

GRADUATE STUDENT GUIDE



GALLOGLY
COLLEGE OF ENGINEERING
The UNIVERSITY of OKLAHOMA

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THE SCHOLASTIC ENVIRONMENT AT OU

OU GRADUATE COLLEGE

As an engineering graduate student at OU, you'll need to engage closely with two key organizations: the individual schools and the Graduate College. Each school manages its own graduate student activities, while the Graduate College oversees all graduate student activities across the university. Randall Hewes, Dean of the Graduate College; Liz Karr, Senior Associate Dean; and Ioana Cionea, Associate Dean. For more details, visit <https://ou.edu/gradcollege>.

UNDERSTANDING CREDITS AND GPA

What is a Credit?

A credit represents a unit of study, with a specific number of credits required to complete a course. For instance, a master's degree without a thesis requires the completion of 36 credit hours, equivalent to 12 courses worth 3 credits each.

What is a GPA?

In the U.S., credits also contribute to determining a student's Grade Point Average (GPA) for a semester or academic year. A GPA of 4.0 equates to an A average, 3.0 to a B, 2.0 to a C, 1.0 to a D, and 0.0 represents an F. Both bachelor's and master's programs at OU have their own minimum GPA requirements for graduation. A student's semester GPA is calculated based on the final marks received for each course and the credit hours awarded. The overall GPA is the average of all courses completed during the study period.

IMPORTANT STEPS FOR STARTING AT OU

PRIOR TO ENROLLMENT

The first item on the post-arrival checklist is to 'Enroll in Classes,' which requires contacting your graduate liaison to determine essential courses for graduation. Once finalized, follow the enrollment procedure on one.ou.edu. If enrollment issues arise, email the respective professor with a request to enroll, including the class number, name, and your OU ID. The professor will then coordinate with your student services coordinator to facilitate enrollment. Be mindful of deadlines and regularly check your OU email for updates.

SELECTING COURSES AND ENROLLING

Completing the graduate check-sheet is crucial. You can find this document after logging into one.ou.edu.

For Thesis Students

Consult your advisor for course selection.

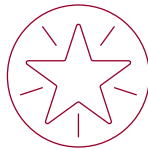
For Non-Thesis Students

Contact your graduate liaison for guidance.

Some courses may require instructor approval. In such cases, email the professor for permission to enroll and copy your student services coordinator, including your student ID in the email.

DROPPING COURSES

If you enroll in more courses than required, ensure you drop any unnecessary courses according to the Fall 2024 calendar dates via the registration platform. Remember to click the "submit" button after selecting "Add/Drop" courses. It's courteous to inform the instructor when dropping a class.



NOTE

It is the student's duty to maintain a satisfactory GPA. Graduate students should repeat courses and GPA calculations for courses with grade C and/or lower.

GRADUATE PROFILE

Showcase your graduate profile on the OU website by emailing your student coordinator in August. The profile should include:

- Name
- Email Address
- Admission Year
- Office Room Number/Location
- Office Phone Number (if applicable)
- Program (i.e. Aerospace Engineering, Mechanical Engineering, Computer Science, etc.)
- M.S. or Ph.D.
- Previous Education
- Research Interests and Objectives
- Mentor at OU
- Select Publications
- Awards and Honors
- Job History/Relevant Experiences
- Expected Graduation Semester
- Academic and Career Goals
- Hometown and Country of Origin
- A brief statement about your graduate student life (100 words or less)

FINDING A THESIS/ DISSERTATION ADVISOR

- **Check the Faculty Website**
Visit faculty to explore research interests and projects that align with yours.
- **Email Potential Advisors**
If you find a match, email the professor explaining your interest. Be sure to follow up.
- **Personal Interaction**
Research a professor and their projects, then talk to them personally. Professors often seek enthusiastic, talented, and hardworking students.
- **Meet and Greet Events**
Attend events organized by the College where professors showcase their current research. Professors may invite interested students to discuss their interests further.

