



The UNIVERSITY of OKLAHOMA
Gallogly College of Engineering
School of Civil Engineering and Environmental Science

ACCELERATED DEGREE PROGRAM (ADP) APPLICATION
FOR BS /MS ENVIRONMENTAL ENGINEERING

Scope of Program

The School of Civil Engineering and Environmental Science (CEES) combined BS/MS Environmental Engineering program is offered for qualified undergraduate students to pursue graduate course credit in conjunction with the Bachelor's degree requirements. Applications to the ADP and changes to existing ADP coursework will only be accepted in the first two weeks of the Fall and Spring Semesters.

Students accepted into the Accelerated Degree Program (ADP) can share up to NINE (9) credit hours to satisfy the requirements of both the Bachelor's and Master's degrees. If time allows during the Bachelor's program, students can also complete up to SEVEN (7) credit hours of additional graduate coursework not applied to the Bachelor's degree. With proper planning, the ADP allows students to complete their Master's degree in less time than the traditional Master's program.

Students admitted to the ADP are responsible for updating their coursework plan PRIOR to enrolling in said coursework. Approval of the plan does not override the need for students to obtain written permission from the course instructor before enrolling in courses for graduate credit. After admission to the ADP, students are required to maintain a 3.00 GPA in each semester. A semester GPA of less than 3.00 will result in academic dismissal from the ADP by the OU Graduate College.

Acceptance into the ADP does not guarantee admission to the OU Graduate College upon completion of the Bachelor's degree. Rather, undergraduate students must submit an Addition or Change of Program (ACOP) application to the OU Graduate College. The ACOP application requires two letters of reference, a statement of goals (500 words or less) and a resume for submission. If a student's GPA falls below 3.00, their ACOP application will be considered for the traditional Master's degree program. Final acceptance to the graduate program is subject to approval of the CEES Graduate Studies Committee and Dean of the Graduate College.

CEES ADP APPLICATION CHECKLIST

ADP Entrance Requirements

1. Major GPA-OU* of 3.20 or better in Environmental Engineering curriculum at the time of application. *Major GPA-OU can be found by running an 'Audit' in Degree Navigator. A list of GPAs will appear at the bottom of the audit
2. A CEES faculty advisor must endorse the application
3. Students must maintain continuous enrollment until the Master's degree is awarded, starting with the senior year in the Bachelor's degree
4. Courses taken prior to acceptance in the ADP and switching to the accelerated code (B390 to A390) cannot be credited to the graduate degree
5. Not available to students transferring in beyond junior standing in Environmental Engineering
6. Not available retroactively to students admitted to the graduate program

ADP Application Requirements:

1. Complete Supplemental Application (Attachment A)
2. Complete the CEES Faculty Advisor Endorsement of Application, singed ONLY by student and your CEES Faculty Advisor (Attachment B)
3. Complete ADGCP, singed ONLY by student (Attachment C)
4. **Draft PoS, signed ONLY by student** (Attachment D)
5. Student's up to date, unofficial transcript
6. Student's resume

ADP Application Submission and Review Process:

1. Complete degree appropriate ADP application
2. Contact your CEES Faculty Advisor to meet and review ADP application
3. If approved by a CEES Faculty Advisor, students can submit the ADP application to CEES Student Services by email (ceesgradstudies@ou.edu) within the first two weeks of each semester
4. The CEES Graduate Liaison, Dr. Strevett, will review ADP applications and contact each student to schedule a meeting
5. If approved, CEES will route the ADGCP form to the CEES Undergraduate Advisor, Oliver Lockett, to review and change the degree code from B390 to A390
6. Lastly, the Graduate College Degree Management Specialist for CEES, Hannah James, will review and finalize admission to the ADP. Students will be notified by email from the Graduate College when their application has been fully processed

ADP Application Submission Deadline:

1. During the first two weeks of each Fall and Spring Semester
2. No Summer Semester applications will be accepted
3. No earlier than the Junior year
4. No later than the final two full semesters prior to completing the Bachelor's degree

Email questions to ceesgradstudies@ou.edu

ADMISSION TO THE GRADUATE COLLEGE

Acceptance to the ADP does not change an undergraduate student to a graduate student. Final acceptance to the graduate program is subject upon submission of the ACOP application and approval of the CEES Graduate Studies Committee and Dean of the Graduate College.

