Graduate Student Handbook



# 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/>. Individual departments may have other 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 Web site (http://gradweb.ou.edu/Current/gcBulletin). 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

Dean of the Graduate College

University of Oklahoma

**A LETTER FROM THE CHAIR**

Welcome to the Department of Educational Psychology!

I wanted to say a few words about this Handbook and other documents that you will find useful during your graduate studies in the Department of Educational Psychology.

This Handbook is written primarily for students who have already been admitted into a graduate program housed in the Department of Educational Psychology (DEP).  It contains complete information from the *OU Graduate Student Handbook****[i]***as well as information about requirements and procedures that are unique to the DEP.  Please use this Handbook in conjunction with other vital publications such as the current *Class Schedule****[ii]***, the *Student Code****[iii]***, and the *Graduate Assistant's Handbooki.*

Nothing in this Handbook supersedes any existing Graduate College or University regulations.  However, certain program requirements are legitimately more stringent than those stated in the *Graduate College Bulletini* and do not constitute a conflict.  Please bear in mind that it is the responsibility of students to know and follow the academic requirements of the Graduate College, the DEP, and their particular program, as well as the conduct requirements detailed in *The Student Codeiii.*

In addition, it is expected that all students subscribe to the code of ethics appropriate to his/her field of training.  Information as to which codes are appropriate is available from the Program Area Coordinator.

Inasmuch as policy changes occur in the University by action of the University administration, the Graduate College, or the DEP, the DEP will do its best to inform all members of the Department of relevant changes and whom they affect.  Also, certain parts of this Handbook, particularly appended material, will be updated periodically.  It is the student's responsibility to check with their Program Area Coordinator for these informational updates.  Please visit the DEP website at <http://www.ou.edu/content/education/edpy.html>

Best wishes for your studies in the Department of Educational Psychology.



Xun Ge, Ph.D.

Professor and Department Chair [iv]

i<http://gradweb.ou.edu/Current/index.asp>

ii <http://www.ou.edu/enrollment/home/classes_offered/schedules.html>

iii<http://studentconduct.ou.edu/>

ivThe Chair of the DEP also serves as the Graduate College Liaison Officer. Separate reference is made to the DEP Chair and the DEP Graduate Liaison Officer solely as a matter of functional clarity.

Table of Contents

[A LETTER FROM THE DEAN 2](#_Toc272244162)

[A LETTER FROM THE CHAIR 3](#_Toc272244163)

[Table of Contents 4](#_Toc272244164)

[DEPARTMENT of EDUCATIONAL PSYCHOLOGY 7](#_Toc272244165)

[DEPARTMENTAL INTRODUCTION 7](#_Toc272244166)

[**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY** 8](#_Toc272244167)

[**FACULTY** 8](#_Toc272244168)

[DEGREE REQUIREMENTS 9](#_Toc272244169)

[**FULFILLING DEGREE REQUIREMENTS** 9](#_Toc272244170)

[**FULFILLING DEGREE REQUIREMENTS** 10](#_Toc272244171)

[**MASTER’S STUDY IN THE** 10](#_Toc272244172)

[**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY** 10](#_Toc272244173)

[**CHECKLIST FOR MASTER’S STUDENTS IN** 11](#_Toc272244174)

[**THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY** 11](#_Toc272244175)

[DOCTORAL STUDY IN THE 12](#_Toc272244176)

[DEPARTMENT OF EDUCATIONAL PSYCHOLOGY 12](#_Toc272244177)

[THE GENERAL EXAMINATION (“Generals”) 13](#_Toc272244178)

[THE DISSERTATION 14](#_Toc272244179)

[DOCTORAL RESIDENCY REQUIREMENT 16](#_Toc272244180)

[**CHECKLIST FOR DOCTORAL STUDENTS** 21](#_Toc272244181)

[**IN THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY** 21](#_Toc272244182)

[FINANCIAL SUPPORT 23](#_Toc272244183)

[**GRADUATE FELLOWSHIPS** 23](#_Toc272244184)

[**GRADUATE STUDIES FUNDING** 24](#_Toc272244185)

[**Awards and Scholarships** 24](#_Toc272244186)

[**Tuition Waivers** 24](#_Toc272244187)

[GRADUATE ASSISTANTSHIPS 25](#_Toc272244188)

[TYPES OF GA POSITIONS 25](#_Toc272244189)

[**Graduate Teaching Assistant (GTA)** 25](#_Toc272244190)

[**Graduate Research Assistant (GRA)** 25](#_Toc272244191)

[**RESOURCES AVAILABLE** 26](#_Toc272244192)

[**Learning and Teaching Program** 26](#_Toc272244193)

[**English Assessment Program (EAP)** 26](#_Toc272244194)

[**COMPENSATION – INSURANCE, TUITION WAIVERS** 26](#_Toc272244195)

[**Insurance** 27](#_Toc272244196)

[**Tuition Waivers** 27](#_Toc272244197)

[**0.50 - 0.75 FULL TIME EQUIVALENT (FTE)** 27](#_Toc272244198)

[**UNIVERSITY STUDENT SUPPORT SERVICES** 27](#_Toc272244199)

[**General Campus Contact Information** 27](#_Toc272244200)

[**Registering for classes** 28](#_Toc272244201)

[**Paying tuition** 28](#_Toc272244202)

[**ID Cards** 28](#_Toc272244203)

[**Parking and Transportation** 28](#_Toc272244204)

[**Job Opportunities Outside GA Positions** 29](#_Toc272244205)

[**Training and Development** 29](#_Toc272244206)

[**Information Technology Courses** 30](#_Toc272244207)

[**Libraries** 30](#_Toc272244208)

[**Bookstores** 31](#_Toc272244209)

[**Textbook Stores** 31](#_Toc272244210)

[**Oklahoma Memorial Union** 31](#_Toc272244211)

[**Campus Corner and Downtown Norman** 31](#_Toc272244212)

[**Computers, Labs and General Networking Information** 32](#_Toc272244213)

[**OU E-mail** 33](#_Toc272244214)

[**Writing Center** 33](#_Toc272244215)

[**Housing Options** 34](#_Toc272244216)

[**Graduate Student Senate and University of Oklahoma Student Association** 34](#_Toc272244217)

[**International Student Services** 35](#_Toc272244218)

[**Equal Opportunity and Disability Services** 35](#_Toc272244219)

[**Psychological Counseling and Testing Services** 36](#_Toc272244220)

[GRADUATE COLLEGE INFORMATION 37](#_Toc272244221)

[**INTERNATIONAL TRAVEL FOR ACADEMIC PURPOSES** 38](#_Toc272244222)

[CHANGE OF PROGRAM REQUESTS 39](#_Toc272244223)

[**DEPOSITING YOUR DISSERTATION OR THESIS** 39](#_Toc272244224)

[GRADUATE COLLEGE STANDARDS 40](#_Toc272244225)

[**RETENTION** 40](#_Toc272244226)

[**PROGRESS REVIEW** 40](#_Toc272244227)

[**Satisfactory Progress** 40](#_Toc272244228)

[**The Grade Point Average (GPA)** 40](#_Toc272244229)

[**ACADEMIC PROBATION** 41](#_Toc272244230)