FORMS AND REQUIREMENTS

Ensure you're on track with your degree requirements by submitting essential forms to the Graduate College.

- Advisory conference report
- General exams

These forms play a crucial role in your academic journey at OU. They help document your progress, ensure compliance with degree standards, and pave the way for your successful completion of graduate studies. For detailed instructions and to access necessary forms, visit the Graduate College website or consult with your academic advisor.

<https://ou.edu/gradcollege/forms-and-policies/forms>



ACADEMIC CALENDAR

The full calendar with important dates, including holidays and deadlines for graduation, is available at <https://ou.edu>.

| 2024 SELECT DEADLINES | DATE |
|--|--------------------|
| Advance Registration | April 1 - 26 |
| Final Day to Submit Master's Degree Program of Study to the Graduate College | April 1 |
| Last Day to Register Before Classes Begin | Aug. 18 |
| CLASSES BEGIN | Aug. 19 |
| First Day for Late Registration Fee of \$20.00 | Aug. 19 |
| Final Day to Register or Add a Class without permission of instructor | Aug. 23 |
| Final Day to Apply for Doctoral General Examination | Aug. 30 |
| Final Day to Submit request for Degree Check (Thesis/Doctoral students only) | Aug. 30 |
| Final Day to Change from Audit to Credit for Graduate students | Aug. 30 |
| Automatic Grade of W for Dropped Course(s) for Graduate students | Sept. 3 - 27 |
| Final Day to Submit Graduate Certificate Program Report Form | Oct. 7 |
| Grade of W or F for Dropped Course(s) for Graduate students | Sept. 30 - Oct. 25 |
| Grade of W or F on Complete Withdrawals for Graduate students (to be assigned by instructor) | Sept. 30 - Dec. 6 |
| Final Day to Change from Credit to Audit for Graduate students | Oct. 25 |
| Petition Graduate College to Drop Course(s) for Graduate Students | Oct. 28 - Dec. 6 |
| Final Day for Thesis/Dissertation Defense | Nov. 26 |
| Final Day to Complete Doctoral General Examination | Dec. 6 |
| Final Day for Non-Thesis Exam | Dec. 6 |



EXPENSES

BURSAR INFORMATION ON FEES

After enrolling in classes, fees will be added to your bursar account, visible on your one.ou.edu page. If you hold a 0.5 FTE appointment, you are eligible for a tuition waiver but must pay other fees. The waiver is applied within the first month. Contact the payroll office (Nuclear Engineering Lab, Room 244) if the waiver is not applied after three weeks. OU also offers fee payment in installments over the semester.

Buchanan Hall, Room 105 | (405) 325-4521

HOUSING AND FOOD

Norman offers a variety of housing options:

On-Campus Housing

- Kraettli Apartments
- Traditions East
- Traditions West
- Residential Colleges

<https://ou.edu/housingandfood/housing/halls-and-apartments>

Off-Campus Housing

- OU Off-Campus Apartments and Houses
- Summer Pointe Apartments
- Callaway Apartments
- Springfield Apartments
- Alight Norman
- Campus Lodge

<https://offcampushousing.ou.edu/listing>

FUNDING

SCHOLARSHIPS

CASH (Centralized Academic Scholarship Hub) is where current OU students can apply for all merit and financial need-based OU scholarships. The link opens annually on October 1 and closes on February 1. The Gallogly College of Engineering also provides various scholarships. Notifications come from coescholarships@ou.edu, and your student coordinator is the best contact for departmental awards.

ou.edu/cash

FELLOWSHIPS FROM THE GRADUATE COLLEGE

In addition to the funding available at the University of Oklahoma, there are several national fellowships that you can apply for as a new graduate student.

<https://ou.edu/coe/resources/costs-and-funding/national-fellowships>

PHD DISSERTATION EXCELLENCE AWARD

The Gallogly College of Engineering offers this competitive award to PhD students who are about to graduate to encourage excellence in dissertation completion. Directions and instructions are emailed to students every semester.