Students admitted to the ADP will be classified as undergraduate students until they are admitted to the Graduate College.

To apply for admission to the Graduate College, complete the ACOP application on the Graduate College's [website](#). Deadlines for submission of the ACOP application are indicated below and are essentially the semester prior to starting the Master's degree.

For example, if a student expects to complete their Bachelor's degree in Spring 2024, they must submit the ACOP application in January 2024. This allows students to begin their Master's degree in Fall 2024.

The ACOP application requires two letters of reference, a statement of goals (500 words or less) and a resume for submission. Statements should be addressed to the CEES Graduate Studies Committee and explain your interest in a graduate degree and how you hope to implement your studies into research or professional interests.

<u>Master's Starting Semester</u>	<u>Initial Screening Deadline</u>
Fall (or Summer if approved)	January 15
Spring	August 15

Finally, students who intend to complete the Master's degree in one additional year after the Bachelor's degree are required to submit a **Final** PoS in the first semester of the Master's program. Take note of all form deadlines found in the CEES Graduate Student Milestone Deadline Summary (Attachment E).

ATTACHMENT A

SUPPLEMENTAL APPLICATION FOR ADP PROGRAM

This application is for the accelerated BS/MS Environmental Engineering program with specialization in (mark one from each area from the list below):

Environmental Engineering

Thesis OR **Coursework Only**

1. Name _____

Last (Family Name)

First

Middle

2. Student ID Number _____

3. Mailing Address _____

4. E-mail _____

5. GPA in Environmental Engineering Curriculum (Major GPA-OU*) _____

Applicant Signature / Date

**Major GPA-OU can be found by running an 'Audit' in Degree Navigator. A list of GPAs will appear at the bottom of the audit.*

ATTACHMENT B

CEES FACULTY ADVISOR'S ENDORSEMENT OF ADP APPLICATION

This application is for the accelerated BS/MS Environmental Engineering program with specialization in (mark one from each area from the list below):

Environmental Engineering

Thesis OR **Coursework Only**

I support the application of _____ for admission to the ADP.
(Student Name)

The following courses should be approved for fulfilling the graduate and undergraduate programs:

Proposed courses to be taken for shared graduate credit (a maximum of NINE (9) credit hours can be shared between the two degrees. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 3 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Proposed courses to be taken for additional graduate credit not applied to the Bachelor's degree (a maximum of SEVEN (7) credit hours can be taken. The courses must be graduate level courses).

Course 1 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 2 _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Course 3 CEES 5021 Technical Communications (only for thesis students) _____
(Course Prefix and Number) (Course Title) (Semester Taken)

Endorsed by:

CEES Faculty Advisor's Signature / Date

ATTACHMENT C

GUIDELINES FOR COMPLETING THE ACCELERATED DEGREE GRADUATE COURSEWORK PLAN (ADGCP)

Download the ADGCP form for the [A390-BS/MS Env. Engr](#) program and identify required MSEE coursework in consultation with the PoS.

All coursework listed on the ADGCP should carry graduate credit. Courses with graduate credit are CEES 4000G and CEES 5000-level courses. Slashlisted courses (e.g. CEES 4000/5000) require enrollment in the 5000-level to earn graduate credit.

A complete list of CEES courses can be found in the [Course Catalog](#) but a list of CEES 4000G-level courses is below:

- CEES 4123G Open Channel Flow
- CEES 4243G Water Technologies for Emerging Regions
- CEES 4253G Statistics and Probability
- CEES 4263G Hazardous and Solid Waste Management
- CEES 4333G Foundation Engineering
- CEES 4453G Geomatics Engineering
- CEES 4663G Introduction to Matrix Methods in Structural Analysis
- CEES 4753G Structural Design–Wood
- ENGR 4513G Introduction to Sustainable Engineering

Students can also find a list of Bachelor's degree approved professional electives [here](#).

Course information such as the expected semester to be taught can be found in ClassNav.

Students are limited to NINE (9) credit hours of CEES 4000G courses in their Master's program and TWELVE (12) credit hours of 4000G courses overall. For example, at maximum students may have one ENGR 4000G course plus three CEES 4000G courses. ENGR 4000G courses may only be used with approval by the CEES Graduate Studies Committee.