[**Low Graduate GPA Probation** 41](#_Toc272244231)

[**Low Overall Coursework GPA Probation** 41](#_Toc272244232)

[**U and NP Probation** 41](#_Toc272244233)

[**DISENROLLMENT FOR LOW GRADES** 41](#_Toc272244234)

[**Academic Unit Standards** 42](#_Toc272244235)

[**EVALUATION OF STUDENTS** 42](#_Toc272244236)

[**Review Criteria** 42](#_Toc272244237)

[**Review Notification Letter** 43](#_Toc272244238)

[**Second Review** 43](#_Toc272244239)

[**Third Review** 43](#_Toc272244240)

[**DISENROLLMENT** 43](#_Toc272244241)

[**Options for Disenrolled Students** 43](#_Toc272244242)

[**Special Performance Standards, Professional Experience** 44](#_Toc272244243)

[**ACADEMIC MISCONDUCT** 44](#_Toc272244244)

[**STUDENT GRIEVANCES** 45](#_Toc272244245)

[**Academic Appeals** 45](#_Toc272244246)

[**Graduate Assistant Appeals** 46](#_Toc272244247)

[**Sexual Harassment** 46](#_Toc272244248)

[**Student Discrimination** 46](#_Toc272244249)

[2013-2014 DEGREE PROGRAM GRADUATE COLLEGE DEADLINES 47](#_Toc272244250)

[**Master’s Degree Deadlines** 47](#_Toc272244251)

[\*DEP departmental deadlines may be different than the deadlines set by the Graduate Colleges and will be sent out to students throughout the term. DEP department deadlines allow for time to make revisions, corrections and resubmissions where necessary. 47](#_Toc272244252)

[Doctoral Degree Deadlines 47](#_Toc272244253)

[department of Educational Psychology Administrators & Staff 47](#_Toc272244254)

[2013-2014 ACADEMIC CALENDAR 48](#_Toc272244255)

[UNIVERSITY EMERGENCY CONTACTS 49](#_Toc272244256)

**The information in this handbook is intended for supplemental informational purposes. It does not supersede other university or Graduate College publications, including, but not limited to, the Graduate College Bulletin or the University of Oklahoma Student Code. Links or references on these pages to non-university sites do not represent endorsement by the University of Oklahoma or its affiliates.**

DEPARTMENT of EDUCATIONAL PSYCHOLOGY

DEPARTMENTAL INTRODUCTION

The Department of Educational Psychology (DEP) was established as a formal department within the College of Education on July 1, 1986 by Regential action. It represents and administrative merger of programs in the areas of counseling, instructional psychology and technology, and special education.

Departmental Mission Statement:

“The mission of the Department of Educational Psychology, through its programs in counseling, instructional psychology and technology, and special education is to:

1. Develop and disseminate new knowledge through research and scholarly activity, deliver quality instruction, and provide professional training worthy of recognition at the regional and national levels;

2. Provide service to the University and leadership to our respective disciplines at the state, regional and national levels;

3. Be responsive to those opportunities for research, training and service occurring at the junctures of this disciplines within the Department; and

4. Participate fully in those teacher-preparation and related educational programs through which the College of Education meets the State’s needs for educational personnel.”

**GRADUATE DEGREES AND PROGRAMS IN THE DEP**

Counseling

 M.Ed. - Professional Counseling

 Ph.D. - Counseling Psychology

Instructional Psychology and Technology

 M.Ed. - Educational Psychology

 - Instructional Design and Technology

 - Integrating Technology in Teaching

 Ph.D. - Instructional Psychology & Technology

Special Education

 Bachelors level certification in mild/moderate disabilities

 M.Ed. - Special Education

 Ph.D. - Special Education

DEGREE REQUIREMENTS

**FULFILLING DEGREE REQUIREMENTS**

The Graduate College Bulletin contains current policies and procedures related to graduate studies.  It is the responsibility of all graduate students to familiarize themselves with this information in addition to specific requirements of the particular discipline in which they are seeking a degree. Degree requirements can be found in the Graduate College Bulletin (<http://www.ou.edu/content/dam/gradweb/documents/Publications/GCBulletin_Summer2015.pdf>). Necessary Graduate College forms and checklists for the master’s degree can be found at the Graduate College web site, <http://www.ou.edu/content/gradweb/academic_programs/masters_degree/norman.html>. Graduate College forms and checklists for the doctoral degree also can be located at <http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/norman.html>. Deadlines can be found at the Graduate College Web site and in this [handbook](#_Doctoral_Degree_Deadlines).

**MASTER’S STUDY IN THE**

**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**

**GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE**

The program for the master's degree includes intensive preparation to enter the selected profession. The exact pattern of the program will be determined after consultation with an advisor. Work may also be taken in any academic fields in which the student has course prerequisites. The student should check with a program area representative for specific course requirements for each degree program.

Individual program areas may offer thesis and/or non-thesis options. For students completing the non-thesis option, a written comprehensive examination shall be required. Students pursuing the thesis option shall complete a thesis in place of the comprehensive examination.

In accordance with Graduate College policy, all graduate students shall be evaluated annually. Students should discuss the basis and implications of the annual evaluation with their advisors.

All Graduate College policies are enforced. Refer to the *Graduate Bulletin*. In addition, the department and your program may have other requirements. See the Graduate Programs Officer in the department office or your program area coordinator. Forms related to completion of the master’s degree can be found at: <http://www.ou.edu/content/gradweb/academic_programs/masters_degree.html>.

**CHECKLIST FOR MASTER’S STUDENTS IN**

**THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**

REGISTRATION AND ENROLLMENT

­­­

 Obtain registration materials; consult with advisor. To plan program of study, check the master's degree requirements of the department and program area as well as those of the Graduate College listed in the Graduate College Catalog/Bulletin. Register for course work. For courses requiring special permission, please email the Graduate Programs Officer at anna.steele@ou.edu and provide her with the semester needed along with the course number, section, credit hours, and your OU ID number.

 Obtain and read the *Graduate College Catalog/Bulletin*, the *DEP Graduate* *Student Handbook*, and the *Student Code*.

 **Enroll in EIPT courses early! They fill up extremely quickly!**

WHEN COURSEWORK IS NEAR COMPLETION

**Thesis Option**

 Obtain from the Graduate College Information for Masters Candidates - Thesis Program and Instructions - Thesis/Dissertation.

**Non-Thesis Programs**

 Apply for Admission to Candidacy (permission to take the Comprehensive Exam): A student must complete the Admission to Candidacy form which can be downloaded at <http://www.ou.edu/content/gradweb/academic_programs/masters_degree.html>. The Admission to Candidacy form must signed by the DEP Graduate Liaison Officer to indicate their approval of the plan of study. The completed candidacy application must be submitted to the departmental office during the semester preceding completion of the comprehensive examination and/or graduation. (Deadlines for submission of the candidacy application are: second Monday in February for Summer exams; second Monday in March for Fall exams; second Monday in September for Spring exams.)

 Clearance to take the comprehensive examination is obtained by the submission of the Admission to Candidacy form (see above). Check with the DEP office for exact time and place of the exam.

 Take the Comprehensive Exam.

