

Graduate Student Handbook

M.S. Accelerated Degree Program



GALLOGLY COLLEGE OF ENGINEERING
STEPHENSON SCHOOL
OF BIOMEDICAL ENGINEERING
The UNIVERSITY of OKLAHOMA

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Student Information

Sooner/OU ID: _____

OUNET (4x4) ID: _____ [4 letters + 4-digit #]

Employee ID*: _____ [5-digit #]

Email Address: _____ @ ou.edu

Research Advisor: _____

_____ @ou.edu

Notes

Department Information and Contacts

- Name: Stephenson Biomedical Engineering (SBME or BME)
- Physical Address: 173 Felgar Street, Ste 101; Norman OK 73019
- Office Phone Number: 405-325-0789
- Building Name: Gallogly Hall (GLG)
- Director: Wei Chen, Ph.D. (wei-r-chen@ou.edu)
- Associate Director: Sarah Breen, Ph.D. (sabreen@ou.edu)
- Graduate Liaison: Lei Ding, Ph.D. (leiding@ou.edu)
 - Advising
 - Questions regarding courses and degree requirements.
- Graduate Coordinator: Nicole Palmeter, M.A. (npalmeter@ou.edu)
 - Enrollment Overrides
 - Seminars
 - Questions regarding the graduate program and degree requirements.
- Office Manager and Assistant to the Director: Riley Byrne (riley.byrne@ou.edu)
 - Payroll
 - Tuition Fees and Waivers
- Graduate College Degree Management Specialist: Tierra Hurley (tierrahurley@ou.edu)
- Teaching Assistant Assignments: Dr. Rebecca Scott (rebecca.scott@ou.edu)

Part I: Post-Admission

1.1 Accelerated Degree Program (ADP)

- Congratulations on your admission to the SBME accelerated degree program (ADP). The information provided in this handbook has been provided for your convenience. It is ultimately up to you to make sure that you comply with the Graduate College's requirements. **Please** make sure you visit the Accelerated Bachelor's/Master's Degrees section of the Graduate College Bulletin for updates and guidelines. The SBME ADP program is considered a '**Sequential**' model.
 - <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#2.2.1>
 - <https://www.ou.edu/content/dam/gradcollege/docs/gc-accelerated-degree-guidelines.pdf>

1.2 Accelerated Degree Graduate Coursework Plan (ADGCP)

- This form is used to plan the hours that will count toward both the bachelor's and master's degrees, and to affirm the student's understanding of the conditions and limitations of participating in the ADP.
- Due **June 1**.
- Immediately download the ADGCP form.
 - <https://www.ou.edu/content/dam/gradcollege/docs/forms/adgcp/gc-adgcp-bsbme-ms-bme-su21.pdf>
- Schedule a meeting with your faculty advisor and your undergraduate coordinator with Williams Student Services Center to discuss and complete the ADGCP form. You may want to use the following electives list to assist with your course selection:
 - Electives List
<https://www.ou.edu/content/dam/CoE/SBME/Documents/SBME%20Graduate%20Program%20Electives%20Master%20List%20Updated%2011.06.2024.pdf>
- After you and your advisor have completed the form, please email to Nicole (npalmer@ou.edu)

1.3 Apply to the Graduate College

- **DURING the final semester of your undergraduate (Bachelor's) degree**, you will have to officially submit an Addition or Change of Program (ACOP) with the Graduate College to be admitted as a graduate student.
 - Visit <https://www.ou.edu/gradcollege/apply>
 - Under 'OU Applications for New Students' select 'Apply' under 'OU Graduate Programs'
 - Under 'First-time users:' select 'Create an account'
 - Log in to the application
 - On the 'Start Your In-Person Application' page, under 'Answer the questions below to determine which application you should complete, answer 'YES' to the following question: "Are you currently **enrolled at OU** as a **graduate** student or as an undergraduate student in a bachelor's/master's **accelerated** program?"
 - You **DO NOT** need to submit requests for references.
 - **DO NOT** submit a payment for the application. If it asks you for payment, you are in the wrong application!
 - NOTE: The term of admission must be the semester after completion of the bachelor's degree. You may not skip a fall or spring semester between the degrees.

Part II: SBME Graduate Student Requirements

2.1 Complete Training

- If you have not done so already, please complete the following OU and SBME Required Training
 - Visit <https://onpoint.ou.edu>
 - Log in with your OU Net ID and Password.
 - Enter the following training titles in the 'Learning' Search bar to access:
 - General Hazard Communication/General Safety Training
 - Sooner Fire Safety
 - Laboratory Safety
 - Bloodborne Pathogens
 - General Biosafety Training
 - Introduction to PeopleSoft
- Additional Trainings
 - Your faculty advisor may require additional training. The assigned training can be found using the instructions above.
- Lab Access
 - Please send all completion certificates to your faculty research advisor to receive Sooner Card access to labs in Gallogly Hall.
 - Save all completion certificates for your records.

2.2 Graduate Teaching Assistant (GTA) Duties and GTA Orientation

- **Accelerated BSMS students are *encouraged* to TA**, but it is not required.
- If you are interested in being a TA, please email Nicole (npalmeter@ou.edu) for more information.

