

Graduate Program Guide



School of Industrial
& Systems Engineering
College of Engineering

The University of Oklahoma

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A Letter from the Dean

Welcome to the University of Oklahoma.

Since 1909, the Graduate College at OU has helped students from all around the state, nation and world pursue graduate studies in the sciences, humanities, fine arts and professional fields. The Graduate College is dedicated to ensuring the best possible graduate student experience—assisting students with funding, travel, academic recognition and, ultimately, obtaining graduate degrees.

While the graduate faculty and staff are here to direct and facilitate advanced studies at OU, you, as a graduate student, assume the greatest responsibility for your personal degree pursuit. Beyond simply remaining in good standing academically, it is essential that you stay cognizant of the following:

- **Be aware of the necessary administrative steps for obtaining your degree.** Pay attention to required forms, examination schedules and other deadlines. The Graduate College degree forms and graduation calendar are online at <http://gradweb.ou.edu/>. The School of Industrial & Systems Engineering has additional forms and deadlines. We will help you with information, but, ultimately, you are responsible for timely and accurate completion of all degree requirements.
- **Read the Graduate College Bulletin:** You are responsible for maintaining familiarity with the information in the Graduate College Bulletin. It also is found online at the Graduate College website. Students should review the bulletin annually for updates, but the policies outlined in the bulletin when you begin your program are the ones that govern your graduate degree.
- **Be available to OU faculty and staff.** Activate and monitor your OU e-mail. When members of the Graduate College staff need to contact you, e-mail or OU directory information often are the only means available. Communicate your questions and concerns to both your department and to the Graduate College. When you receive requests for information, please respond quickly.
- **Talk to your counselor.** Graduate College counselors are your source for information and advice as you progress toward your advanced degree. Make sure you ask them for help if you need clarification of degree requirements or need to confirm your degree progress.

Whatever your field of interest, I am confident that, at the University of Oklahoma, you will find a committed academic community, dedicated to the spirit of learning and with a passion for assisting others to explore their full intellectual potential.

I wish you the best of luck in your academic pursuits at OU.



T.H. Lee Williams
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1 Introduction

This document has been developed to assist graduate students in the School of Industrial & Systems Engineering in understanding the doctoral program and its requirements.

The faculty and staff of the School of Industrial & Systems Engineering (ISE) are dedicated to helping you meet your educational objectives. We are delighted you are here. ISE faculty conduct research in the following areas:

- Logistics, Supply Chain Management, and Production Systems,
- Systems Modeling,
- Design and Manufacturing,
- Operations Research and Computational Optimization, and
- Human Factors

As a graduate student in ISE you will deepen your expertise and knowledge as you:

- work with and learn from faculty mentors in a collaborative research and learning environment,
- engage with the graduate student community and contribute to the intellectual life of our school, and
- attend conferences and publish the results of your research.

Near the entrance to the Bizzell Memorial Library is a plaque that reads, “The Spirit of Learning is a Lasting Frontier.” Welcome to the frontier. We wish you every success in this stage of your journey.

2 Admission to the ISE Graduate Program

Admission decisions are based upon the applicant's past academic record, the applicant's potential to conduct scholarly research, and compatibility of the applicant's research interests with those of our faculty.

Applicants are expected to have sufficient formal academic training in engineering and the sciences to qualify for enrollment in graduate engineering coursework. Students are responsible for completing course-level prerequisites before enrolling graduate courses. Specific prerequisites for each course can be found in the OU General Catalog (catalog.ou.edu).

2.1 Application Requirements

In addition to the application, transcripts, and other materials submitted to the OU Graduate College, the OU School of Industrial & Systems Engineering requires the following additional information from applicants before applications can be reviewed:

- **Statement of purpose.** Applicants should describe their educational, research, and career goals in 500 words or less. Applicants should focus on the motivation for pursuing a graduate degree, on their research interests, and on why their research and degree will help them meet their long term career goals.
- **Three letters of recommendation.** Three references should be identified by the applicant who will be requested to submit letters of recommendation. If the applicant has received a master's degree, one letter must be from the applicant's advisor / major professor. References should be able to comment on the applicant's knowledge of engineering and scientific principles, analytical abilities, experimental abilities, initiative, and communications skills and should provide any other comments that would be beneficial in reviewing the application. Letters of recommendation will be submitted online by the references in response to a request that the School of Industrial & Systems Engineering will send directly to them via email.
- **Resume or curriculum vitae.** This document should list the applicants educational and work history, publications, conference presentations, honors and awards, and other information about the applicants educational and research background.
- **Official GRE Scores.** Official GRE (Graduate Record Examination) scores should be sent directly to the School of Industrial & Systems Engineering from ETS.
- **Master's thesis abstract (in English).** This is required for applicants to the doctoral program.

All applicants for whom English is a second language must present evidence of proficiency in the English language such as through a TOEFL score or other means. For specifics, refer to the Graduate College requirements for international students.

2.2 Application Deadline

Applications and all credentials required for admission must be received by the following dates to be considered for financial aid:

Applying for	Fall Semester	Spring Semester
U.S. Citizens and Permanent Residents	March 1	August 1
Other Applicants	March 1	August 1

Applicants should apply earlier than these deadlines when possible.

Applications from U.S. Citizens and Permanent Residents will be accepted after these dates. However, in this case the applicant should be aware that financial aid decisions may already have been made.

Applications from international students require additional time for processing and applications must be received by the given dates to allow enrollment in the intended semester.

3 ISE Master's Program

The School of Industrial & Systems Engineering offers two programs of study leading to the Master of Science degree:

- Master of Science, Thesis Option
- Master of Science, Non-Thesis Option

3.1 Master's Program, Thesis Option

The Master of Science thesis option is recommended for students that wish to specialize in a particular area of industrial and systems engineering and for students who in the future intend to enter a doctoral program.

3.1.1 Thesis Committee

It is the responsibility of the student to obtain a Thesis Advisor. The Graduate Liaison will serve as the academic advisor for students who are pursuing the thesis option until a faculty member agrees to serve as Thesis Advisor. The Thesis Advisor must be a graduate faculty member in ISE and have M1 status.

The Thesis Advisor will work with the student to select members of the Thesis Committee, develop the *Plan of Study*, and define a thesis topic.

The Thesis Committee is chaired by the Thesis Advisor and includes a minimum of two other members from the graduate faculty. The majority of committee members must be from ISE.

The student shall meet with the Thesis Advisor (or with the Graduate Liaison if the student does not yet have a Thesis Advisor) for advising prior to registration each semester.

3.1.2 Plan of Study

The *Plan of Study for the Master of Science in Industrial & Systems Engineering* identifies the coursework that will be completed to fulfill degree requirements.

The *Plan of Study* allows the degree program to be tailored to the needs and interests of the individual student. However, certain basic requirements must be satisfied as described below.

Coursework requirements for the degree that are listed below represent a minimum level of preparation. Computational skills and oral and written English communication skills are assumed. The Graduate Liaison may determine that additional courses are required to redress deficiencies in the student's background. These courses will be listed on the *Plan of Study* but not on the *Program of Graduate Work*.

When appropriate, the *Plan of Study* may include courses that have been approved for transfer from other institutions or courses already completed at The University of Oklahoma if the Thesis Committee determines that they are applicable to the student's graduate program.

3.1.2.1 Timing

The student should begin developing a *Plan of Study* in conjunction with his or her advisor during the first semester of graduate study.

The *Plan of Study* must be approved by the student's Thesis Committee and the Graduate Liaison and submitted to the Graduate Student Services Coordinator no later than the second semester of graduate study.

If changes later become necessary, the student must obtain approval from Thesis Committee and the Graduate Liaison and file an amended *Plan of Study*.

3.1.2.2 Coursework Requirements

The master's degree with thesis option requires 24 credit hours of coursework and 6 credit hours of thesis research, for a total of 30 credit hours. Following are specific coursework requirements.