##

## DOCTORAL STUDY IN THE

## DEPARTMENT OF EDUCATIONAL PSYCHOLOGY

**GENERAL REQUIREMENTS**

Admission to doctoral study in the Department requires a minimum of a 3.0 grade point average on all graduate work attempted. All applicants must present GRE general test scores which are used along with other data as a basis for admission. Programs may impose admission requirements in addition to those set by the Graduate College and the Department. The Program Area Coordinator should be consulted for special program application requirements. All students admitted to graduate study are evaluated annually and should discuss the basis and implications of this evaluation with their respective advisors.

**DOCTORAL DEGREES**

The DEP offers doctoral programs in the areas of Counseling Psychology, Instructional Psychology and Technology, and Special Education. These programs are designed to prepare persons for a variety of professional and research positions in colleges and universities, public schools, and other educational, mental health or health related positions both in government and in the private sector.

The Ph.D. programs are traditionally intended to prepare individuals to do scholarly or scientific research. In recent times, however, the Ph.D. degree has also become a vehicle for scientist–practitioner training as is the case with the Ph.D. in Counseling Psychology.

**ADMISSION**

When all application materials required by the Graduate College and the program are received by the program area to which the student seeks admission, the faculty in the program area makes a recommendation regarding admission to the Graduate College for an official admission decision.

**Major Advisor**

Once the student is admitted to the Graduate College, an advisor is assigned by the program area or may be selected by the student, depending on the particular program area. The student should meet with the advisor as soon as possible in order for them to have sufficient time together to initiate and develop the student's program of study.

**Advisory Committee Selection**

The advisory committee will consist of a chairperson (usually the student's advisor), at least one additional member from the student's major field, at least one representative from outside the Department, and other faculty members to total **at least five persons**. Under very exceptional cases due to staffing problems or other equally exceptional causes, this rule may be modified, **if and only if**, a statement approved by the area faculty is filed with the DEP Graduate Liaison Officer indicating the approval of such an action. The requirement of having at least one member from outside the Department may not be waived. There may be other requirements specific to each program area.

The advisory committee is chosen early in the program (usually by the end of the second semester after admission), by the student with assistance from the advisor. Invited faculty members individually decide whether or not to serve. Their decision will usually depend upon their area of expertise, interest, advisory load, and committee load.

When all invited committee members have agreed to serve, the student should obtain and fill out the Doctoral Committee Appointment Form, obtain the signatures of the members and the advisor, and submit the form to the DEP Graduate Liaison Officer for approval and forwarding to the Graduate College. The committee is then formally appointed by the Graduate Dean upon recommendation from the student's advisor and the DEP Graduate Liaison Officer.

**Advisory Conference** (See also *Graduate College Bulletin*)

The advisory conference is the time at which the full committee, in conference with the student, approves the coursework, research proficiency areas, and the residency plan. The student distributes tentative versions of these plans to each committee member using the Advisory Conference Form and the Residency Plan Report. Also distributed are a copy of the student's personal vita, and a statement of the projected time frame for completing the remaining degree requirements. Advisory conferences are usually held at the end of the first year of study. However, scheduling the meeting time and place are the responsibilities of the student. Following the advisory conference, all completed forms must be approved by the DEP Graduate Liaison Officer and sent to the Graduate College.

### THE GENERAL EXAMINATION (“Generals”)

Upon completion of required coursework (exclusive of dissertation, the Prospectus Development Seminar, and/or the internship), the student must complete the general examination.

In order to take the general examination, the student must complete the Application for the [General Examination](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Doctoral/GeneralExamApplicationFA14.pdf) and submit the completed form to the DEP Graduate Liaison Officer **no less than one month in advance of the scheduled examination** for approval by the Graduate Dean. Following approval, the student should check with the DEP Office regarding the scheduled time and place of the examination.

Upon completion of the written portion of the Generals, the student should schedule the oral portion of the examination to be conducted in the presence of the entire committee. A written update of progress toward the residency requirement is provided to the committee at this time. Following completion of this phase, a memorandum stating the results of both portions of the examination (written and oral) shall be signed by the entire doctoral committee and must be submitted to the Graduate Dean and filed with the DEP Graduate Liaison Officer. Upon successful completion of all portions of the general exam, the Graduate Dean will admit the student to candidacy. If the student’s exam performance is marginal, but not failing, the committee may hold exam results in abeyance while the student completes further reading, coursework, writing, etc. If exam performance is reported as unsatisfactory the student may, with the permission of the committee, apply to repeat the general exam in a subsequent semester. If the committee does not approve a second examination, or if the unsatisfactory performance occurs on the second exam, the student will be terminated from the program.

Time limits following the general examination within which all degree requirements must be completed vary from program to program but never exceed the five year limit established by the Graduate College. Students should consult their advisor for their specific program limits. Failure to accomplish all requirements will necessitate another writing of the general examination.

Upon successful completion of the General Examination, the Graduate College will email to students the Dissertation Instruction Packet. This packet includes the Request for Authority form.

### THE DISSERTATION

Following successful completion of the general examination, the "advisory committee" usually becomes the "dissertation committee." Changes in membership are permitted, however, in order to bring needed expertise to the new committee.

**Prospectus**

The student should identify the dissertation topic and begin the development of the prospectus in consultation with the major advisor and the dissertation committee. When the major advisor agrees that the Prospectus is ready, the student distributes copies to the doctoral committee members and arranges a Prospectus hearing. At that meeting the committee, working with the student, will suggest any needed modifications and sign their approval when satisfactory. A signed copy of the Prospectus is filed with the Department of Educational Psychology. The student may now proceed with the dissertation research. If modifications to the prospectus are necessary, the committee must approve them and they must be filed as amendments to the original prospectus.

**Typically, no thesis, prospectus or dissertation meetings will be held during the summer.** To hold a thesis, prospectus or dissertation meeting during the summer, the student must obtain email approval for a meeting from **all** committee members and the department chair prior to the first day of final exams of the spring semester. In agreeing to such a meeting the student and committee members acknowledge that such action is voluntary and is not considered an expected part of faculty responsibilities during the summer.

**Format and Process**

The student should ascertain precisely the format and processing requirements of his or her committee members. For example, the student should learn exactly how each committee member wishes to review work in progress, i.e., chapter by chapter or in larger portions. Careful attention should be paid at this point to all the necessary procedural steps regarding dissertations and defense listed on the doctoral checklist, and all deadline.

Having once enrolled in dissertation hours, the candidate must maintain continuous enrollment by enrolling each long semester in at least two hours of EDPY, EIPT or EDSP 6980 - Research for Doctor’s Dissertation (See *Graduate College Bulletin*). If continuous enrollment is interrupted for two consecutive semesters, excluding summer session, the candidate is dropped from the rolls and **must reapply for admission** if he/she wishes to complete the program. On readmission a student is governed by the Graduate College and Department of Educational Psychology regulations in effect at the time of readmission.

**Final Oral Examination**

When approved by the major advisor, a completed [Request for Authority](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Doctoral/DissertationfDefenseRequest.pdf) form is submitted to the Graduate College. The Graduate College will provide a form authorizing the final examination (oral defense of the dissertation). Reading copies should be distributed to committee members **at least two weeks before the final oral examination** is scheduled so that their corrections and comments can be incorporated into the final dissertation copy.