ACCELERATED DEGREE GRADUATE COURSEWORK PLAN

Bachelor of Science in Environmental Engineering / Master of Science in Environmental Engineering

Undergraduate Major Code: **A390**

ADP effective **Summer 2023**

This is a sequential accelerated degree program. The B.S. is conferred before the student's admission to the M.S. program.

This form should be completed by the undergraduate college advisor, the undergraduate liaison (if applicable), and the student upon the student's admission to the accelerated degree program (ADP). The graduate liaison for the master's degree should verify that the shared coursework is appropriate before signing.

After receiving and reviewing this form, the Graduate College academic counselor will contact the student, undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison via OU email.

To the undergraduate college advisor:

Complete the following information. If the student has not already been placed in the accelerated major code indicated above, effective for the semester of their admission to the ADP, please initiate that change now.

Student Name: Boyd Student OU ID: 11x-xx-xxxx Current Overall GPA: 3.20+

Semester of Admission to ADP: Fall 2022 Anticipated Semester of Bachelor's Completion: Spring 2024

To the student:

Read this information carefully. If you have questions or concerns, contact your advisors and/or the Graduate College.

Conditions and Limitations of Participation in the Accelerated Degree Program

Now that you have been admitted to the ADP, you will be engaged, assessed, and graded as a graduate student, although you will remain an undergraduate student until your bachelor's degree has been conferred. You will not be considered a graduate student with regard to funding opportunities, such as graduate assistantships, until your undergraduate college has cleared you for graduation with the bachelor's degree and you have been admitted to the graduate portion of the ADP.

Once you are admitted to the graduate portion of the ADP, you must meet all requirements and deadlines for the master's degree outlined in the [Graduate College Bulletin](#), such as submitting a *Program of Study* and applying for graduation.

Eligibility for graduate admission:

- During the final semester of your bachelor's degree, you will need to submit the online [Addition or Change of Program](#) form to apply for admission to the graduate portion of the ADP.
- You must meet the Graduate College admission criteria outlined in the [Graduate College Bulletin](#) to be eligible for admission to the graduate portion of the ADP. No exceptions will be made and conditional admission will not be permitted.

Grade point average (GPA) requirements:

- After admission to an accelerated degree program, you are required to maintain a 3.00 grade point average in each term.
- While you are in an undergraduate or graduate accelerated degree code, the Graduate College will monitor your GPA each term over all coursework completed in that term. The undergraduate college may also monitor your overall GPA to ensure undergraduate degree requirements are met.
- A term GPA less than 3.00 will result in academic dismissal from the ADP. If you are dismissed from the ADP, you may apply to the stand-alone master's program upon completion of the bachelor's degree, but you may not share any coursework applied to the bachelor's degree (see the [Graduate College Bulletin](#) for rules concerning master's degree credit taken prior to admission to a graduate program).

ADGCP Example Only (page 2):

Student Name: Boyd Student OU ID: 11x-xx-xxxx

The following information should be completed by the student and verified by the undergraduate college advisor, undergraduate liaison (if applicable), and graduate liaison of the master's degree program. Any changes to the coursework indicated below will require submission of a new Accelerated Degree Graduate Coursework Plan.

To the student: List up to 9 hours of graduate electives that you will share between your undergraduate and graduate degrees. Coursework taken before your semester of admission to the ADP cannot be shared. Please note that not all 4000-level classes carry graduate credit; those that do are indicated as "approved for graduate credit" in the OU Course Catalog.

Shared Graduate Coursework			
COURSE PREFIX & NUMBER	COURSE NAME	HOURS	SEMESTER & YEAR
CEES 4253G	Statistics and Probability	3	Spring 2023
CEES 4263G	Hazardous and Solid Waste Management	3	Fall 2022
CEES 5114	Aquatic Chemistry	4	Fall 2023

With approval of your advisors and the graduate liaison of the master's degree program, you may decide to take additional graduate coursework applicable to the master's degree requirements before you complete your undergraduate degree. However, these courses may not be applied to your bachelor's degree. List any additional graduate coursework below.