INTERNSHIPS IN ENGINEERING

Training in engineering blends formal academic education with practical, on-the-job experience. Actively seek internships to apply theoretical knowledge in real-world settings, crucial for understanding practical applications. International students can leverage internships for STEM OPT eligibility; consult International Student Services for details. Visit the Gallogly College of Engineering blog for internship postings and career information:

- <https://ouengineeringcareer.blogspot.com/>
- <https://ou.edu/coe/student-life/events/engineering-fair>
- <https://ou.edu/career>

TRAINING AND ASSISTANTSHIPS

Graduate students can be supported by a teaching assistantship or a research assistantship:

- **Graduate Teaching Assistant (GTA)**
Assigned by your school
- **Graduate Research Assistant (GRA)**
Assigned by the faculty supervising the research. Spots are limited!



NOTE

Graduate students seeking teaching assistantships who are non-native English speakers must be certified in English proficiency by the English Testing and Certification Services (ETCS) in the Graduate College. The school cannot appoint a teaching assistant without this certification. Contact ETCS at etcs@ou.edu to start the certification process.

For more details, visit English Training and Certification.

IMPORTANT RULES FOR STUDYING AND WORKING IN THE UNITED STATES

OKLAHOMA DRIVER'S LICENSES

Students needing to obtain an Oklahoma Driver's License or ID card should contact the Department of Public Safety's Norman exam site. Information about Oklahoma driver's license requirements and an online copy of the driver's license manual are available at <https://oklahoma.gov>.

430 N. Berry Rd. | (405) 364-9595 | 8 a.m. to 4:45 p.m., Monday through Friday.

SOCIAL SECURITY CARD

All new employees at any job should present an original Social Security Card to Payroll and Employee Services at the time of hire. Please ensure all new hires have an original card. If they do not have their original social security card, they should apply for a replacement card from the Social Security Administration. The social security card is not required to put someone on the payroll but is needed to ensure that we are reporting wages under the correct name and number.

Social Security Administration Moore office
200 NE 27th Street, Moore, OK 73160
Monday through Friday, 9 AM – 4 PM

The Social Security Administration offers a wide range of services including issuing a new social security card, replacement of a lost card, name change, benefits, and more. For international students, follow these steps to apply for a new social security card:

- Provide ISS with an original on-campus employment confirmation letter.
- Request a Social Security Letter from ISS.
- Apply for the Social Security Number (SSN) at any Social Security Administration (SSA) office. Original copies of your employment offer letter and the Social Security letter from ISS are required by the Social Security Administration. An F-1 or J-1 student may work while the SSA processes the SSN application.

For more information on social security cards/numbers, call 866-964-4260 or 800-772-1213, or visit The United States Social Security Administration | SSA. The University of Oklahoma's department of transportation offers free transportation from Norman to the SSA office in Moore on Tuesdays and Fridays (with OU CART) only starting at 12:05 PM from the Campus Depot and picking up from the SSN office at 3 PM.

FILING INCOME TAX RETURNS

Sprintax is an online tax assistance service the University of Oklahoma provides for international students. As of Summer of 2020, ISS will be sending instructions for Sprintax to international students in February 2023. Taxes are filed in April 2023 for income received during 2022. If you worked in the US or received a stipend, grant, or allowance (over a certain amount), you're legally required to file a tax return.

If you didn't work or receive income in the US, you should file a Form 8843 which confirms your residency status for tax purposes for the 2023 tax year. You can use Sprintax to help you complete Form 8843, or you can complete Form 8843 yourself. 2022 Form 8843 (irs.gov).

As a reminder, you must print, sign, and mail your documents once you complete the preparation process in the Sprintax software. If you have any questions, please email Sprintax at hello@sprintax.com. It is important that students are aware of the procedure and rules after graduation and make decisions accordingly.