It is the student's responsibility to arrange with members of his/her doctoral committee the date, hour, and place of the examination. The student should also submit an Announcement of Final Examination along with a mini-vita to the Graduate Programs Officer for the Department **at least 10 days before the oral examination**. The announcements will be posted in the college and on the college calendar. Because many faculty in the College of Education are on nine–month appointments, no dissertation defenses will be conducted during the summer unless the student obtains written approval for a meeting from all committee members and the department chair prior to the first day of final exams of the spring semester. (see Summer Meeting Policy)

### DOCTORAL RESIDENCY REQUIREMENT

**I. Background**

Doctoral programs traditionally have "residency" requirements. These requirements are intended to insure that students spend a period of concentrated, uninterrupted work on their academic preparation which leads to activities and experiences which are more or less unique to doctoral study. Residency is to be a period marked by intense attention to course work, projects, research, and active participation in academic life. Residency is a time of socialization into the values and norms of professional life. It provides an opportunity for you, the doctoral student, to acquire knowledge and to practice needed skills within a protected environment of personal supervision and support. Residency is essential to prepare students for full professional participation; it supports the development of increasing levels of professional independence and responsibility; it provides a means to complete the necessary transition from student to colleague. Doctoral students in the Department of Educational Psychology may select from among a varied array of career paths including applied or theoretical work; a mix of attention to research, teaching, development, administration, and service; affiliation with any number of disparate professional groups; and employment in such diverse settings as academia, government, business and industry, military, and public service. Regardless of the career path, a common core of all doctoral education is intellectual and professional preparation within the academic setting. Our residency requirement is designed to promote and insure the quality and intensity of that academic preparation. Its purpose is to foster academic and professional growth, not to insure minimum competency in a skill area.

The purpose of the doctoral residency is therefore to facilitate such outcomes as the following:

* an extended concentration in a few areas of professional and intellectual development;
* an increased variety of professional and intellectual activities;
* the expansion of professional involvement generally; and
* the development, extension, and use of professional resources, including personal communication networks.

To accomplish these outcomes requires:

* considerable out–of–class interaction with faculty, especially on substantive issues;
* considerable out–of–class interaction with fellow students on substantive issues;
* considerable involvement in professional activities of various kinds, such as giving presentations, attending professional conferences, helping to organize departmental events (brown bags, consortia, orientation programs), and so forth; and
* considerable familiarity with what professional resources exist and knowledge of how to access and use them.

It is difficult to accomplish these outcomes while physically distant from the faculty, fellow students, and resources of the academic program––hence the notion that it is necessary to be "in residence" in order to accomplish these outcomes.

**II. Evidence of Residence**

The traditional means of giving form to this general spirit of doctoral residency is to indicate maximum employment, distance of home from campus, and minimum number of coursework hours to be taken during a year or longer period of time. Another means to achieve residency goals, the approach taken in your doctoral programs, is to identify the indicators that could be used to establish that residency outcomes such as those listed above have been accomplished.

Some of the kinds of activities that you might engage in during residency are listed on the following pages. In essence, fulfillment of doctoral residency in the Department of Educational Psychology consists of achievement and documentation of accomplishments. The nature of these accomplishments and the procedures used to implement the policy are also presented.

**III. Sample Residency Activities**

Research and Writing

* author/co–author a book review
* write an article for a professional newsletter
* conduct collaborative research with fellow students
* conduct collaborative research with a faculty member
* work as a research assistant
* critique a colleague's research article draft
* develop a grant proposal
* produce a working paper for discussion
* author/co–author a research article
* author/co–author a practice article
* author/co–author an article on some professional issue
* present a paper at a state professional conference
* present a paper at a regional professional conference
* present a paper at a national professional conference
* present a paper at an international professional conference

Professional Service

* edit or contribute to a professional newsletter
* serve in a graduate student organization
* serve as a consultant or counselor at a local agency
* serve on a departmental committee
* serve on a college committee
* serve on a university committee
* serve on a professional committee
* serve in a professional elected or appointed office
* organize a professional conference
* develop and present a workshop for a local agency
* serve as chair/discussant at a professional meeting
* serve as a reviewer for a journal or a professional conference
* organize an invited speaker session
* organize a departmental new–student orientation
* organize study groups, seminars, forums, lecture series

Teaching

* function as a TA
* teach a course
* guest lecture in and develop course instructional materials
* develop instructional evaluation materials
* assist with assessment activities
* prepare instructional aids
* serve as a mentor for junior students
* supervise masters level counselors

Development, Consultation, and Project Management

* serve as director or associate director of a project
* participate in a consultation activity
* prepare a consultation report for an actual client
* develop specifications and products for instructional applications
* participate as a planner or instructional designer on a project
* participate as an evaluator on a project
* serve as a field test subject for the formative evaluation of an instructional project

General Professional Participation

* serve as a research subject
* attend professional colloquia and seminars
* attend state professional meetings
* attend regional professional meetings
* attend national professional meetings
* attend relevant professional presentations on campus (e.g., new technology demonstrations)
* host visitors to campus
* participate in a professional seminar
* observe colleagues in an innovative or exemplary program
* participate in a study group or professional network
* initiate and lead a seminar with faculty participation

Quality of participation is important, but so is quantity and variety. As residency requirements, these activities should be conducted in addition to other doctoral requirements and in many cases should be different from what you have already done outside the doctoral program (i.e., as noted earlier in this document, the purpose of the residency is to foster growth, not insure minimum competency). Many activities like, but not restricted to, those listed above should be accomplished during the residency as the means by which you continue the transition from student to junior colleague within your chosen professional area. Our best students have traditionally done many of these activities during their residency and have been stronger job candidates and professional colleagues as a result. Criteria for residency are described below in Section VI.

Programs may have additional requirements for the residency plan. Students should talk to their advisor or program coordinator for more information.

**IV. Procedure**

The following procedure for satisfying the Residency Requirement in essence involves designing, participating in, and documenting your residency activities. This procedure stands in lieu of more traditional requirements which involve employment restrictions, maximum distance from campus to home address, and number of hours of minimum enrollment during particular semesters.

Before the Advisory Conference As a part of your preparation for the Advisory Conference, you will prepare a statement (with Advisor's assistance) of the type and amount of activities which you expect to engage in for completion of residency (Residency Plan Report). The nature of documentation which you will employ will also be determined at this time. See sample form in the appendix.

Advisory Conference As a part of the Advisory Conference, your plan for residency will be reviewed and, upon agreement, will be signed by the Advisory Committee. Generally, the Advisory Conference should be completed by the end of the first year of study. These will usually be held during spring semesters, since committee meetings are not usually offered during summers.

Pursuit of Residency Plan Residency activities will be engaged in throughout your program of study. Feedback on progress in attaining residency goals should be a regular part of on–going advisement.

General Examination As a part of the General Examination, you will make a brief written progress report on attainment of goals for the residency to your chair. Not later than the time of the General Examination Orals, feedback will be obtained from the Doctoral Committee with regard to that progress, and the appropriateness of planned activities. If adjustments need to be made in the plan, they may be made at this time. Generally, all required courses should be completed prior to general exams, however program requirements may vary.