1. The following 9 credit hours of core courses are taken by all graduate students:
 - ISE 5013 Statistical Analysis
 - ISE 5023 Systems Optimization
 - ISE 5033 Systems Engineering
2. At least 15 credit hours of electives that are approved by the Thesis Committee and Graduate Liaison are required in addition to the 9 credit hours of core courses. At least 6 of the 15 credit hours must be in ISE, and they cannot be courses that are required for ISE undergraduate students.
3. A total of 6 credit hours are given for research on the master's thesis under the direction of the Thesis Advisor.
4. No more than 6 credit hours of 4000-level courses may be applied toward the degree. These courses must be outside of ISE and must be approved for graduate credit. No 3000-level or lower courses may be applied towards the degree.

The student is responsible for meeting the requirements and deadlines established by the Graduate College. These are listed in the current *Graduate College Bulletin*. Some of the major requirements are:

1. All coursework applied toward the master's degree must carry graduate credit.
2. Once enrollment in thesis research (ISE 5980) begins, the student must enroll in a minimum of two credit hours of thesis research each fall and spring semester until all degree requirements are completed. Students also are required to enroll in thesis research during the summer session if any of the following apply:
 - the student is actively working on the thesis,
 - the student is seeking committee advice on the thesis,

- the student is otherwise using university facilities, or
 - the degree is conferred in the summer session.
3. A master's student must complete all degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied toward the master's degree.

3.1.2.3 Transfer Credit

If a student has performed graduate-level coursework at another institution that has not been applied to a previous degree and that might be equivalent to an OU course, the student may request an evaluation to determine whether transfer credit can be given. Transfer credit cannot be more than five years old at the time of admission to the graduate program. No more than 8 credit hours may be transferred.

To request a transfer credit evaluation:

1. Ensure a transcript is on file with the Office of Admissions.
2. Complete the *Request for Transfer Credit Evaluation* form.
3. For each course for which transfer credit is requested, provide documentation such as a course syllabus, a course description, an outline of the topics covered in the course, the name of the textbook, etc.
4. Submit the form and accompanying documentation to the Graduate Student Services Coordinator in CEC 116.
5. The Graduate Liaison and the instructor of each course for which transfer credit is being requested will review the course information and make a determination of equivalency. All approvals are subject to the Graduate College Guidelines for Transfer Credit.

3.1.3 Admission to Candidacy

In the semester prior to the semester of graduation the student must obtain the necessary signature approval of the Thesis Committee and Graduate Liaison and submit (1) the *Program of Graduate Work/Admission to Candidacy* form and (2) the *Master's Thesis Topic and Committee Membership* form to the Graduate Student Services Coordinator according to the following deadlines:

- Mid-March for graduation in the Fall semester
- Mid-September for graduation in the Spring semester
- Mid-February for graduation in the Summer semester

Only those graduate-level courses needed to complete the requirements of the degree should be listed on the *Program of Graduate Work* form.

A student can initiate the steps to schedule the thesis defense only after he or she has been admitted to candidacy by the Graduate Dean.

3.1.4 Thesis Requirements

A master's thesis is the product of individual research, and it must be original work by the student.

At the beginning stages of writing the thesis the student should review the *Thesis Instruction Packet*. This packet includes instructions for the format of the master's thesis.

When the student has completed writing the thesis, the student should request approval of the draft from the Thesis Advisor. After the Thesis Advisor has provided authorization, the student can disseminate drafts of the thesis to the Thesis Committee.

The student is responsible for providing every member of the Thesis Committee with a complete draft of the thesis at least **two weeks** before the date of the thesis defense. Any committee member may cancel the defense if sufficient time is not provided to review the document prior to the defense.

The Thesis Committee will review the thesis document and evaluate it for quality, correctness and completeness. Any deficiencies must be eliminated before the student will be allowed to graduate.

After obtaining the approval of the Thesis Committee, the student should arrange the time and place for the thesis defense as described in the following section.

3.1.5 Thesis Defense

The thesis defense is an oral examination conducted by the Thesis Committee and is open to the public.

3.1.5.1 Timing and Conditions

The student must be enrolled in at least two credit hours of ISE 5980 in the semester in which the thesis defense is made and be in good academic standing.

The student must submit the *Request for Authority for Thesis Defense* at least **one week** prior to the defense date. When the request for authority is approved, the Graduate College will email the *Authority Report Form for the Thesis Defense* to the student and to the Thesis Committee.

The defense must be held no later than the last day of classes (i.e., before finals week) of the semester in which it is authorized.

A majority of the members of the Thesis Committee must be present and must participate in the defense. The thesis defense may not be held when a suitable committee cannot be assembled. Refer to the *Graduate College Bulletin* for additional requirements concerning the mode of participation of members of the Thesis Committee.

3.1.5.2 Outcome

Only one attempt to defend the thesis is afforded to the candidate. If the defense is determined to be unsatisfactory, the student will be disenrolled from the Graduate College and the student's candidacy for the master's degree will be terminated. This outcome is final and the defense cannot be repeated.

Within 72 hours following the defense, the student must submit the completed *Authority Report Form for the Thesis Defense* to the Graduate College. If applicable, the student also should contact IRB to inactivate his or her study and should submit a copy of the inactivation memo to the Graduate College.

3.1.6 Depositing the Thesis

After the thesis has been successfully defended, incorporate any corrections and comments and create a final copy of the thesis. Obtain signatures from all committee members.

Provide one copy of the completed thesis to each member of the Thesis Committee in the medium of their choosing (bound or electronic).

Provide one bound copy of the completed thesis to the School of Industrial & Systems Engineering.

The student must provide three final copies of the thesis (printed on white, 20- to 24-lb, 100 percent cotton paper) to the Graduate College within 60 calendar days of the defense or by the semester deposit deadline, whichever is earlier. Refer to the *Graduate College Bulletin* for the consequences associated with failure to meet this deadline or to deposit the thesis in the library by the last day of the semester.

The student must make an appointment (iadvise.ou.edu) when he or she is ready to deliver the final printed copies of the thesis. The copies must be delivered in person.

3.1.7 Graduation

The student must file an *Application for Graduation* with the Graduate College according to the following deadlines:

- Submit by October 1 for Fall graduation
- Submit by March 1 for Spring graduation
- Submit by July 1 for Summer graduation

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

3.2 Master's Program, Non-Thesis Option

The Master of Science non-thesis option prepares students for higher-level professional careers in industrial and systems engineering. Students learn advanced industrial and systems engineering techniques and study engineering management practices.

3.2.1 Advisor

The Graduate Liaison serves as the academic advisor for each non-thesis student unless a student is assigned another ISE faculty member to direct the program of study.

The advisor will work with the student to develop the *Plan of Study*.

The student shall meet with the advisor for advising prior to registration each semester.

3.2.2 Plan of Study

The *Plan of Study for the Master of Science in Industrial & Systems Engineering* identifies the coursework that will be completed to fulfill degree requirements.

The *Plan of Study* allows the degree program to be tailored to the needs and interests of the individual student. However, certain basic requirements must be satisfied as described below.

Coursework requirements for the degree that are listed below represent a minimum level of preparation. Computational skills and oral and written English communication skills are assumed. The Graduate Liaison may determine that additional courses are required to redress deficiencies in the student's background. These courses will be listed on the *Plan of Study* but not on the *Program of Graduate Work*.

When appropriate, the *Plan of Study* may include courses that have been approved for transfer from other institutions or courses already completed at The University of Oklahoma if the advisor believes they are applicable to the student's graduate program.

3.2.2.1 Timing

The student should begin developing a *Plan of Study* in conjunction with the Graduate Liaison during the first semester of graduate study.

The *Plan of Study* must be approved by the Graduate Liaison and submitted to the Graduate Student Services Coordinator no later than the second semester of graduate study.

If changes later become necessary, the student must obtain approval from the Graduate Liaison and file an amended *Plan of Study*.

3.2.2.2 Coursework Requirements

The master's degree non-thesis option requires 33 credit hours of coursework. Following are specific coursework requirements.