CURRICULAR PRACTICAL TRAINING (CPT)

CPT, or Curricular Practical Training, is an authorization that allows international students to gain employment training and work in paid internship positions. It provides students with an opportunity to work either full-time (more than 20 hours per week) or part-time (20 hours or less per week), earning money in US dollars and gaining valuable work experience in their field of interest. It's important to note that CPT should be directly related to your degree program and necessary for its completion. While not all degree programs require CPT, it is commonly found in practical courses such as business and engineering, where students can apply their classroom knowledge in real-world work settings. Required CPT can be either paid or unpaid, with some highly competitive companies offering unpaid positions as the experience itself holds significant value for your resume.

To qualify for CPT, you must be an F-1 student and have completed one full academic year of study, unless you are a graduate student whose program requires immediate CPT.

Applying for CPT:

- Once you have secured a job offer from your employer, obtain a job offer letter on official letterhead. This letter will be an important document for your CPT application.
- Follow the application process outlined by International Student Services (ISS). Plan ahead as the authorization process may take a few weeks.
- Gather all the requested documentation, including proof of class registration.
- Once your application is approved, you will receive a document (either physical or via email) that confirms your CPT start and end date. Print, sign, and make copies of this document as required.
- Communicate with your employer regarding the CPT program and provide them with any relevant documentation they may need.
- On the specified start date outlined in your CPT document, you can begin the CPT program with your employer.

CPT Application

<https://ou.edu/cis/iss/forms/cpt-application>

Curricular Practical Training

<https://ou.edu/cis/iss/students/employment/curricular-practical-training>

F-1 Curricular Practical Training (CPT) Study in the States

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>

To learn more about the CPT programs, eligibility requirements, and potential employers, we recommend scheduling an appointment with an International Student Advisor.

iadvise.ou.edu

OPTIONAL PRACTICAL TRAINING

Optional Practical Training is a possibility that international students will want to be aware of. An OU student on an F-1 visa can use OPT to work in the United States on that F-1 visa without requiring employer sponsorship on visa paperwork. Undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for more than nine months are permitted by the United States Citizenship and Immigration Services (USCIS) to work for one year on a student visa if the work is practical training to complement their education. STEM graduates

can receive an extension of up to 24 months giving a total of 36 months. For more information about pre-completion and post completion OPT, visit the International Student Services website at <https://ou.edu/cis/iss> and review the Canvas workshop for OPT. If you have additional questions about OPT after completing the workshop, you can contact your ISS advisor.

<https://uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>:

Applying for OPT

You will be working closely with your ISS advisor on both OPT applications.

You will not need an employment offer for the application, or employer help with the OPT application. Please direct inquiries about OPT to OU ISS.

The potential employer may need to be consulted regarding the choice of a future start date in order to minimize the unemployment period. Please note that the company does not have any additional responsibility for the student in the case of hiring through Practical Training.

For more information about the OPT application process, visit <https://ou.edu/cis/iss/students/employment/optional-practical-training> and review the Canvas workshop for OPT. If you have additional questions about OPT after completing the workshop, you can contact your ISS advisor.

Applying for the OPT STEM Extension:

F-1 students who receive science, technology, engineering, and mathematics (STEM) degrees, and who meet other specified requirements, can apply for a 24-month extension of their post-completion OPT, giving STEM graduates a total of 36 months of OPT. This application is again made working closely with the ISS office. You will want to keep a close eye on the requirements, and ensure that you apply for the extension at the right time before the end of your original OPT. Do note that there is a continuing reporting requirement.

For more information about the OPT STEM eligibility requirements and application process, visit the International Student Services website at ou.edu/iss and review the Canvas workshop for OPT STEM. If you have additional questions about STEM after completing the workshop, you can contact your ISS advisor.