Additional Graduate Coursework Not Applied to the Bachelor's Degree			
COURSE PREFIX & NUMBER	COURSE NAME	HOURS	SEMESTER & YEAR
CEES 5324	Biological Waste Treatment	3	Fall 2023
CEES 5853	Groundwater and Seepage	3	Spring 2024
CEES 5021	Technical Communications	1	Spring 2024

I affirm I have read and understand the conditions and limitations of participating in this accelerated degree program, as described on the preceding page.

I understand I am responsible for maintaining the required grade point average and meeting the academic standards necessary to continue as an accelerated student.

I understand I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the [Graduate College Bulletin](#).

Boyd Student
 Printed Name of Student _____ Student Signature _____ Date _____

I affirm the grade point average and semester of admission indicated on the preceding page are correct. I affirm the shared graduate coursework listed above is appropriate for the undergraduate degree program, and any additional graduate coursework listed above (if applicable) will not be applied to the undergraduate degree requirements.

Oliver Luckett
 Printed Name of Undergraduate College Advisor _____ Undergraduate College Advisor Signature _____ Date _____

Printed Name of Undergraduate Liaison (if applicable) _____ Undergraduate Liaison Signature (if applicable) _____ Date _____

I affirm all coursework listed above is appropriate for the graduate degree program. I recommend the student complete additional graduate coursework not applied to the bachelor's degree as indicated above (if applicable).

Dr. Keith Strevett
 Printed Name of Graduate Liaison _____ Graduate Liaison Signature _____ Date _____

The student, advisors, and departments are encouraged to keep a copy of this completed form.


FOR GRADUATE COLLEGE USE ONLY: Date Checked: ____/____/____ OK Problem

ATTACHMENT D

GUIDELINES FOR COMPLETING THE DRAFT PROGRAM OF STUDY (PoS)

Download the PoS for the [MSEE](#) program and identify all Master's degree coursework. Shared BS/MS coursework should be noted as 'Shared' in the 'CREDIT' column.

Coursework Only PoS Example only:



PROGRAM of STUDY

Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.

MASTER of SCIENCE F390

MAJOR: Environmental Engineering Accelerated, with Bachelor of Science (Environmental Engineering)

NAME: Boyd Student **OU ID:** 11x-xx-xxxx

The non-thesis degree is a coursework-only degree; a non-thesis examination is not required.

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR	CREDIT*
<small>* For OU graduate courses including Norman, Tulsa, and Extended Campus, leave this column blank. For transfer credit (including OU Health Sciences Center courses), enter the institution name in this column. For courses applied to the bachelor's degree, enter Shared in this column.</small>					
<small>Accelerated students may dual count 9 hours of graduate-level electives as approved by their advisor.</small>					
REQUIRED COURSEWORK: 13 hours for thesis students. 12 hours for non-thesis students.					
CEES 5114	Aquatic Chemistry	4	B	FA23	Shared
CEES 5244	Physicochemical Water Treatment Processes	4		SP25	
CEES 5624	Biological Waste Treatment	4	B	FA23	
Required for thesis students only:					
CEES 5021	Technical Communications				
ELECTIVES: 12 hours for thesis students. 18 hours for non-thesis students. Elective coursework chosen from a list of MS Env. Engr. electives maintained by the department and approved by the Graduate College. All elective courses are subject to the following restrictions: one 3000G course outside CEES may be used toward the degree; no more than 9 credits of 4000G courses from CEES, including required core courses, may count toward the master's degree; no more than 12 credit of 4000G courses from all departments, including CEES, may count toward the master's degree; and no more than 9 hours from departments outside CEES may count toward the master's degree.					
CEES 4263G	Hazardous and Solid Waste Management	3	A	FA22	Shared
CEES 4253G	Statistics and Probability	3	A	SP23	Shared
CEES 5853	Groundwater and Seepage	3		SP24	
CEES 5103	Water Policy and Institutions	3		FA24	
CEES 5373	Water Resources Systems Modeling	3		FA24	
CEES 5133	Water Sustainability	3		SP25	
THESIS RESEARCH: 5 hours required for thesis students. A completed <i>Master's Thesis Topic and Committee Membership form</i> must be attached.					
		TOTAL HOURS:		30	30 hours required

I intend to graduate in the Spring 2025 semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the *Graduate College Bulletin*.