1. The following 9 credit hours of core courses are taken by all graduate students:
 - ISE 5013 Statistical Analysis
 - ISE 5023 Systems Optimization
 - ISE 5033 Systems Engineering
1. At least 24 credit hours of electives that are approved by the Graduate Liaison are required in addition to the 9 credit hours of core courses. At least 15 of the 24 credit hours must be in ISE, and they cannot be courses that are required for ISE undergraduate students..
2. No more than 6 credit hours of 4000-level courses may be applied toward the degree. These courses must be outside of ISE and must be approved for graduate credit. No 3000-level or lower courses may be applied towards the degree.

The student is responsible for meeting the requirements and deadlines established by the Graduate College. These are listed in the current *Graduate College Bulletin*. Some of the major requirements are:

1. All coursework applied toward the master's degree must carry graduate credit.
2. The student must maintain enrollment in at least two graduate credit hours at the University of Oklahoma in the semester in which the comprehensive examination is taken.
3. A master's student must complete all degree requirements within five calendar years of the first enrollment in any graduate-level OU course to be applied toward the master's degree.

3.2.2.3 Transfer Credit

If a student has performed graduate-level coursework at another institution that has not been applied to a previous degree and that might be equivalent to an OU course, the student may request an evaluation to determine whether transfer credit can be given. Transfer credit cannot be more than five years old at the time of admission to the graduate program. No more than 8 credit hours may be transferred.

To request a transfer credit evaluation:

1. Ensure a transcript is on file with the Office of Admissions.
2. Complete the *Request for Transfer Credit Evaluation* form.
3. For each course for which transfer credit is requested, provide documentation such as a course syllabus, a course description, an outline of the topics covered in the course, the name of the textbook, etc.

4. Submit the form and accompanying documentation to the Graduate Student Services Coordinator in CEC 116.
5. The Graduate Liaison and the instructor of each course for which transfer credit is being requested will review the course information and make a determination of equivalency. All approvals are subject to the Graduate College Guidelines for Transfer Credit.

3.2.3 Admission to Candidacy

In the semester prior to the semester of graduation, the student must obtain signature approval by the Graduate Liaison and submit the *Program of Graduate Work/Admission to Candidacy* form to the Graduate Student Services Coordinator according to the following deadlines:

- Mid-March for graduation in the Fall semester
- Mid-September for graduation in the Spring semester
- Mid-February for graduation in the Summer semester

Only those graduate-level courses needed to complete the requirements of the degree should be listed on the *Program of Graduate Work* form.

A student can initiate the steps to schedule the Comprehensive Examination only after he or she has been admitted to candidacy by the Graduate Dean.

3.2.4 Comprehensive Examination

All non-thesis master's students are required to complete a Comprehensive Examination in fulfillment of the degree requirements.

3.2.4.1 Timing and Conditions

The Comprehensive Exam is held during the final semester of enrollment in the master's program. During this semester the student must be in good academic standing and be enrolled in a minimum of two credit hours, but the Comprehensive Exam does not require enrollment in an additional course.

3.2.4.2 Procedure

Prior to the beginning of the semester of graduation, the student should inform the Graduate Student Services Coordinator that he or she wishes to schedule the Comprehensive Examination.

The Graduate Committee of the School of Industrial & Systems Engineering will appoint an examination committee for each graduating student. The committee will consist of a chair and two additional ISE faculty members.

The committee will prepare an examination (often a research task or project topic) that will be given to the student during approximately the third or fourth week of the semester and that is expected to require approximately eight weeks to complete.

3.2.4.3 Outcome

Upon completion of the examination by the student, the committee will evaluate the student's work, determine whether or not it is satisfactory, and complete the *Authority Report Form for the Non-Thesis Exam*. The completed *Authority Report Form for the Non-Thesis Exam* is due in the Graduate College within one week of the committee's decision.

If the student's work is unsatisfactory then 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.

3.2.5 Graduation

The student must file an *Application for Graduation* with the Graduate College according to the following deadlines:

- Submit by October 1 for Fall graduation
- Submit by March 1 for Spring graduation
- Submit by July 1 for Summer graduation

4 ISE Doctoral Program

The doctoral program prepares students for careers in academia and for advanced professional careers in research and development. Doctoral students are capable of advancing the frontiers of knowledge through independent research and scholarship.

4.1 Qualifying Examination

The purpose of the Qualifying Exam is to assess at a relatively early point in time whether or not a student has the aptitude for conducting a program of independent scholarly research at the doctoral level. It is the responsibility of the student to ensure that this assessment is completed prior to completion of the first 18 credit hours of coursework taken as a doctoral student.

4.1.1 Procedure

The Qualifying Examination is given according to the following procedure:

1. Students intending to take the Qualifying Exam shall submit a written request to the Graduate Liaison that suggests the names of two or more ISE professors in their area of research interest who might be requested to serve as examiners and the semester in which the examination will be taken. The Graduate Committee will make the final determination on which faculty will administer the exam.
2. A committee of (at least) two faculty members administers the exam. The committee shall include the student's advisor when one is declared.
3. The examiners will prepare an exam that is designed to assess the aptitude of the student for conducting a program of independent scholarly research at the doctoral level. The exam will be provided to the student in written form.
4. The student must work independently on the exam.
5. The student will prepare a scholarly written report for evaluation by the examination committee. The exam may require that the written report contain elements such as:
 - a detailed description of the research problem,
 - a review of relevant literature,
 - development of mathematical models, algorithms or computer codes applicable to the problem,
 - numerical examples or results from pilot studies, and
 - a discussion of possible extensions of the research area examined, including the appropriate experimental methodology and analysis techniques.
6. The examination committee may, at their option, also request the student to appear for an oral examination covering the report. The examiners will report the outcome of the exam (pass or fail) to the Graduate Committee.

7. The student must complete the exam within a period of time agreeable to both faculty members, but the time cannot exceed one semester. The exam must be completed and the outcome reported to the Graduate Committee prior to finals week of the semester when the exam is given.

4.1.2 Outcome

Failure of the Qualifying Examination is grounds for disenrollment from the doctoral program. If a student fails the exam, a committee of two faculty members (to include the student's advisor if one is declared) will be formed. This committee may uphold disenrollment of the student, or decide that the student be allowed to continue enrollment with a change of advisor (in which case the student must pass the qualifying exam in the next semester), or recommend that the student be transferred to the M.S. program (in the case of students without an M.S. degree in Industrial & Systems Engineering).

4.1.3 Waiver

If a student's advisor assesses that the background and record of the student indicates the student is qualified to conduct doctoral research, then the requirement for a qualifying exam may be satisfied by a memo sent from the advisor to the Graduate Committee that briefly describes why the student is qualified to conduct doctoral research.

4.2 Advisory Conference

The purpose of the advisory conference is to aid the student in developing an overall plan for attaining a doctoral degree.

4.2.1 Timing

It is recommended that the student schedule the Advisory Conference in consultation with the chair of the Doctoral Committee (or else the Graduate Liaison) within the second semester of enrollment in the doctoral program.

4.2.2 Procedure

At the conference, it is the duty of the chair of the Advisory Conference Committee to secure approval of each committee member so that the student may file the *Advisory Conference Report* in the Graduate College. Each program of study will be tailored to the needs and interests of the individual student. However, certain basic requirements must be satisfied. Also, the Advisory Conference Committee will determine how to redress any deficiencies in course work.

If any changes later become necessary in the *Advisory Conference Report*, file a *Request for Change in Doctoral Advisory Conference Report*. This request must be approved by all members of the Advisory Conference Committee and the Graduate Liaison.

4.2.3 Coursework Requirements

The chair of the Advisory Conference Committee in consultation with the Advisory Conference Committee will decide on the number and nature of courses that will be taken, subject to the following minimum coursework requirements.