<https://uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>

Optional Practical Training Extension for STEM Students (STEM OPT) | USCIS

<https://uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-extension-for-stem-students-stem-opt>

Students: Determining STEM OPT Extension Eligibility | Study in the States

<https://studyinthestates.dhs.gov/stem-opt-hub/for-students/students-determining-stem-opt-extension-eligibility>

STEM OPT Hub | Study in the States

<https://studyinthestates.dhs.gov/stem-opt-hub>

EXPLORE CAMPUS JOB OPPORTUNITIES

Students have the opportunity to apply for on-campus jobs to support themselves financially and enhance their resume skills. Visit <https://jobs.ou.edu/Job-Search/Student-Jobs> to create an account and apply for positions aligned with your interests. It's essential to apply for a Social Security Number (SSN) after securing an assistantship or part-time job.

NAVIGATING PAYROLL

Payroll and Employee Services (located in the Nuclear Engineering Laboratory, Room 244) manages various aspects of OU payroll. For specifics regarding automatic account payments and paycheck disbursements, contact Payroll Distribution in Buchanan Hall Room, 105.

CAREER DEVELOPMENT SUPPORT

Career Center Tips

Create an account on <https://ou.joinhandshake.com> to start networking with professors and industry professionals you meet at seminars. Visit the Career Center in the Oklahoma Memorial Union, Room 323 or call (405) 325-1974 for assistance.

Resume Critiques

Take advantage of resume critiquing sessions held Monday through Thursday from 1:30 PM to 4:00 p.m. For more information, email oucs@ou.edu and check the Fall schedule at <https://ou.edu/career/students>.

Utilizing Handshake

OU Career Services utilizes Handshake, a social media platform connecting students with potential employers. Prepare your resume and transcript, with tips available through Career Services. For guidance on preparing a resume using Microsoft Office Word, visit <https://ou.edu/registrar/academic-records/transcripts>

Faculty References

Discuss with faculty members about serving as references. Including three to five references can strengthen your applications for certain opportunities.

Enhance your career prospects with these resources tailored for success at OU.

PUBLIC TRANSPORTATION

Navigating campus and beyond is made convenient with the options provided by public transportation services in Norman. Campus Area Rapid Transit (CART) and EMBARK ensure reliable transport links for students, faculty, and staff. CART services can be accessed conveniently from the Campus Depot, while EMBARK routes are accessible via the Brooks St, Transfer Station. These services connect you seamlessly to key locations in and around Norman, enhancing accessibility to campus and community resources. For schedules, routes, and further details, visit the CART and EMBARK websites or use the provided Google Maps links to plan your journey effectively.

Campus Area Rapid Transit (CART)

Campus Depot

<https://goo.gl/maps/mCwPNQVDJVotkhTz9>

<https://cartgps.com/>

EMBARK

Brooks St, Transfer Station

<https://goo.gl/maps/H1mFCSPnczMA4EJ88>

<https://embarkok.com/norman>

EXTRACURRICULAR ACTIVITIES

Graduate Student Community

The GSC organizes seminars and social activities tailored for graduate students within the Gallogly College of Engineering.

ame_gsc@ou.edu

Graduate Student Senate

Representing all graduate students at OU, the GSS ensures their voices are heard in student government. GSS manages funding for initiatives like Outstanding Graduate Student Awards and Research Grants.

gss@ou.edu

Graduate Student Life

Offering events throughout the year, GSL helps graduate students and postdocs build skills for their academic and professional futures.

Jaime Hough, PhD | jaimalene.j.hough-1@ou.edu

Engineering Student Life

Supports engineering student organizations with workshops, roundtables, and connections to college leadership.

engineeringstudentlife@ou.edu

CULTURAL ASSOCIATIONS

OU celebrates its diverse cultural heritage through various associations:

- African Student Association
- National Society of Black Engineers (NSBE)
- American Indian Student Association
- Pan American Student Association
- American Indian Science and Engineering Society
- Peruvian Student Association
- Arab Student Association
- Russian Speaking Student Association
- Association of Friends of Venezuela
- Saudi Student Association
- Bolivian International Student Association
- Society of Asian Scientists and Engineers (SASE)
- Colombian Student Association
- Society of Chinese Students and Scholars
- French and Francophone Student Association
- Society of Hispanic Professional Engineers (SHPE)
- India Student Association
- Society of Vietnamese Students
- Iranian Student Association
- Society of Women Engineers (SWE)