Student Signature Date

I have reviewed the above-named student's proposed program of study and I recommend approval.

Dr. Keith Strevett
Printed Name of Graduate Liaison Graduate Liaison Signature Date

FOR GRADUATE COLLEGE USE ONLY: Program effective Summer 2023. Semester Admitted/Re-admitted: _____
Date Checked: ____/____/____ | Timeline Begins: _____ | Hours Required: _____ | OK Problem _____

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Thesis PoS Example only:



PROGRAM of STUDY

Please type all required information. Do not handwrite. List courses in the order they were/will be completed. Each course, directed reading, independent study, etc. should be listed on a separate line. Include only those courses that will be applied to the degree.

MASTER of SCIENCE

F390

MAJOR: Environmental Engineering Accelerated, with Bachelor of Science (Environmental Engineering)

NAME: Boyd Student

OU ID: 11X-XX-XXXX

The non-thesis degree is a coursework only degree; a non-thesis examination is not required.

COURSE PREFIX & NUMBER	COURSE NAME	HOURS	GRADE	SEMESTER & YEAR	CREDIT*
* For OU graduate courses including Norman, Tulsa, and Extended Campus, leave this column blank. For transfer credit (including OU Health Sciences Center courses), enter the institution name in this column. For courses applied to the bachelor's degree, enter Shared in this column.					

Accelerated students may dual count 9 hours of graduate-level electives as approved by their advisor.

REQUIRED COURSEWORK: 13 hours for thesis students. 12 hours for non-thesis students.

CEES 5114	Aquatic Chemistry	4	B	FA23	Shared
CEES 5244	Physicochemical Water Treatment Processes	4		SP25	
CEES 5624	Biological Waste Treatment	4	B	FA23	

Required for thesis students only:

CEES 5021	Technical Communications	1	S	SP24	
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ELECTIVES: 12 hours for thesis students. 18 hours for non-thesis students. Elective coursework chosen from a list of MS Env. Engr. electives maintained by the department and approved by the Graduate College. All elective courses are subject to the following restrictions: one 3000G course outside CEES may be used toward the degree; no more than 9 credits of 4000G courses from CEES, including required core courses, may count toward the master's degree; no more than 12 credit of 4000G courses from all departments, including CEES, may count toward the master's degree; and no more than 9 hours from departments outside CEES may count toward the master's degree.

CEES 4263G	Hazardous and Solid Waste Management	3	A	FA22	Shared
CEES 4253G	Statistics and Probability	3	A	SP23	Shared
CEES 5853	Groundwater and Seepage	3		SP24	
CEES 5103	Water Policy and Institutions	3		FA24	

THESIS RESEARCH: 5 hours required for thesis students. A completed *Master's Thesis Topic and Committee Membership form* must be attached.

CEES 5980	Research for Master's Thesis	3		FA24	
CEES 5980	Research for Master's Thesis	2		SP25	

TOTAL HOURS: **30** 30 hours required

I intend to graduate in the Spring 2025 semester. I hereby request approval of my program of study as outlined above. I understand that I am responsible for reviewing the policies and procedures governing graduate study at the University of Oklahoma as published in the *Graduate College Bulletin*.

Student Signature _____ Date _____



I have reviewed the above-named student's proposed program of study and I recommend approval.

Dr. Keith Strevett

Printed Name of Graduate Liaison

Graduate Liaison Signature

Date

FOR GRADUATE COLLEGE USE ONLY: Program effective Summer 2023. Semester Admitted/Re-admitted: _____

Date Checked: ____/____/____ | Timeline Begins: _____ | Hours Required: _____ | **OK** **Problem** _____

ATTACHMENT E

CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY



CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED COURSEWORK-ONLY MASTER'S DEGREE	
Milestone	Deadline
<u>During the Bachelor's Degree</u>	
Complete CEES's ADP application	In the first two weeks of Fall or Spring semesters, typically in the Junior year
Submit ACOP application to the OU Graduate College which officially moves you from the BS to MS program	Jan. 15 for Fall or Summer MS start Aug. 15 for Spring MS start
<u>During the Master's Degree</u>	
Submit Program of Study Form*	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before graduation, generally: Feb. 1 for Summer <u>and</u> Fall graduation Sept. 1 for Spring graduation
Apply for Graduation	The semester <u>before</u> you plan to graduate, No later than: December 1 for Spring/May graduation February 1 for Summer/August graduation May 1 for Fall/December graduation
Request Changes to Program of Study	Contact advisor promptly and submit changes ASAP; no changes within 30 days of graduation
Complete CEES Exit Survey^	Prior to graduation, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