1. The following 9 credit hours of core courses are taken by all graduate students (unless waived as described below):
 - ISE 5013 Statistical Analysis
 - ISE 5023 Systems Optimization
 - ISE 5033 Systems Engineering
2. At least 9 credit hours of electives that are approved by the Advisory Conference Committee and Graduate Liaison are required in addition to the 9 credit hours of core courses.
3. At least 12 credit hours of coursework must be taken in Industrial & Systems Engineering at the 5000-level or above.
4. At least 9 credit hours must be 6000-level courses in Industrial & Systems Engineering. These can include ISE 6990 Independent Study when taught by the advisor and when approved by the Advisory Conference Committee.
5. Students with an MS thesis from a recognized industrial/systems engineering program may petition the Graduate Committee to apply up to 30 credit hours from the MS degree and waive the core course requirements. If a student is approved to waive core course requirements, these courses must be replaced by other courses not including independent study.
6. A minimum of 30 and a maximum of 42 credit hours can be given for research on the doctoral dissertation.

The student is responsible for meeting the requirements and deadlines established by the Graduate College. These are listed in the current *Graduate College Bulletin*. Some of the major requirements are:

1. A minimum of 90 graduate credit hours beyond the Bachelor's Degree,.
2. Following the initial enrollment in ISE 6980 (dissertation research), the student must maintain continuous enrollment in a minimum of two credit hours each fall and spring semester until all degree requirements are completed.
3. Normally expect to spend at least the equivalent of three full academic years beyond the bachelor's degree to obtain the doctoral degree.

4. Must be in residence as a full-time student at OU for at least two consecutive 16-week semesters and be engaged in coursework or research activities as prescribed by the School of Industrial & Systems Engineering.

4.2.4 Transfer Credit

If a student has performed graduate-level coursework at another institution that has not been applied to a previous degree and that might be equivalent to an OU course, the student may request an evaluation to determine whether transfer credit can be given. Transfer credit cannot be more than five years old at the time of admission to the graduate program. When combined, hours transferred from other institutions and residence credit taken prior to admission to the doctoral program may not constitute more than 49 percent of the minimum number of 90 credit hours required for the doctoral degree. The number of transfer hours accepted for each student is determined on an individual basis at the advisory conference.

To request a transfer credit evaluation:

1. Ensure a transcript is on file with the Office of Admissions.
2. Complete the *Request for Transfer Credit Evaluation* form.
3. For each course for which transfer credit is requested, provide documentation such as a course syllabus, a course description, an outline of the topics covered in the course, the name of the textbook, etc.
4. Submit the form and accompanying documentation to the Graduate Student Services Coordinator in CEC 116.
5. The Graduate Liaison and the instructor of each course for which transfer credit is being requested will review the course information and make a determination of equivalency. All approvals are subject to the Graduate College Guidelines for Transfer Credit.

4.3 Doctoral Committee

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 Doctoral Committee must be composed of at least four members from the School of Industrial & Systems Engineering and one member from outside of the School. The student's doctoral committee will:

- Prepare and conduct the General Examination
- Conduct the Proposal Defense
- Supervise the preparation of the dissertation
- Conduct the final oral examination over the dissertation.

In most cases, the Advisory Conference Committee will become the student's Doctoral Committee.

The Graduate College must approve any change in membership of the Doctoral Committee.

4.4 General Examination

The General Examination is intended to test the student's mastery of a number of related fields as well as the student's capacity for synthesis and sound generalization, ability to engage in critical thinking, and readiness to undertake doctoral research.

4.4.1 Timing and Conditions

When all required coursework has been completed or will be complete in the current semester, the student may request to schedule the General Examination. The General Exam should be scheduled to occur as soon as coursework is substantially complete and therefore typically will occur well before the Proposal Defense. The Graduate College will not allow a student to enroll in ISE 6980 (dissertation research) until the semester in which the General Exam is taken. Before that point, the student must take either graded courses or ISE 6990 (independent study). The *Advisory Conference Report* can be amended after the General Exam has been passed to adjust the remaining number of credit hours of ISE 6980 that are required based on the number of ISE 6990 credit hours taken prior to the General Exam. Note that no more than 50% of coursework may be S/U graded. However, the number of credit hours used when making this determination includes the master's degree.

A doctoral student who enters the 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. 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.

The student must be in good academic standing during the semester the General Examination is held. In addition, the student must be enrolled in at least two graduate credit hours at the University of Oklahoma in the semester the General Examination is held.

The oral portion of 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.

4.4.2 Procedure

The student shall arrange with the doctoral committee a time and place for the oral portion of the General Examination. Refer to the *Graduate College Bulletin* for additional requirements concerning the mode of participation of members of the doctoral committee during the oral portion of the General Examination.

The *Application for General Examination* must be completed and signed by the student, all members of the Doctoral Committee, and the Graduate Liaison. The student should then file the *Application for General Examination* in the Graduate College a minimum of **ten working days** (two weeks) prior to the date of the oral portion of the General Examination. The student must complete the General Examination during the semester in which the authority is given.

The General Examination consists of a written portion followed by an oral portion held in the presence of the entire doctoral committee. Both the written and oral portions should be taken during the same semester.

The written portion of the General Examination will be prepared by the advisor in consultation with the Doctoral Committee. The Doctoral Committee will meet to determine the results of the written examination. A student cannot proceed to the oral portion of the General Examination until the written examination has been satisfactorily completed. If the written portion of the General Examination is failed, a report must be submitted within 72 hours of the exam to the Graduate Dean indicating that the General Examination was failed.

4.4.3 Outcome

Within 72 hours after completion of the oral portion of the General Examination, an *Authority Report Form* signed by the entire Doctoral Committee must be submitted to the Graduate Dean. The *Authority Report Form* indicates whether the student has passed or failed the examination. The result of the exam can also be held in abeyance for a limited time.

Passing outcome

A student becomes a doctoral candidate upon successful completion of the General Examination.

Following the initial enrollment in ISE 6980 (dissertation research), the student must maintain continuous enrollment in a minimum of two credit hours each fall and spring semester until all degree requirements are met.

Marginal outcome

If the student's performance is marginal, but not failing, and the Doctoral 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.

Failing outcome

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.

4.5 Proposal Defense

The Proposal Defense occurs when a student is ready to defend his research proposal. It is a separate event from the General Examination and typically occurs at a later point in time.

4.5.1 Timing and Conditions

The research proposal should be prepared after conducting a comprehensive and thoughtful literature review and after having performed preliminary exploration to verify that what has been proposed can be accomplished with an acceptable likelihood. Spending a couple of years on a topic that goes nowhere is discouraging, and therefore the student should do enough preliminary work to ensure results will be attainable.

4.5.2 Procedure

The advisor will define requirements that the proposal should satisfy. Typically the proposal will include an introduction to the topic, a problem statement, a comprehensive literature review, a description of the methodology, preliminary results, and a detailed research plan.

At least **two weeks** prior to the scheduled Proposal Defense, a copy of the research proposal must be submitted to each member of the Doctoral Committee. The research proposal should be formatted in the same manner as a dissertation. See the Dissertation Instruction Packet published by the Graduate College for format requirements.

4.5.3 Outcome

If the Proposal Defense is unsatisfactory, a report of unsatisfactory progress will be made by the Graduate Liaison to the graduate college. The student may, on the decision of the Committee, make application to repeat the Proposal Defense a second time in a subsequent semester.

If a second Proposal Defense is unsatisfactory, the student will be terminated from the doctoral program.

4.6 Preparation for Dissertation Defense

A number of items must be completed during the semester in which a student expects to defend the dissertation:

1. Apply for graduation

File the *Application for Graduation* with the Office of Academic Records before the deadline.

2. Distribute a reading copy of the dissertation

The student must distribute complete drafts of the dissertation to each Doctoral Committee member at least **four weeks** prior to the expected date of the defense.

3. Schedule the defense

After the draft of the dissertation is approved by the advisor and other members of the Doctoral Committee, the student should arrange with members of the Doctoral Committee the time and location for the dissertation defense.

4. Degree check

Complete the online *Request for Degree Check* at least **two weeks** prior to submitting the *Request for Authority for Dissertation Defense* to the Graduate College and at least **four weeks** prior to the defense date.

5. Obtain authorization for the defense

When the reading copy has received preliminary approval by the advisor and the other members of the Doctoral Committee, submit the *Request for Authority for Dissertation Defense* and IRB approval (if applicable) at least **two weeks** prior to the defense date.