Final Orals (Dissertation Defense) Prior to the Final Oral Examination, at the time of submission of the reading copy of your dissertation, you will provide evidence of accomplishment of residence activities. At the time of the Final Oral Examination, the doctoral committee will sign the completion part of the residency form if it is satisfied that residency has been completed.

**V. Suggested Review Criteria**

The summary statements of residency activities which you will submit as part of the Advisory Conference, General Examination, and Final Oral Examination should each include all residency–related activities since you began the doctoral program. (Activities prior to entering the program cannot be counted as part of residency in the program.) These activities should be listed and described under such categories as Research and Writing; Professional Service; Teaching; Development, Consultation, and Project Management; and General Professional Participation. These summary statements will be reviewed according to the following criteria:

Variety: You should engage in a diversity of activities reflecting the major aspects of the career you are preparing for.

Quantity: Since understanding and mastery require repeated practice and experience, you should engage in many activities within the major categories.

Quality: An increase in the quality of the activities performed should be evident as you progress from incoming student to senior student to junior professional colleague.

Uniqueness: The activities performed should evidence growth and, to a considerable extent, be different from professional activities prior to joining the doctoral program, and be different from other doctoral requirements.

Initiative: The summary statements should evidence your individual initiative in identifying, pursuing, and completing residency–related activities.

Collaboration: The summary statements should evidence your collaboration with other students and with faculty, especially in the earlier stages of the doctoral program.

Independence: The summary statements should evidence increased independence in residency–related activities, especially as you near the end of the doctoral program.

The residency activities selected should be clearly relevant to your post–graduation career plans. Thus, the type and percentage of activities under the suggested categories will differ depending on your background, academic interests, and career goals. For example, students wishing to work in an academic setting may well select different types of activities than students seeking positions in business or industry. Nevertheless, the same review criteria described above shall be used to evaluate residency plans.

The application of these review criteria requires the use of professional judgment; each student is to be considered on an individual basis within the general normative framework of all DEP doctoral students––there are no magic numbers or formulae. As in the past, you would be expected to accomplish these activities as opportunities arise out of class work; teaching or research assistantships; departmental, school, and university activities; outside projects; and your own initiative. It is to your advantage to participate in as many of these activities as possible within the constraints of other school, occupational, family, and health considerations. It is the faculty's responsibility to provide guidance, supervision, review, and certification of the departmental residency requirement. Because these activities provide strong evidence of professional preparation and are especially useful in securing your first post–graduation employment, the departmental residency requirement is ultimately the responsibility of the individual student.

Refer to the appendix for samples of the appropriate forms.

**CHECKLIST FOR DOCTORAL STUDENTS**

**IN THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY**

**NOTE**: The Department Office **must** receive a copy of **ALL** completed paperwork before forwarding to the Graduate College.

REGISTRATION AND ENROLLMENT

 Obtain registration materials; consult with major advisor. Register for course work. For courses requiring special permission, please email the Graduate Programs Officer at anna.steele@ou.edu and provide her with the semester needed along with the course number, section, credit hours, and your OU ID number.

 Obtain and read the Graduate College *Graduate College Catalog/Bulletin*, the DEP office *Graduate Student Handbook*, and the *Student Code* from the Division of Student Affairs.

 **Enroll in EIPT courses early! They fill up quickly!**

ADVISORY CONFERENCE

 During the first year of enrollment, in consultation with major advisor, choose at least four other faculty members to serve on doctoral committee; at least one of these four must be from outside the DEP; a faculty member of another department on the Norman campus. Schedule the Advisory Conference to plan program of study. Check the doctor's degree requirements of the Department, and the Graduate College in the *Graduate College Bulletin*. Prepare Residency Plan Report and Report of Advisory Conference. Secure approval of doctoral program from doctoral committee. The Chair (advisor) will file the signed, Report of Advisory Conference form with the Graduate College via the DEP Graduate Liaison Officer. The signed Residency Plan Report remains in the departmental office. All forms should be returned to the Graduate Programs Officer, who will obtain the Graduate Liaison’s signature and submit to the Graduate College.

REQUEST FOR CHANGE IN DOCTORAL ADVISORY CONFERENCE REPORT

 Proceed with course work. If any changes become necessary in the report of advisory conference or in advisory committee appointments, submit requests for changes to the Graduate College using the designated forms, obtainable from the Graduate College website, gradweb.ou.edu. Forms must be returned to the DEP’s Graduate Programs Officer, who will obtain the Graduate Liaison’s signature and submit to the Graduate College.

APPLICATION FOR THE GENERAL EXAMINATION

 When nearing completion of work, but ***no less than one month in advance of the general examination***, file signed Application for the General Examination form with the DEP Graduate Programs Officer who will obtain required signatures and forward to the Graduate College. After your application is approved, the Graduate College will email the *Authority Report Form for the General Examination* to you and your committee. You may not begin work for the exam until you receive the *Authority Report Form*.

 After general examination has been authorized by the Graduate Dean, speak with Committee Chair in regards to scheduling your exam.

 After completion of written portion of general examination, schedule a doctoral committee meeting to be held within one month for oral portion of general examination.

 Bring a brief written progress report on the Residency Plan Report to the oral examination. After oral portion of general examination, a memorandum stating results of general examination signed by entire doctoral committee must be submitted to the Graduate Dean within 72 hours. The form should be submitted to the DEP Graduate Programs Officer for copying prior to submission to the Graduate College. The form may be hand-carried to their offices.

DISSERTATION AND FINAL ORAL EXAMINATION

 Following initial enrollment in Research for Doctor's Dissertation (EDPY, EIPT or EDSP 6980), maintain continuous enrollment in a minimum of two credit hours each semester until all degree requirements are completed. (Excluding summer, unless the dissertation will be defended in that semester)

 Develop prospectus for dissertation research. Hold prospectus meeting. File one approved and signed copy of prospectus with the DEP Graduate Programs Officer.

 Prepare reading copies of the dissertation (one for each doctoral committee member). When approved by major professor, present the Request for Authority form to Graduate College. Graduate College will email the authority for examination form to your Committee Chair.

 Distribute reading copies to committee members at **least** two weeks before final oral examination (defense of dissertation). Obtain their corrections and comments and incorporate these into final dissertation copy.

 Arrange with members of doctoral committee the date, hour, and place of final oral examination.

 **No later than 10 days prior to the final oral defense,** submit the Announcement of Final Exam and one copy of a mini-vita (2-3 pages max) to the Graduate Programs Officer of the Department. The Announcement of Final Exam will be posted in the College of Education building.

 At least four weeks before your defense, submit the online [Request for Degree Check](http://www.ou.edu/content/gradweb/academic_programs/doctoral_degree/degree_check_form.html) to the Graduate College. The Graduate College will notify you of the result of the degree check via email.

 At least ten (10) business days before your defense, submit the [*Request for Authority for Dissertation Defense*](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Doctoral/DissertationfDefenseRequest.pdf) and any required attachments (if applicable) from the Institutional Review Board, Institutional Animal Care and Use Committee, or Office of Technology Development. After your request for authority is approved, the Graduate College will email the *Authority Report Form for the Dissertation Defense* to you and your committee. You are not authorized to defend until you receive the *Authority Report Form*.