- International Student Club
- Sri Lankan Student Association
- Japanese Student Association
- Taiwanese Student Association
- Korean Student Association
- The United World
- oSTEM
- Turkish Student Association
- Lebanese Student Association
- Vietnamese Student Association
- Nepali Student Association

For more engineering-focused cultural organizations, visit: <https://ou.edu/coe/student-life/orgs>

STUDENT PROFESSIONAL ORGANIZATIONS

Joining these societies helps students connect with their future profession:

Aerospace and Mechanical Engineering:

- American Society of Mechanical Engineers (ASME)
- American Institute of Aeronautics and Astronautics (AIAA)

Biomedical Engineering:

- Biomedical Engineering Student Affairs (BESA)
- Biomedical Engineering Society (BMES)

Chemical, Biological, and Materials Engineering:

- American Institute of Chemical Engineers (AIChE)
- Society of Plastic Engineers (SPE)

Civil Engineering and Environmental Science:

- American Society of Civil Engineers (ASCE)
- Environmental Science Student Association (ESSA)

Computer Science:

- Association for Women in Computing (AWC)
- Computer Science Student Board (CSSB)
- Game Developer Association (GDA)

Electrical and Computer Engineering:

- Institute of Electrical and Electronics Engineers (IEEE)
- Eta Kappa Nu (Honor Society)

Industrial and Systems Engineering:

- Institute for Operations Research and Management Sciences (INFORMS)
- Institute of Industrial and Systems Engineers (IISE)

Petroleum Engineering and Geosciences:

- American Association of Drilling Engineers (AADE)

Explore more student organizations at <https://ou.campuslabs.com/engage>

We wish you a successful transition to the Gallogly College of Engineering. Feel free to contact us for assistance with course selection or any other queries.

RESOURCES AND SERVICES FOR STUDENTS

HEALTH AND COUNSELING SERVICES

Health Services: For medical needs, contact the OU Health Center at (405) 325-4611. In emergencies, dial 911. Fall hours are Monday to Friday, 8 a.m. to 5 p.m.

UNIVERSITY COUNSELING CENTER

Offers counseling services to address current and potential issues, enhancing emotional and physical well-being. Schedule an appointment at (405) 325-2911.

THE OU FOOD PANTRY

Provides free supplemental food assistance to OU students, faculty, and staff. Learn more about services and operating hours:

<https://ou.edu/foodpantry>

WRITING CENTER

Located in Wagner Hall, Room 280, the Writing Center assists with writing, developing, and revising scientific reports, theses, and more. Walk-in or schedule an appointment online:

<https://ou.edu/writingcenter>

STUDY CENTERS AND FACILITIES

Zarrow Family Faculty and Graduate Student Center: Located at LL2 of Bizzell Library, offers collaborative and quiet study spaces with reserved shelves.

<https://libraries.ou.edu/locations/zarrow-family-faculty-and-graduate-student-center>

COUCH PRACTICE CENTER

Accessible 24/7 in Couch Tower, featuring walking stations, study spaces, and collaboration areas.

LINKEDIN LEARNING

Enhance skills with free interactive tutorials on LinkedIn Learning. Access various courses on software tools, personal finance, and more, using your OU credentials:

<https://linkedin.com/learning/>

OU FITNESS + RECREATION

Engage in fitness activities at Sarkeys Fitness Center, offering cardio equipment, basketball courts, and more. Fit+Rec includes intramural sports, personal training, and access to tennis courts and swim complexes:

<https://ou.edu/far>

LEGAL SERVICES

Student Legal Services (SLS) provides consultations and representation on legal matters to OU students:

<https://ou.edu/studentlegalservices>

INTERNATIONAL STUDENT SERVICES (ISS)

Offers guidance on visas, U.S. immigration regulations, and community involvement:

<https://ou.edu/cis/iss>

ADDITIONAL SERVICES

Explore other OU services at:

<https://ou.edu/ucc/resources/campus-resources>

These resources are tailored to support your academic journey and enhance your experience at the University of Oklahoma.