When the request for authority is approved, the Graduate College will email the *Authority Report Form for the Dissertation Defense* to the student and the Doctoral Committee. A student is not authorized to defend until the *Authority Report* form has been received.

4.7 Dissertation Reading Copy

A doctoral dissertation should demonstrate an extension to the state of the art in the chosen field of research.

The doctoral candidate should prepare and distribute reading copies of the dissertation to each Doctoral Committee member at least **four weeks** prior to the expected date of the dissertation defense.

See the Dissertation Instruction Packet published by the Graduate College for dissertation format requirements and instructions. The reading copy of the dissertation must satisfy these requirements.

The committee will read the dissertation 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 Doctoral Committee may accept or reject the dissertation. If the Committee accepts the dissertation, it may require changes and corrections. If the Committee rejects the dissertation, the student will have another opportunity to submit an acceptable dissertation to the Committee.

4.8 Dissertation Defense

The dissertation defense is an oral examination conducted by the Doctoral Committee and is open to the public.

4.8.1 Timing and Conditions

A doctoral candidate is expected to complete all degree requirements, including the written dissertation and its defense, within five years after passing the General Examination.

The defense must be held no later than the last day of classes (i.e., before finals week) of the semester in which it is authorized.

Refer to the *Graduate College Bulletin* for additional requirements concerning the mode of participation of members of the Doctoral Committee.

4.8.2 Outcome

Only one attempt to defend the dissertation is afforded to the candidate. If the defense is determined to be unsatisfactory, the student will be disenrolled from the Graduate College and the student's candidacy for the doctoral degree will be terminated. This outcome is final and the defense cannot be repeated.

Within 72 hours following the defense, the student must submit the completed *Authority Report Form* to the Graduate College. If applicable, the student also should contact IRB to inactivate his or her study and should submit a copy of the inactivation memo to the Graduate College.

4.9 Depositing the Dissertation

After the dissertation has been successfully defended, incorporate any corrections and comments into the final dissertation copy. Obtain signatures from all committee members.

Provide one bound copy of the dissertation to each member of the Doctoral Committee and provide one bound copy to the School of Industrial & Systems Engineering.

Two final copies of the dissertation (printed on white, 20-24 lb., 100% cotton paper) are due to the Graduate College within 60 calendar days of the defense or by the semester deposit deadline, whichever is earlier. The student must also submit one electronic copy of the dissertation to <http://dissertations.umi.com/ou/> by the same deadline.

The student must make an appointment (iadvise.ou.edu) to submit the final printed copies of the dissertation, the *Entry Form for Dissertation Title*, the *Survey of Earned Doctorates*, and the *Graduate College Exit Survey* to the Graduate College.

5 Fulfilling Degree Requirements

The student is at all times responsible for meeting the degree requirements and deadlines established by the Graduate College in addition to specific requirements of the School of Industrial & Systems Engineering.

The *Graduate College Bulletin* contains current policies and procedures related to graduate studies (<http://www.ou.edu/content/dam/gradweb/documents/Publications/GCBulletin.pdf>). The student should review the bulletin annually for updates, but the policies outlined in the bulletin when beginning the program of graduate study are the ones that govern the graduate degree.

Graduate College forms, checklists, deadlines, and other helpful information can be found at the Graduate College website (gradweb.ou.edu).

6 Progress Review

Graduate students are responsible for meeting the academic and administrative requirements of the Graduate College and the School of Industrial & Systems Engineering. A well-rounded graduate education requires coursework, research, professional development, and participation in activities of the School of Industrial & Systems Engineering.

Progress of all graduate students is reviewed at the end of each semester by their advisor or else by the Graduate Liaison. Progress reports are filed with the Graduate College.

The review may include, but is not limited to, considerations such as:

- fulfillment of specific requirements of the School of Industrial & Systems Engineering,
- progress made in meeting conditions of admission,
- completion of course requirements,
- progress made by doctoral students in completing research requirements including timely completion of the research proposal,
- the general quality of research, and
- completion of the thesis or dissertation.

The review also may encompass the student's broader scholarly capabilities and professional development. The review does not include an assessment of the student's performance as a graduate assistant.

6.1 Retention and GPA Requirement

The Graduate College will permit a student to continue as a graduate student as long as he or she:

- 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 Graduate College will review the student's GPA and, if appropriate, the student will be placed on probation.

6.2 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.

6.2.1 Low Graduate GPA Probation

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 credit hours of graduate credit coursework is completed. The 12 credit 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.

6.2.2 Low Overall Coursework GPA Probation

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.

6.2.3 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.

6.3 Disenrollment

A student who does not meet the requirements of a conditional admission is subject to disenrollment from the Graduate College.

A student will be denied further enrollment after being placed on any type of academic probation for the third time.

A student will be denied further enrollment after receiving a third unsatisfactory annual evaluation.

A doctoral student will be disenrolled from the doctoral program when the student earns nine credit hours of grades of C, D or F in any combination.

The School of Industrial & Systems Engineering 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 School of Industrial & Systems Engineering 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, ISE 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, and
- failure to perform in coursework, qualifying examinations, general examinations, or research at an acceptable level.

7 Financial Support

7.1 Graduate Fellowships

The Graduate College offers funding opportunities to over 200 fellows through the following programs: Alumni, Foundation, Hoving, Hudson, McNair, and Wethington. Graduate fellows receive full tuition waivers, competitive stipends and other benefits, including graduate assistant positions and health insurance. Details, awards and eligibility requirements vary, depending on the fellowship program; more information about these, and other, fellowship opportunities can be found at the Graduate College website, <http://gradweb.ou.edu/Funding/Fellowships>.

7.2 Graduate Studies Funding

In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access to the Community of Science National Funding Opportunities database. This comprehensive 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.

Assistance in preparing applications and proposals is available from Proposal Services located in 214 Robertson Hall. The Community of Science database is accessible via the Internet at fundingopps2.cos.com/.

The Graduate College also maintains a listing of current opportunities for funding through sources outside of OU, including additional fellowship opportunities. This listing of Funding Opportunities for Graduate Students (FOGS) is located at the Graduate College website.

7.2.1 Awards and Scholarships

Scholarships offered through the university may be found at scholarships.ou.edu/. Students also can find information about scholarship and grant opportunities at the Graduate College website.

7.2.2 Tuition Waivers

The Graduate College awards tuition waivers for qualified graduate assistants and fellows. Fellowship recipients may be eligible for additional tuition waivers. For more information on fellowship tuition waivers, see the Graduate College website.

8 Graduate Assistantships

In order to hold a graduate assistant appointment in the fall or spring semesters, an individual must be classified as a full-time graduate student *and* enrolled in a minimum of either 6 or 9 credit hours in the semesters of the appointment (the minimum number is based on the GA position's full-time equivalent or FTE)*.

In order to hold a graduate assistant appointment in the summer semester, an individual must be classified as a full-time graduate student *and* enrolled in a minimum of either 3 or 4 credit hours during the summer semester*. Students who fail to meet this standard may be subject to changes in standing for tax purposes (see "Compensation," below). Students who hold a qualified appointment during the preceding spring semester also may qualify for GA positions for the summer semester, without enrolling in the minimum number of credit hours during summer.

The Graduate College has a *Graduate Assistant Handbook* with information for graduate assistants: <http://gradweb.ou.edu/Current/GAHandbook.pdf>.

* The Graduate College's credit hours requirements for determining full-time status vary from the credit hours required for financial aid purposes. Please refer to the Financial Aid Services website for more information.

8.1 Types of GA Positions

8.1.1 Graduate Teaching Assistant (GTA)

A graduate teaching assistant is a graduate student on stipend whose primary responsibility is in an instructional capacity. Services provided by a teaching assistant may include classroom or laboratory teaching, counseling students, proctoring examinations, grading papers and providing other general assistance in the instruction process. Teaching assistants may occasionally conduct research as part of their service requirement.

The State of Oklahoma requires certification for any non-native speaker of English who has contact with students in an instructional capacity. To meet this requirement at the University of Oklahoma, the English Assessment Program administers language proficiency tests leading to Certification of Proficiency in English.