 No later than 72 hours after your defense, submit the completed *Authority Report Form*, including original signatures from all committee members, to the Graduate College.

\_\_\_\_\_\_ If your dissertation involves human subjects research, contact the [IRB](http://irb.ou.edu/) office to obtain a letter confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit a copy of this letter to the Graduate College before you may deposit the final dissertation.

 Make an appointment to deposit your dissertation by visiting <http://iadvise.ou.edu/>. No later than 60 calendar days after your defense, you must submit one electronic copy of your dissertation to the SHAREOK institutional repository and one unbound printed copy to the Graduate College. Refer to the Dissertation Instruction Packet for requirements.

FINANCIAL SUPPORT

**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 Web site.

**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. The Community of Science database is accessible via the Internet at <http://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 Web site.

**Awards and Scholarships**

You also can find information about scholarship and grant opportunities at the Graduate College Web site, <http://www.ou.edu/content/gradweb/funding_and_aid.html>.

**Tuition Waivers**

The Graduate College awards tuition waivers for [qualified graduate assistants](http://gradweb.ou.edu/Funding/TuitionWaivers/GATuitionWaiver.asp) and fellows. GA waivers cover non-resident tuition (up to 9 credit hours) and/or resident tuition (up to 7 credit hours) during the fall and/or spring semester. A student may be eligible for a summer session tuition waiver (up to 4 credit hours) if the student had a qualified appointment in the preceding spring semester or the student has a qualified summer appointment. Fellowship recipients may be eligible for additional tuition waivers. For more information on fellowship tuition waivers, go to [http://www.ou.edu/content/gradweb/funding\_and\_aid.html - 4bb1189c-3324-49c5-a454-eece69438623](http://www.ou.edu/content/gradweb/funding_and_aid.html#4bb1189c-3324-49c5-a454-eece69438623).

The Office of Financial Aid administers all need-based awards. If you are interested in such aid, please call (405) 325-4521 or visit their Web site, <http://www.financialaid.ou.edu/>.

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)\*.

A student who held a qualified appointment during the preceding spring semester or is appointed to a qualified position for the upcoming fall semester may be able to hold a GA position during the summer semester without enrolling in summer hours. Spring nonresident qualified graduate assistants are eligible to receive up to 4 hours of nonresident tuition waived for summer, even if the QGA appointment ended at the end of the spring semester.

Students should ensure that department and/or immigration requirements will allow not enrolling in summer classes. A student not enrolled full time while holding a GA position is not exempt from FICA taxes, resulting in additional withholding for the student.  The department making the appointment will be responsible for the employer’s portion of the FICA contribution.  The appointing department has final approval on all appointment decisions, including whether to continue the appointment of a student who is not enrolled full time.

The Graduate College has a specific handbook for graduate assistants: <http://www.ou.edu/content/dam/gradweb/documents/Publications/GCBulletin_Summer2015.pdf>.

\* **The Graduate College’s hours requirements for determining full-time status vary from the hours required for financial aid purposes.** Graduate Assistantships do not affect enrollment minimums for financial aid purposes**.** Please refer to the [Financial Aid Services](http://www.financialaid.ou.edu/) Web site for more information.

## TYPES OF GA POSITIONS

**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.

**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.

**RESOURCES AVAILABLE**

**Learning and Teaching Program**

Learning and Teaching, 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 the program’s Web site: [http://writingcenter.ou.edu/ltp/.](http://writingcenter.ou.edu/ltp/)

Each fall, Learning and Teaching 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.

**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, 213 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 Web site.

**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.

**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). You also may call (405) 325-2961 or go to the Student Health Web site at <http://hr.ou.edu/Students>.

**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.

Fall and Spring Awards: Non-resident tuition waiver (up to 9 credit hours) and resident tuition waiver (up to 7 credit hours)

Summer Awards: Non-resident tuition waiver (up to 4 credit hours)

**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 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](http://gradweb.ou.edu/Current/GAHandbook.pdf).

**UNIVERSITY STUDENT SUPPORT SERVICES**

**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.

**Registering for classes**

Enrollment is completed online at <https://ozone.ou.edu/>. This is the central enrollment site for the Norman campus, 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.

**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 <https://ozone.ou.edu/>.

**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/](http://www.ou.edu/onecard/index.html).

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 430 N. Berry. The phone number is (405) 364-9595; the hours of operation are 7 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/](http://www.dps.state.ok.us/dls/default.htm).

Information about obtaining Oklahoma license plates for your motor vehicle is available on Oklahoma’s Tax Commission Web site: <http://www.tax.ok.gov/motveh.html>.

**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.

Student parking permits cost $195 for the fall and spring semesters. 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](http://www.heartlandflyer.com/) 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](http://en.wikipedia.org/wiki/Norman_%28Amtrak_station%29) is located on Jones Street, just south of Main Street.

Air Travel: Domestic and international commercial flights take off daily from Will Rogers International 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 Web site: <http://www.flyokc.com>.

Long-Distance Bus Service: Bus transportation nationwide is available through Greyhound. Busses depart Norman from the North Porter Superette (506 N. Porter). Information on schedules and ticket prices can be obtained at <http://www.greyhound.com>.

**Job Opportunities Outside GA Positions**

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.

Jobs.ou.edu

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

**Training and Development**

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 Web site: <http://gradweb.ou.edu/Current/SpecialEvents/RCR>.

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>.

Teaching Assistant Training

Training sessions for new TAs occurs each fall and is offered through the Learning and Teaching Program. For more details, go to the “[Graduate Assistantships](#_TYPES_OF_GA)” section of this manual or their Web site: http://writingcenter.ou.edu/ltp/.

**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)](http://maps.google.com/maps?hl=en&ie=UTF-8&q=Moore+Norman+Technology+Center&near=Norman,+OK&cd=1) 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.

**Libraries**

[Bizzell Memorial Library](http://libraries.ou.edu/) 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 [main library web site](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](http://libraries.ou.edu/services/?id=3) .

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](http://libraries.ou.edu/locations/?id=14); [Bass Business Library](http://libraries.ou.edu/locations/?id=15); [Bizzell Bible collection](http://libraries.ou.edu/locations/?id=31); [Chemistry and Mathematics Library](http://libraries.ou.edu/locations/?id=16); [Current Periodicals Room](http://libraries.ou.edu/locations/?id=8); [Engineering Library](http://libraries.ou.edu/locations/?id=17); [Fine Arts Library](http://libraries.ou.edu/locations/?id=18); [Government Documents Collection](http://libraries.ou.edu/locations/?id=9); [History of Science Collections](http://libraries.ou.edu/locations/?id=20); [John and Mary Nichols Rare and Special Books Collection](http://libraries.ou.edu/locations/?id=23); [Physics and Astronomy Library](http://libraries.ou.edu/locations/?id=21); [Western History Collections](http://libraries.ou.edu/locations/?id=22); and [Youngblood Energy Library](http://libraries.ou.edu/locations/?id=19). Locations, hours and regulations for these collections also are available at the [main library web site](http://libraries.ou.edu/).