*=possibly due BEFORE first semester for VA or other benefit confirmation

^=CEES Requirement

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 8/10/23

Accelerated Coursework-Only Master's Degree
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CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

CHECKLIST FOR ACCELERATED THESIS MASTER’S DEGREE	
Milestone	Deadline
<u>During the Bachelor’s Degree</u>	
Complete CEES’s ADP application	In the first two weeks of Fall or Spring semesters, typically in the Junior year
Submit ACOP application to the OU Graduate College which officially moves you from the BS to MS program	Jan. 15 for Fall or Summer MS start Aug. 15 for Spring MS start
<u>During the Master’s Degree</u>	
Enrollment deadlines to be eligible for the student FICA (Social Security) exemption <u>on August and January paychecks</u> . The FICA payroll taxes cannot be refunded for late class enrollment.	Jan. 5 for the Spring Aug. 5 for the Fall
Complete Professional Ethics Training [^] (select “CITI Updated Registration Instructions – Graduate Students and Postdocs”)	For funded students: within first year of enrollment and prior to submitting the Program of Study
Submit Program of Study* and Master’s Thesis Topic and Committee Membership Forms	<u>CEES DEADLINES AS OF FALL 2022:</u> No later than the first two weeks of the semester before defense, generally: Feb. 1 for Summer <u>and</u> Fall defense Sept. 1 for Spring defense
Review Graduate College Thesis/Dissertation Instruction Packet	BEFORE you begin writing
Submit Thesis Prospectus [^]	No later than: May 15 for Summer defense August 15 for Fall defense* December 15 for Spring defense *Encourage May 15 for Fall defense since faculty may not be available during the Summer.

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 8/10/23



CEES GRADUATE STUDENT MILESTONE DEADLINE SUMMARY

Submit the GA Final Semester Declaration ONLY IF ENROLLED IN FEWER THAN 5 HOURS (3 hours for Summer) in your last semester. International students must also submit a Reduced Course Load Request to ISS.	No later than: May 22 for Summer defense & enroll by <u>Aug. 25</u> July 24 for Fall defense & enroll by <u>Aug. 25</u> December 31 for Spring defense & enroll by <u>Jan. 5</u>
Apply for Graduation	The semester <u>before</u> you plan to graduate, No later than: December 1 for Spring/May graduation February 1 for Summer/August graduation May 1 for Fall/December graduation
Request Changes to Program of Study or Thesis Forms	Contact your advisor promptly and submit changes ASAP; no changes within 30 days of defense
Request Degree Check	During the first two weeks of your defense semester
Submit Reading Copy of Thesis to Committee [^]	Four weeks prior defense
Submit the Report of Reading Copy/Request for Authority to Defend Form	Four weeks prior to the last day of finals, and at least two weeks prior to defense
Submit Defense Abstract [^]	At least two weeks before your defense
Defend Thesis	No later than two weeks prior to the last day of finals
Return Authority Report Form to the Graduate College	No later than 72 hours after your defense
Submit Approval for Thesis/Dissertation Submission to SHAREOK	At least one week prior to the last day of finals, preferably immediately after committee has approved final Thesis
Submit Thesis to SHAREOK	At least one week prior to the last of finals OR within 60 days of defense, whichever comes first; if not satisfied you <u>must</u> enroll in 2 credits of research the following semester
Complete CEES Exit Survey [^]	After defense, CEES staff will contact you
If you need certification of completing your degree before diplomas are released, submit a Request for Letter of Completion . More on diplomas can be found here .	

[^]=CEES Requirement

*=possibly due BEFORE first semester for VA or other benefit confirmation

This summary is meant as a general guide to milestone timelines only. For specific FINAL DUE DATES and links to forms see <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>. Updated 8/10/23