8.1.2 Graduate Research Assistant (GRA)

A graduate research assistant is a graduate student on stipend whose primary responsibilities are other than teaching. Services provided by a research assistant may include assisting faculty members in a research or creative activity, serving as an administrative assistant (or intern), developing and evaluating instructional materials and/or curricula, providing instruction-related services or assuming responsibility for a designated research area. Research assistants appointed on externally funded research or creative activities may assist faculty members in the completion of contracted research and creative activities and may be assigned responsibility for the independent completion of portions or all of specific contracts in research or creative activities,

for preparation of required reports and proposals, and for the supervision of other research personnel.

8.2 Resources Available

8.2.1 Program for Instructional Innovation

The Program for Instructional Innovation (PII), located in Copeland Hall, (405) 325-2323, has two specialists in college-level instruction who are available to answer questions on all aspects of teaching; visit individual classes and provide feedback; and assist in selecting or constructing a student evaluation questionnaire. More information can be found at pii.ou.edu.

Each fall, PII offers required All-TA (ATA) training and International-TA (ITA) training for new TAs who will hold contact positions with students. The ATA Program is a two-day workshop composed of a general orientation to university policies and procedures and "specific interest" sessions. The ITA Training Program is a four-day workshop that targets the special needs of new international teaching assistants.

8.2.2 English Assessment Program (EAP)

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 skills. English language certification is obtained through the English Assessment Program, 100 Robertson Hall, (405) 325-1838.

Graduate students who wish to improve their English skills may take speaking or writing classes offered by the English Assessment Program. Additional information can be located at the program's website (<http://www.ou.edu/gradweb/eap>).

8.3 Compensation – Insurance, Tuition Waivers

Graduate assistant stipends above the minimum set by the university are determined by the unique needs of the academic units, the particular responsibilities of the graduate assistants, the availability of funds, and the specific priorities of the academic units. Graduate assistant stipends are generally treated as wages and are, therefore, taxable and subject to normal withholding. Graduate assistants are exempt from paying FICA taxes. However, graduate students must pay FICA taxes if they are enrolled in less than 5 credit hours during the fall or spring semester, or less than 3 credit hours during the summer semester. If a graduate student's enrollment falls below the minimum required in any month, payroll services will automatically change the student's status and withhold FICA taxes. Student employees are considered temporary employees and are not eligible for vacation/paid time off or other fringe benefits.

8.3.1 Insurance

There are two insurance plans available to graduate students through the university. The \$50,000 plan covers basic medical expenses for generally healthy students. The university provides a full subsidy of the \$50,000 plan to qualified graduate teaching and graduate research assistants. Students may upgrade their coverage to the \$1 million plan for an additional charge. This plan

covers more extensive procedures, prenatal care, etc. To enroll in the Student Health Plan the student must complete the online form during the open enrollment period. More information can be found at Student Health Plan Office, located at the NEL Building, room 222 (NEL is across from the Oklahoma Memorial Union, on Asp Street). Students also may call (405) 325-9196 or go to the Student Health website (www.hr.ou.edu/studenthealth).

8.3.2 Tuition Waivers

Qualified graduate assistants who have at least a 0.50 FTE assistantship and are appointed from the first day of class to the last day of final examinations will receive a tuition waiver for the semester of their appointment. Normally, tuition waivers may be applied to any course listed in the *Schedule of Courses* as a Norman-campus course. Tuition waivers are applied only to tuition costs. They may not be applied toward fees, nor can they be converted to cash. For more information on tuition waivers, see the Graduate College website.

8.4 0.50 - 0.75 Full Time Equivalent (FTE)

A graduate student may hold any one or more positions, totaling no more than 0.50 FTE (approx. 20 hours/week). With the approval of the Graduate College, a school or department may appoint a student additional duties or positions, up to a 0.75 FTE (30 hours), when that position is demonstrated to serve the best interests of both the appointing department and the appointed student and his/her pursuit of an advanced degree. Appointments to GTA positions in excess of 0.75 FTE will not be approved, though students may hold non-GA, university positions or outside positions in addition to a regular GA position. For more information on GA positions, FTEs and the regulations surrounding these appointments, please refer to the *Graduate Assistant Handbook*.

9 Additional Information

Additional information and assistance may be obtained from the ISE Student Services Coordinator:

Ms. Amy Piper
Office: Carson Engineering Center, Room 116
Email: ajpiper@ou.edu
Phone: 405-325-3721

9.1 University Student Support Services

9.1.1 General Campus Contact Information

The Center for Student Life is dedicated to all students and their achievement of educational goals and enhancement of the quality and involvement in campus life. The office is located in Oklahoma Memorial Union, Room 370, (405) 325-3163.

9.1.2 Registering for Classes

Enrollment is completed online at <http://enroll.ou.edu>. This is the central enrollment site for the Norman Campus (as well as Advanced Programs, Liberal Studies, Outreach courses and OU Tulsa). Class listings from multiple semesters also are listed on the site—make sure you have selected the correct campus location and academic semester.

9.1.3 Paying Tuition

Tuition can be paid in person at the Bursar's Office in 105 Buchanan Hall. Lines may be very long at the beginning and end of the semester, so tuition also can be paid online at <http://pay.ou.edu>.

9.1.4 ID Cards

The Sooner OneCard office is located in the Oklahoma Memorial Union, Room 127. A driver's license, military ID card or passport must be presented. The cost of the initial and any replacement student ID card is \$15. The card is valid for the entire period that the student attends OU. The One Card has many uses, including as an all-purpose campus identification; a library card for the campus library system; facilities entrance for campus events and services; and obtaining discounts at area merchants. For additional information about the Sooner OneCard, go to <http://www.ou.edu/onecard/>.

Students needing to obtain an Oklahoma Driver's License or ID card should contact the Department of Public Safety's Norman exam site, located at 2313 E. Lindsey. The phone number is (405) 364-9595; the hours of operation are 8 a.m. to 4:45 p.m., Monday through Friday. Information about Oklahoma driver's license requirements and an online copy of the driver's license manual are available at: <http://www.dps.state.ok.us/dls/>.

Information about obtaining Oklahoma license plates for your motor vehicle is available on Oklahoma's Tax Commission website.

9.1.5 Parking and Transportation

Permits are required to park on the University of Oklahoma Norman campus from 7 a.m. – 9 p.m. Monday through Friday. Permits may be purchased in 311 Robertson Hall. Special rates are available for evening-only parking, summer semester and motorcycle/scooter permits. For more information about parking: <http://www.ou.edu/parking>.

Cleveland Area Rapid Transit (CART) provides public transportation for both the OU campus and the greater Norman area. The CART system is free to OU students, faculty and staff, with a validation sticker. Stickers are available at the CART office (Robertson Hall) and at the OneCard office in Oklahoma Memorial Union. The standard fare for area residents, or persons without a validated ID, is 50 cents. More information on routes, fares and CART regulations is available at <http://cart.ou.edu/fares.html>.

Travel by Train is limited in Norman. The Heartland Flyer operates daily, running from Oklahoma City to Fort Worth/Dallas, Texas, with a stop in Norman. Rail connections can be made from Fort Worth/Dallas to destinations around the United States. The train depot is located on Jones Street, just south of Main Street.

Air Travel: Domestic and international commercial flights take off daily from Will Rogers World Airport in Oklahoma City. Information on airlines, available flights, and options for parking at and transportation to and from the airport can be found at the airport's website (www.flyokc.com).

Long-Distance Bus Service: Bus transportation nationwide is available through Greyhound and MegaBus. Information on schedules and ticket prices can be obtained at www.greyhound.com and www.megabus.com.

9.1.6 Job Opportunities Outside GA Positions

9.1.6.1 Career Services

The Office of Career Services assists with career exploration, career development and job search strategy. The office also coordinates an extensive on-campus interview program; maintains credential files; advertises job openings; conducts classes, workshops and seminars; and maintains a career information center. Individual assistance is available during scheduled walk-in hours.