Public Library:The Norman Public Library is located about one mile from OU, just north of Main Street, at [255 N. Webster](http://maps.google.com/maps/ms?ie=UTF8&hl=en&om=1&msa=0&msid=112548622361878285678.00000111c2ce54df3faa8&ll=35.412557,-97.219391&spn=0.786812,1.834717&z=10&iwloc=00000111c2f2d365f2e7e).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 [library’s Web site](http://www.pioneer.lib.ok.us/nortop).

**Bookstores**

In addition to the campus and public libraries, Norman has many bookstores, dealing both in new and used books. [Barnes and Noble](http://local.yahoo.com/info-18461528-barnes-noble-booksellers-norman), [Borders](http://www.borders.com/online/store/StoreDetailView_108) and [Hastings](http://www.gohastings.com/?attempts=1) are the three largest bookstores in town. All will order items not currently in stock and have café areas for social or study purposes. Both branches of the [University Bookstore](http://www.bkstr.com/Home/10001-10065-1?demoKey=d) – 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.

**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](http://www.boomerbooks.com/), [Ratcliffe’s Textbook](http://www.ratcliffestextbooks.com/) and a few other textbook stores near campus. There also are many Web sites 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.

**Oklahoma Memorial Union**

The Union offers many diverse services to both the OU and Norman communities. A variety of [restaurants](http://union.ou.edu/content/blogcategory/5/2/) 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](http://union.ou.edu/content/view/90/) for rental or reservation – many are free for student organizations. [University Catering](http://union.ou.edu/content/view/58/11/) 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](http://www.ou.edu/career/), Student Life, [Graduate Student Senate](http://gss.ou.edu/) and more.

**Campus Corner and Downtown Norman**

Campus Corner is home to many shops and restaurants, including local favorite [Café Plaid](http://www.cafeplaid.com/); [Balfour of Norman](http://www.crimsonproud.com/), where you can find OU merchandise; and [Louie’s Grill and Bar](http://louiesgrillandbar.com/index.php), in addition to many other eateries and specialty shops. The Corner Merchant’s Association has an occasionally-updated Web site, 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](http://www.forwardfoods.com/) to tattoo parlors and a monumental bronze statuary [foundry](http://www.thecruciblellc.com/). 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 web site at <http://www.downtownnorman.com>.

**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.

Computer Lab Locations

* 229 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>.

**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.

**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.

[**OU E-mail**](http://exchange.ou.edu/)

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 on left hand panel toward the bottom).

**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 Web site: <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 Webspace:** OU students can activate their personal OU webspace 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 Web site at: <https://webapps.ou.edu/it/students/services.cfm>.

**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 Web site includes links to commonly used citation and style requirements. Papers also may be submitted for review online.

Main Branch: 280 Wagner Hall

Tuesday, 9:00am – 8:00pm; Monday, Wednesday, Thursday, 9:00am – 5:00pm

Phone (405) 325-2936

Web: [www.ou.edu/writing/](http://www.ou.edu/writing/)

Evening Branch: 388 Cate Center Drive, Room 134 (South of Lindsey St.)
Wednesday, 4 p.m. – 8 p.m.

Phone: (405) 325-2936 - Call for appointment

Sarkeys Satellite:

Thursday 2:30 p.m.-3:30 p.m.

Friday 1 p.m. – 4 p.m.

**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 for rent. A good way to start looking is to search any of the apartment guides online, like <http://www.mynewplace.com> or <http://www.rent.com>.

**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 Sarkeys Room A235 during the fall and spring semesters. Committees meet at 6:30 p.m. in Sarkeys Room A235 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’ Web sites.

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 Web site at <http://uosa.ou.edu>.

**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.

**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.

**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.

**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 Web site: <http://drc.ou.edu/>.

# GRADUATE COLLEGE INFORMATION

If you need to visit the Graduate College on the Norman campus, it is located in Robertson Hall.

**MAILING ADDRESS VISIT THE GRADUATE COLLEGE ONLINE**

731 Elm Avenue, Room 213 <http://gradweb.ou.edu/>

Norman, OK 73019-2116 V*aluable information about funding opportunities,*

tel: (405) 325-3811; fax: (405) 325-5346 *studying abroad, degree requirements and more*

**Dr. T. H. Lee Williams**

Dean of the Graduate College and Vice President for Research

lwilliams@ou.edu

**DEPOSITING YOUR DISSERTATION OR THESIS**

Whether you are writing a dissertation as part of your Ph.D. goal or pursuing a master’s degree with thesis, you have the option of presenting a reading copy of your work to the Graduate College for a complimentary review. Copies must be presented in person. They cannot be sent by mail. Reviews generally takes 30 to 45 minutes; you are not permitted to simply drop off the reading copy, so please plan accordingly and arrive no later than 4:00 p.m.

Graduate College reviews occur before you defend and, following a successful defense, before you deposit your final copies at the Acquisitions Department of Bizzell Memorial Library (located in lower level 2 of the main library). After the library accepts the final dissertation copies, the [*Entry form for Dissertation Title*](http://gradweb.ou.edu/Current/Forms/doctoral/DissertationTitle.doc)will be signed and returned to you. You will then immediately return the signed and dated [*Entry Form for Dissertation Title*](http://gradweb.ou.edu/Current/Forms/doctoral/DissertationTitle.doc) to the Graduate College (must be returned the same day). You may not graduate until all the above forms are on file in the Graduate College office.

In addition to the print submission to Library Acquisitions, you are required to submit one electronic copy of the dissertation to the SHAREOK repository. For students whose dissertation defense is held on or after August 19, 2013, submitting an electronic copy of the final dissertation to ProQuest/UMI is no longer required.

Full details on all matters relating to theses or dissertations can be found in the Graduate College [Thesis Packet](http://gradweb.ou.edu/Current/Masters/index.asp) or the Graduate College [Dissertation Packet](http://gradweb.ou.edu/Current/Doctoral/index.asp).

# GRADUATE COLLEGE STANDARDS

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

**RETENTION**

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

* makes satisfactory progress toward the degree
* maintains a minimum 3.00 GPA in all coursework attempted (undergraduate and graduate combined) while in the graduate program
* maintains a minimum 3.00 GPA in all graduate coursework attempted while in the graduate program

The rules for retention apply to all graduate students.

**PROGRESS REVIEW**

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

**Satisfactory Progress**

Making satisfactory progress toward the degree includes, but is not limited to:

* timely completion of the coursework required for the degree
* submission of an advisory conference report if a doctoral student
* progress made in completing research
* passing of the comprehensive, general examination, or final oral examination
* completion of the thesis or dissertation

**The Grade Point Average (GPA)**

A graduate student’s grade point average is calculated in two ways:

* on graduate coursework only, *and*
* on all coursework attempted.

These grade point averages are determined on the coursework taken at the University of Oklahoma since completion of the most recent degree earned at the University of Oklahoma. If either of the two calculations yields a grade point average less than 3.00, the student will be placed on academic probation. All grades obtained in graduate-level courses, whether comprising a part of the degree program or not, will be used in calculating grade point averages for purposes of retention and graduation. Exceptions are grades of S, U, I, X, P, NP, W and AU, for which no grade points are awarded. If a graduate student has credits earned as an undergraduate that were approved to form part of the graduate program, these credits will be used in determining the student’s grade point average.