STAY INFORMED!

GRADUATE COLLEGE BULLETIN

Your essential guide to all things graduate education at OU. Whether you're exploring programs, seeking admissions information, or navigating financial support options like graduate assistantships, the Bulletin provides comprehensive details on everything you need to know. From understanding graduate college standards to exploring master's and doctoral degree offerings, the Bulletin is your go-to resource for staying informed and making the most of your academic journey at the University of Oklahoma.

<https://ou.edu/gradcollege>

DIRECTORY

IMPORTANT PEOPLE, THEIR ROLES, AND THEIR CONTACT INFORMATION

In the Gallogly College of Engineering and the Graduate College at the University of Oklahoma, knowing key contacts ensures smooth navigation of academic and administrative matters. Below is a list of essential individuals and their roles within each school, facilitating effective communication and support for students.

| Name | Title | Contact |
|---|---|--|
| <i>Graduate College</i> | | |
| Stephanie Powers | Assistant Director of Graduate Academic Services | spowers@ou.edu |
| <i>Gallogly College of Engineering</i> | | |
| John Klier | Dean | klier@ou.edu |
| Jeff Biggerstaff | Engineering Student Life Coordinator <i>Scholarships through CASH, career fair, and general student information and travel</i> | jglidus@ou.edu |
| <i>School of Aerospace and Mechanical Engineering</i> | | |
| Ramkumar Parthasarathy | Director | rparthasarathy@ou.edu |
| Yingtao Liu | Graduate Liaison | yingtao@ou.edu |
| Samarpita Ghosh | Academics Coordinator | samarpita.ghosh@ou.edu |
| Aaron Henley | Travel Coordinator | aaron.henley@ou.edu |
| David Madison | Reimbursements Coordinator | david.madison@ou.edu |
| <i>Stephenson School of Biomedical Engineering</i> | | |
| Wei Chen | Interim Director | wei-r-chen@ou.edu |
| Stefan Wilhelm | Graduate Liaison | stefan.wilhelm@ou.edu |
| Nicole Palmeter | Graduate Coordinator | npalmeter@ou.edu |
| <i>School of Sustainable Chemical, Biological And Materials Engineering</i> | | |
| Dimitrios V. Papavassiliou | Director | dvpapava@ou.edu |
| Matthias "Uli" Nollert | Graduate Liaison | nollert@ou.edu |
| Jennifer Jones | Graduate Programs Coordinator | jennifer.r.jones-1@ou.edu |
| <i>School of Civil Engineering and Environmental Science</i> | | |
| Randall Kolar | Director | kolar@ou.edu |
| Keith Strevett | Graduate Liaison | strevett@ou.edu |
| Marlene Smith | Administrative Assistant | mfsmith@ou.edu |
| Deanna Amidon | Student Services Assistant | deanna.amidon@ou.edu |
| John Bullock | Manager of Structural Engineering Laboratory | john.bullock-1@ou.edu |





| Name | Title | Contact |
|-----------------------------------|--|--|
| <i>School of Computer Science</i> | | |
| Dean Hougen | Interim Director and Graduate Liaison | hougen@ou.edu |
| Jaylin Milligan | CS Senior Graduate Programs Specialist | jaylin.m.milligan-1@ou.edu |
| Philip Johnson | Academic Programs Manager | pjohnson77@ou.edu |
| Sam Billerbeck | Systems Administrator | billerbeck@ou.edu |

| | | |
|--|--------------------|--|
| <i>School of Electrical and Computer Engineering</i> | | |
| J.R. Cruz | Director | jcruz@ou.edu |
| HjalTI Sigmarsson | Graduate Liaison | h.sigmarsson@ou.edu |
| Rodney Keele | Assistant Director | rckeele@ou.edu |

| | | |
|---|-----------------------|--|
| <i>School of Industrial and Systems Engineering</i> | | |
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