Current job openings are available as a part of HIRESOONER by going to <https://www.myinterfase.com/ou/student/>. To view this job bank, log in with your 4 + 4 login and follow the directions on the page.

For additional information, contact Career Services, Oklahoma Memorial Union, Suite 323, (405) 325-1974.

9.1.6.2 Jobs Opportunities

Current OU job openings can be found at <http://jobs.ou.edu>. The job listings are searchable and you can apply online. Listings often include graduate assistantship positions.

9.1.7 Training and Development

9.1.7.1 Responsible Conduct of Research Training

The Graduate College offers semiannual Responsible Conduct of Research (RCR) Training, typically at the start of the fall and spring semesters. The framework for this training is unique. Rather than focusing on rules and principles, it looks at how people try to make sense of ethical issues. The training seeks to provide graduate students across all disciplines with realistic, work-based strategies for identifying and resolving complex ethical dilemmas.

Details on RCR Training can be found at the Graduate College website: <http://gradweb.ou.edu/Current/SpecialEvents/RCR>.

9.1.7.2 OU Human Resources Training for New Employees

All new university employees must complete some required online training. Requirements vary, depending on FTE and position-specific job duties. University-wide training can be accessed at http://www.hr.ou.edu/training_dev.

9.1.7.3 Teaching Assistant Training

Training sessions for new TAs occurs each fall and is offered through the Program for Instructional Innovation (PII). For more details, go to the “Graduate Assistantships” section of this manual or the PII website: <http://pii.ou.edu/>.

9.1.8 Information Technology Courses

OU’s IT Department offers free training opportunities on a variety of computer applications and IT topics. A schedule of classes is posted at <https://webapps.ou.edu/courses/>.

Moore-Norman Technology Center (MNTC) is a local vocational training center, offering classes in a variety of professional trades and interests, including a variety of computing skills. Many classes are offered at night or on weekends. More information is available online at <http://www.mntechnology.com> or can be obtained by phone at (405) 364.5763, ext. 7260.

9.1.9 Libraries

Bizzell Memorial Library is the flagship library branch on campus. Bizzell sits at the heart of the Norman campus, between the north and south ovals. Hours vary, depending on day of the week and time of the year and can be found at the main library website (<http://libraries.ou.edu>).

The period that graduate students may check out materials varies, depending on the medium—books and government documents may be checked out for 60 days, with two renewals; bound

periodicals for three days, with no renewals; and audiovisual items for three days, with no renewals. The maximum number of items a student may check out at one time is 150. The OU Libraries site outlines more services specific to graduate students.

The Norman campus is home to many smaller, specialized branch libraries and special collections that enhance and expand the resources available to OU students. These include Architecture Library; Bass Business Library; Bizzell Bible collection; Chemistry and Mathematics Library; Current Periodicals Room; Engineering Library; Fine Arts Library; Government Documents Collection; History of Science Collections; John and Mary Nichols Rare and Special Books Collection; Physics and Astronomy Library; Western History Collections; and Youngblood Energy Library. Locations, hours and regulations for these collections also are available at the main library website.

Public Library: The Norman Public Library is located about one mile from OU, just north of Main Street, at 255 N. Webster. Library patrons have access to a wide range of media and services, from checkout privileges for books, DVDs and other media to Internet access and meeting room space. Hours, services and regulations can be found online at the Pioneer Library System website.

9.1.10 Bookstores

In addition to the campus and public libraries, Norman has many bookstores, dealing both in new and used books. All will order items not currently in stock and have café areas for social or study purposes. Both branches of the University Bookstore – located in the Memorial Union and near the Gaylord Family–Oklahoma Memorial Stadium – stock an array of commercial books, in addition to OU paraphernalia and academic supplies.

9.1.11 Textbook Stores

Textbooks are sold at the University Bookstore, located at the Gaylord Family–Oklahoma Memorial Stadium. Books may be ordered at the University Bookstore online by visiting <http://www.efollet.com> and selecting “State – Oklahoma, Institution – University of Oklahoma.” Textbooks also may be reserved online and/or purchased at Boomer Bookstore, Sooner Textbooks, Ratcliffe’s Textbook and a few other textbook stores near campus. There also are many websites where textbooks can be purchased online. <http://www.campusbooks.com> is a good cost-comparative site that compares the prices at all of the major online booksellers.

9.1.12 Oklahoma Memorial Union

The Union offers many diverse services to both the OU and Norman communities. A variety of restaurants are in the food court area located at the north end of the ground floor. Crossroads, located at the south end of the first floor, is open 24 hours/day for late-night studying. The Union has rooms available for rental or reservation – many are free for student organizations. University Catering is a convenient way to provide food for any on-campus event, with special prices for campus organizations and a special student organization menu. Many organizational offices are located in the Union, including the Alumni Association, Career Services, Student Life, Graduate Student Senate and more.

9.1.13 Campus Corner and Downtown Norman

Campus Corner is home to many shops and restaurants, including local favorite Café Plaid; Balfour of Norman, where you can find OU merchandise; and Louie's Grill and Bar, in addition to many other eateries and specialty shops. The Corner Merchant's Association has an occasionally-updated website, which can be found at <http://www.oucampuscorner.com>.

Downtown Norman is the original settled portion of Norman. Stretching primarily along Main Street, from University Avenue on the west, to Porter Avenue on the east, downtown Norman is home to a variety of businesses, ranging from record stores and gourmet grocers to music venues and a monumental bronze statuary foundry. In between, you'll find art galleries, coffee houses, restaurants, furniture stores (new and used), theaters and more. To learn about upcoming shows, festivals and other events, visit the Downtowner's Association website at <http://www.downtownnorman.com>.

9.1.14 Computers, Labs and General Networking Information

Numerous computer labs are strategically located throughout the Norman campus. Each lab features personal computers, printers and scanners readily available for you to use.

9.1.14.1 Computer Lab Locations

- 230 Physical Sciences Building (PHSC)
- 105 Dale Hall Tower (Macs Available)
- Walker Tower Mouse House
- 300 Felgar Hall
- Oklahoma Memorial Union Computer Lab
- Bizzell Library
- Couch Computer Center, W146

All computer labs have laser printing available, and some have copiers onsite.

All computer labs, with the exception of Walker Tower, have dedicated ADA (Americans with Disabilities Act) workstations with scanners and supporting software. For more information about IT student services at OU, visit the IT site: <https://webapps.ou.edu/it/students/services.cfm>.

9.1.14.2 Network Connections

Data network connections exist in all of the residence hall rooms and university- owned apartments. Students must use computers equipped with Ethernet cards to access the Internet from these locations. Ethernet cards come in two speeds, 10 megabits per second (Mbps) or 100 Mbps. Both will work on the OU Network.

9.1.14.3 Wireless Services

Wireless cards may be purchased for \$10.00 from the IT Store at <http://itstore.ou.edu> and applied to your Bursar bill or paid with a credit card. Wireless service is available at many locations on

the Norman campus. For more information about where wireless service is available, please visit <http://support.ou.edu> and search our knowledge base for wireless cards.

9.1.15 OU E-mail

To assure timely and efficient communication, all OU students, faculty and staff are assigned an OU e-mail account. Official university communications may be sent to this account. E-mail sent to this account is expected to be read in a timely fashion.

Faculty and staff assume that a student's official university e-mail is a valid mechanism for communicating with that student. Account holders who choose to have e-mail forwarded to another e-mail address do so at their own risk. An account holder's failure to read, in a timely manner, official university communications sent to an official e-mail account does not absolve the account holder from knowing and complying with the content of the official communication (<http://catalog.ou.edu/current—access> "Policies" link at bottom of blue panel).

E-mail accounts: The Exchange e-mail system, which can be accessed at <http://exchange.ou.edu>).

Finding OU e-mail addresses: You can locate e-mail addresses for all OU faculty and staff and most students online at <http://search.ou.edu>.

Your e-mail alias and "dotted name": When your OU e-mail account is first created, it is in a format called the "dotted name" address. It looks like this: Jane.Q.Student-1@ou.edu. The "dotted name" address is valid as long as you are at OU, but it can be long and inconvenient; you can create a shorter, personalized e-mail "alias" at this website: <http://account.ou.edu>. As you decide on an e-mail alias, you should remember that it is something that will appear on your job resume and in other professional contexts.