**ACADEMIC PROBATION**

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

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

**Low Overall Coursework GPA 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.

**U and NP Probation**

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

**DISENROLLMENT FOR LOW GRADES**

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

**Academic Unit Standards**

Academic units may have additional and more stringent criteria for evaluating a student’s performance and progress. They may demand a higher level of performance than that required by the Graduate College. An academic unit may, under some circumstances, recommend disenrollment of a student from a graduate program even though a 3.00 grade point average has been maintained. In such cases, the academic unit must describe in writing to the student and the Graduate College the circumstances on which the unsatisfactory performance or progress evaluation is based, and specify what the student should do and the time frame for improvement. If the student fails to meet the criteria outlined in this letter, the academic unit may recommend disenrollment from the program. Grounds for disenrollment include, but are not limited to:

* failure to be accepted by an appropriate thesis or dissertation adviser within the stipulated time limitations
* failure to make timely progress toward the degree
* failure to perform in coursework, qualifying examinations or research at an acceptable level in the respective academic unit

**EVALUATION OF STUDENTS**

Academic units must conduct an annual review and evaluation of their graduate students’ progress in meeting degree requirements. Normally, the graduate faculty of the academic unit conducts this review. However, in large academic units, the review may be done by program units, or other units designated by the department, when authorized by the Graduate Dean. Any exceptions to this requirement must receive the prior written approval of the Graduate Dean.

**Review Criteria**

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

* progress made in meeting conditions of admission
* completion, within the prescribed period of time, of those courses in which the student has received an I
* completion of core course requirements
* completion of research tool requirements
* progress made in completing research requirements
* timely filing of the prospectus
* the general quality of research
* completion of the thesis or dissertation

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

**Review Notification Letter**

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

**Second Review**

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

**Third Review**

A student who receives a third unsatisfactory annual evaluation will be denied further enrollment.

**DISENROLLMENT**

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

**Options for Disenrolled Students**

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

**Special Performance Standards, Professional Experience**

Some degree programs require that students successfully complete a professional experience such as an internship or a practicum. Students who have advanced to this point in their academic programs must exhibit the highest level of professional standards and conduct. For this reason, a student who earns an unsatisfactory grade or engages in inappropriate conduct in a professional experience such as an internship or practicum may be disenrolled from the academic program. In order to recommend a student for disenrollment under these provisions, the chair or director will:

* meet with the student involved;
* conclude that the incident or incidents involve misconduct so egregious that the student must not be assigned a second professional experience; and
* write a letter to the Graduate Dean with a copy to the student reporting on the incident; describing the professional standards which that have been violated, the results of the investigation and the results of the meeting with the student; and recommending that the student be disenrolled.

The Graduate Dean may then approve or disapprove the recommendation or may conduct a further investigation. If the recommendation is approved, the Graduate Dean will notify the student of disenrollment from the academic program and advise the student of the right to file an academic appeal of the matter. The Academic Appeals Board for the Graduate College will hear appeals of disenrollment made under the provisions of this policy.

**ACADEMIC MISCONDUCT**

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

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

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

The *Student Code* is available from the Office of the Vice President for Student Affairs.

**STUDENT GRIEVANCES**

**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:

1. the action being appealed

2. the names of individuals allegedly responsible, if known

3. a summary of the evidence of alleged wrongful treatment

4. 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.

**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:

1. the action being appealed

2. the basis for the appeal

3. the relief the student seeks

The decisions made by the Appeals Board will be considered as recommendations to the provost, who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the [*Graduate Assistant Handbook*](http://www.ou.edu/content/dam/gradweb/documents/Publications/GAHandbook.Updated11.21.14.pdf).

**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](http://www.ouhsc.edu/eoaa/), 102 Evans Hall, for further information, or call (405) 325-3546.

**Student Discrimination**

The university has a policy of internal adjudication of student grievances. A procedure is established to provide the opportunity for a student to have a grievance 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*](http://judicial.ou.edu/content/view/27/32/) 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.

2013-2014 DEGREE PROGRAM GRADUATE COLLEGE DEADLINES

**[Master’s Degree Deadlines](http://www.ou.edu/content/gradweb/student_resources/deadlines.html)**

**Doctoral Degree Deadlines**

[**http://www.ou.edu/content/gradweb/student\_resources/deadlines.html**](http://www.ou.edu/content/gradweb/student_resources/deadlines.html)

department of Educational Psychology Administrators & Staff

|  |  |
| --- | --- |
| Xun Ge, Ph.D.Dept. Chair/Graduate Liaison(405) 325-8418, xge@ou.eduCollings Hall, Room 321 | Krystal Golding-RossAssistant to the Chair(405) 325-5975, kgolding@ou.eduCollings Hall, Room 321 |
| Anna SteeleGraduate Programs Officer(405) 325-4525, anna.steele@ou.eduCollings Hall, Room 321 | Rockey RobbinsCommunity Counseling rockey@ou.edu |
| Theresa CullenProgram Area Coordinator/Instructional Psychology and Technology tacullen@ou.edu | Kendra Williams-DiehmProgram Area Coordinator/ Special Education klwd@ou.edu |
| Denise BeesleyTraining Director/Counseling Psychology(405) 325-0984, dbeesley@ou.edu  |  |

# UNIVERSITY EMERGENCY CONTACTS

**UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT**

|  |  |
| --- | --- |
| **Emergency\*** | **911** |
| **Weather Information** | **360-5928** |
| Non-Emergency/Administration | 325-2864 |
| TDD only  | 325-1911 |

**OFFICE OF COMPLIANCE**

|  |  |
| --- | --- |
| Chemical, Biological Spills, AirborneContaminants, etc.  | 325-5147 |
| Radiation Spills | 325-0820 |
| Compliance Office  | 271-2511 |
| **After Hours - Emergency Service Only**  | **911** |

 **DEPARTMENT OF RISK MANAGEMENT**

|  |  |
| --- | --- |
| University Fire Marshal (Fire Ext, Training, Evac Plans, Admin)  | 325-2983 |
| Reporting Workers’ Compensation or 3rd-Party Injuries  | 325-0866 |
| Risk Management Non-Emergency/Administration  | 325-2981 |
| **Fire Emergency**  | **911** |
| **After Hours - Emergency Service Only**  | **911** |

**PHYSICAL PLANT - 24-HOUR SERVICE**

|  |  |
| --- | --- |
| Customer Service/Maintenance requests/Lost and Found  | 325-3060 |
| Maintenance requests after hours | 325-4421 |

**OKLAHOMA POISON CONTROL CENTER (24-Hour Service): 1-800-222-1222**
**Also look for one of the Blue Emergency Phones on campus to make an emergency call.**

**The red phone booths provide free local (Oklahoma City area) calls.**
**WHEN CALLING:**1.  Get to a safe location.
2.  Give your name, phone number, building name and room number, and other specific location.
3.  Describe the condition clearly and accurately.
4.  DON’T HANG UP! Let the other person end the conversation since other information may be needed.

\*From campus phones; calling 911 from a cellular phone will reach the Norman Police Department.