional degrees offered through the OU Health Sciences Center and audited courses are not eligible for Graduate College tuition waivers.
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Professional Ethics Training Workshop

Register for GRA & GTA required training here.

All graduate assistants who wish to receive the Qualified Graduate Assistant tuition waiver must complete a two-day Professional Ethics Training–Responsible Conduct of Research (PET-RCR) workshop. This requirement applies to any student who began his or her degree program after the end of the Spring 2010 semester.
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IMPORTANT DATES/DEADLINES

Academic Deadlines

January 29, 2016
- Final day to submit a Spring 2016 General Exam Application for the Doctoral Degree. Students that have missed this deadline should contact their Graduate College counselor as soon as possible.

March 1, 2016
- Final day to file Spring 2016 Graduation Application through oZONE

March 7, 2016
- Graduate Certificate Program Report for Spring 2016 due to the Graduate College (graduate certificate students only)
- Program of Study form for Summer 2016 graduates due to the Graduate College (master’s students only)

April 4, 2016
- Program of Study form for Fall 2016 graduates due to the Graduate College (master’s students only)

April 8, 2016
- Final day to submit Request for Degree Check (doctoral students only)

April 22, 2016
- Final day to submit Request for Authority for Dissertation Defense (doctoral students only)

April 29, 2016
- Final day to submit Request for Authority for Thesis Defense (master’s thesis students only)

May 6, 2016
- Final day to complete the non-thesis exam or thesis defense (master’s students only)
- Final day to complete the general examination, both written and oral portions (doctoral students only)
- Final day to complete dissertation defense (doctoral students only)

May 13, 2016
- Final day to deposit thesis in the library & complete electronic submission (master’s thesis students only)
- Final day to deposit dissertation in the library & complete electronic submission (doctoral students only)
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English Assessment Program Deadlines

To obtain certification for the Summer 2016 semester, students must visit the English Assessment Program office before March 1, 2016.

Test Schedule:

SPEAK Test: Speak Tests must be individually scheduled before March 15, 2016.

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

Written English Test:

Date                                          Time                       Location
Saturday, April 2, 2016                 9 a.m.–2 p.m.          Robertson Hall, Room 311
Saturday, April 23, 2016               9 a.m.–2 p.m.          Robertson Hall, Room 311

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GRADUATE COLLEGE CONTACT INFORMATION

**Norman Campus**
Phone: (405) 325-3811
Fax: (405) 325-5346
Website: [www.ou.edu/gradweb](http://www.ou.edu/gradweb)
Email: [gradinfo@ou.edu](mailto:gradinfo@ou.edu)
Campus Address:
Robertson Hall, Room 213
Mailing Address:
The Graduate College
731 Elm Avenue, Robt. Hall, Room 213
Norman, OK 73019-2115

**Tulsa Campus**
Phone: (918) 660-3660
Fax: (918) 660-3361
Website: [tulsagrad.ou.edu](http://tulsagrad.ou.edu)
Email: [tulsainfo@ou.edu](mailto:tulsainfo@ou.edu)
Mailing Address:
Tulsa Graduate College
OU Tulsa Schusterman Center
4502 E 41st Street
Tulsa, OK 74135
Contacts:
Dean William Ray - (918) 660-3660 or [wray@ou.edu](mailto:wray@ou.edu)
Krista Pettersen - (918) 660-3491 or [kpettersen@ou.edu](mailto:kpettersen@ou.edu)