OU Student Webpace: OU students can activate their personal OU webpace at <http://account.ou.edu>. To browse other OU student Web pages, go to <http://students.ou.edu>.

If you require additional information, please visit OU's IT website at: <https://webapps.ou.edu/it/students/services.cfm>.

9.1.16 Writing Center

The Writing Center provides confidential 45-minute writing conferences with experienced writing consultants. Services are free for students, staff and faculty. The Writing Center will advise on almost any writing project, including essay assignments, term papers, proposals, resumés and cover letters, theses, dissertations, journal articles and business reports. The Writing center website (www.ou.edu/writing) includes links to commonly used citation and style requirements. Papers also may be submitted for review online.

Main Branch: 280 Wagner Hall
Monday, Tuesday, 9:00am – 8:00pm; Wednesday, Thursday, 9:00am – 5:00pm
Friday: 9 a.m. – 12 p.m.
Phone (405) 325-2936

Evening Branch: Adams Center, Muldrow Tower, Room 105
Wednesday, 4 p.m. – 8 p.m.
Phone: (405) 325-2936 - Call for appointment

Sarkeys Satellite:
Monday and Wednesday, 4 p.m. – 6 p.m.

9.1.17 Housing Options

On-Campus Housing

Options for on-campus housing can be found at the Housing and Food Services webpage:
<http://www.housing.ou.edu/>.

Off-Campus Housing

There are many apartments and houses available around Norman available for rent. Search any of the online apartment guides online, like <http://www.mynewplace.com> or <http://www.rent.com>.

9.1.18 Graduate Student Senate and University of Oklahoma Student Association

The Graduate Student Senate (GSS) is composed of two senators from each department. GSS meets every other Sunday at 7 p.m. in 255 Adams Hall during the fall and spring semesters. Committees meet at 6:30 p.m. in 255 Adams Hall before the full Senate meeting. The GSS offers conference fees and research grants to graduate students, helps allocate funds to all student organizations and acts on issues that affect graduate education. Each year, GSS raises money for its grant endowment fund. The Graduate Student Senate approves funding for nearly 100 graduate student organizations.

Many of the graduate departments and schools have university-recognized graduate student organizations. Examples include the Zoology Association of Graduate Students, History of Science Club and Graduate Music Student Association.

Graduate students from underrepresented groups also are active in such campus-wide organizations as the Black Student Association, Asian American Student Association, Indian American Student Association, American Indian Student Association and Hispanic American Student Association.

A complete listing of OU's 300-plus registered student organizations—from the Adaptive Sports Club to the Zoological Society—can be viewed, with links to the individual organizations' websites, at http://studentlife.ou.edu/component/option,com_studorg/.

It is the job of the UOSA Executive Branch to address student concerns, turn ideas into realities, provide student services on behalf of UOSA, execute UOSA laws, advocate for the positions of students and provide overall support for students. You can visit the UOSA website at <http://uosa.ou.edu>.

9.1.19 International Student Services

The University of Oklahoma International Student Services (OU ISS) assists more than 2,000 international students and their dependents from over 100 countries, providing expert advice and support to every international student. OU ISS works with international students, faculty and staff, community members, U.S. federal officials, and a variety of government agencies.

OU ISS is located in 224 B.C. Wallace Old Science Hall and can be contacted by phone, (405) 325-3337; fax, (405) 325-0197; or e-mail, iss@ou.edu. More information may be found at <http://www.ou.edu/iss>.

International degree-seeking students in F-1 or J-1 status may work part-time (up to 20 hours/week) on campus. Before seeking a job on campus, international students should contact the ISS office about work authorization policies.

International students in F-1 status may apply for authorization to hold off-campus employment in their field of study. Students may be eligible for Curricular Practical Training (CPT) during their program and also may be eligible for a year—or more in some cases—of Optional Practical Training (OPT) that may take place during or after their program of study. CPT must be either a professional experience required for a student's degree program (i.e. an internship/practicum) or, if not required, integral to a student's academic program of study and for which academic credit is received. OPT consists of non-required off-campus employment within a student's field of study. For more information on OPT/CPT, visit the ISS webpage, attend an on-campus workshop or contact the ISS office.

Throughout the school year, ISS e-mails information about CPT/OPT and other similar programs to OU international students.

9.1.20 Equal Opportunity and Disability Services

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

Individuals are assured protection from harassment, retaliation and discrimination for filing a complaint or assisting in an investigation under all relevant equal opportunity policies and procedures. Complaints of discrimination may be filed with the Office of Equal Opportunity. All lawfully required documents, including the university's Affirmative Action Plans, are available for inspection in the Office of Equal Opportunity between 8 a.m. and 5 p.m. on any working day.

The contact person in that office is the affirmative action officer or a designated staff member.

The Equal Opportunity/Affirmative Action Office on the Norman campus is located in 102 Evans Hall. The office may be reached by telephone at (405) 325-3546.

9.1.21 Psychological Counseling and Testing Services

Counseling and Testing Services is located in 201 Goddard Health Center or can be contacted by calling (405) 325-2700. The center offers personal counseling and group counseling, at reduced rates for students and staff. They also administer and interpret career interest inventories. More information can be found at the Counseling and Testing Services webpage: <http://goddard.ou.edu/counselingservices.html>.

The OU Counseling Psychology Clinic is located at 3200 Marshall Avenue, Suite 100; for more information call (405) 325-2914. The clinic provides services to individuals, couples, families and children involving various problems of living. Counseling services are on a sliding fee scale. In addition to therapy, counselors provide psychological assessment services for children, adolescents, adults, couples and families. Anyone currently living in Oklahoma can come to the clinic for services. OU affiliation is not necessary to receive services.

The Assessment Clinic provides evaluations of academic difficulties, attention deficit disorders, learning problems, intellectual functioning, mental retardation, emotional function and psychological disorders. Individuals are billed a fee for an assessment battery.

9.1.22 Disability Resource Center

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration to the nature of a service, program or activity or cause undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors.

Requests for reasonable accommodation should be addressed to the Disability Resource Center, Goddard Health Center (south entrance), Room 166, voice (405) 325-3852, or TDD, (405) 325-4173.

The center accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability.

Once the student has provided the Disability Resource Center with appropriate diagnostic information that substantiates the disability, the office will assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and, therefore, memos can only be sent at a student's request.

Not every student with a disability requires consideration beyond that which may be granted to any other student in the class.

For more information about the Disability Resource Center and other disability services at OU, go to the center's website: <http://drc.ou.edu/>.

9.2 Academic Misconduct

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

- cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement
- assisting others in any such act
- attempting to engage in such acts

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

The *Student Code* is available from the Office of the Vice President for Student Affairs and at www.ou.edu/studentcode. Further information about academic misconduct is contained in the *Student's Guide to Academic Integrity*, available at www.ou.edu/provost/integrity.

9.3 Student Grievances

9.3.1 Academic Appeals

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* (available by contacting the Graduate College) 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:

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

Time Limits

- In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than Feb. 15 for the previous fall semester or winter session, and no later than Sept. 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession or summer session.
- In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and university holidays from classes) after the results of an evaluation are made known to the student.
- If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the 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, which does not meet this deadline unless, in the view of the board, exceptional circumstances exist whereby the student is prevented from filing a claim.

9.3.2 Graduate Assistant Appeals

The Graduate Assistant Appeals Board will be appointed to hear appeals by graduate assistants regarding termination requests by academic units and/or employment grievances of graduate assistants. Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College office. The written appeal should state:

- The action being appealed
- The basis for the appeal
- 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*.

9.3.3 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.

9.3.4 Student Discrimination

The university has a policy of internal adjudication of student grievances. A procedure is established to provide the opportunity for a student to have a grievance related to alleged discrimination on the basis of race, color, sex, religion, national origin or age heard and adjudicated by administrative settlement. 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, 102 Evans Hall, for further information, or call (405) 325-3546.