Part III: Recurring

3.1 Enrollment and Overrides

- Using your ADGCP and the SBME Master of Science information as a guide, decide which classes you would like to enroll in.
 - <https://www.ou.edu/coe/sbme/academics/graduate>
- To enroll:
 - Visit <http://one.ou.edu>
 - Click on 'Resources' then click on 'Registration.'
 - Click on 'Register for Classes.'
 - Select the term you are enrolling for and then click 'Continue.'
 - Click on 'Subject' and select the subject of the selected course.
 - Enter 'Course Number' and then click 'Search.'
 - Click 'Add' for the correct course. Do this for every course you would like to enroll in.
 - After you are done, click 'Submit.'
 - To change credit hours on **variable credit hour** courses and more information on the waitlist: <https://ou.edu/content/dam/gps/docs/enrollment-screenshots/HowToEnroll.ChangeVariableCreditHours.pdf>
 - *To drop a course: <https://itsupport.ou.edu/TDClient/30/Unified/KB/ArticleDet?ID=465> or visit <https://www.ou.edu/registrar/enrollment-services/add-or-drop#Graduate>
- If you receive an error when enrolling, you will need to contact the office to receive permissions/overrides to enroll.
 - If the class is a **BME** course, please email the following to npalmeter@ou.edu. Please be sure to also cc the instructor in your email.
 - Name
 - OU ID Number
 - Term
 - Course numbers including the Section number (ex. BME 6980-001)
 - If the class is **NOT** a BME course, you will have to contact the professor of the course for permission.
- You must be enrolled no later than the first day of classes, however, it is important to enroll early to avoid late fees. Please enroll no later than the following department deadlines:
 - Fall semester – August 1
 - Spring semester – December 1
- Thesis Research hours: Once you begin enrollment in research hours, you must be continuously enrolled each semester until you graduate. However, you do not have to enroll in the summer semester unless it is your first or last semester.

3.2 Seminar (BME 5971)

- All students are required to **ATTEND** one semester of the 1 credit hour BME 5971 Seminar in Biomedical Engineering Research. However, you do not need to enroll. Please email Nicole (npalmeter@ou.edu) which semester you intend to attend so that your name can be added to the attendance list.)
- The seminars are held every Friday at 1:30 PM in Sarkeys Energy Center (SEC), Room M204. If there is not a seminar scheduled or if it is canceled, you will receive a notification by email no later than 10:00 am on the day of.

3.3 Department Student Organizations and Events

- Biomedical Engineering Student Affairs (BESA)
 - OU Engage Site: <https://ou.campuslabs.com/engage/organization/biomedical-engineering-student-affairs>
 - Facebook: <https://www.facebook.com/OUBESA/>
 - Email: besa@ou.edu
- Monthly Graduate Student Lunch sponsored by BESA

Part IV: Academic Planning and Milestones

4.1 OU

- 4.1.1 Academic Calendars and Final Exams Policies and Schedule
 - <https://www.ou.edu/registrar/academic-records/academic-calendars>

4.2 SBME

- 4.2.1 Course Requirements
 - <https://www.ou.edu/coe/sbme/graduate/programs>
- 4.2.2 Policies and Forms
 - <https://www.ou.edu/coe/sbme/resources/graduate-program-policies-and-forms>
- 4.2.3 Annual Student Progress Report
 - The report is due to the department on August 16th of every year.
 - More information and instructions along with the report form can be found at the 'BME Annual Student Progress Report Form' link located on the Policies and Forms webpage.

4.3 Graduate College

- The following information was created for your convenience. Please visit the Graduate College's Steps to Degree and the Graduate College Bulletin website **OFTEN** as **you and your advisor are ultimately responsible for making sure all deadlines are met and that the correct forms/documents are submitted at the correct time(s).**
 - Steps to Degree with detailed deadline dates: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin>
- 4.3.1 Checklist
 - <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.7>
- 4.3.2 Program of Study
 - **Due the semester before you plan to graduate.**
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.1.7.1>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#pos>
 - Forward POS form to Graduate Coordinator (npalmer@ou.edu)
- 4.3.3 Master's Thesis Topic and Committee Membership
 - **Due the semester before you plan to graduate.**
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.1>
 - Submit 'Master's Thesis Topic and Committee Membership'
 - <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree#masters-deadlines>

- 4.3.4 Apply for Graduation
 - **Due the semester before you plan to graduate.**
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.6>
 - Graduation Website: <https://www.ou.edu/commencement/graduates/norman-graduate-students>
- 4.3.5 Degree Check
 - **Due during your final semester.**
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.4>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
- 4.3.6 Thesis Defense
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2>
 - Master's Thesis Forms: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
 - 4.3.6.1 Request Authorization to Defend
 - **Due at least 10 working days prior to your defense and no later than the end of semester deadline.**
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.5>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
 - 4.3.6.2 Approval for Thesis Submission to SHAREOK
 - See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.8>

Part V: Resources

Everyone in the department, college, and university wants to see you succeed! However, we all need a little help from time to time. Below is a list of just a few of the resources that are available to you. If you are experiencing a medical emergency, please dial 911 immediately.

- **Emergency Preparedness**
 - For Evacuation, Winter/Summer Weather, Lightening, Earthquake Preparedness, etc.
 - <https://www.ou.edu/campusafety/divisions#management>
 - For [Severe Weather Information](#) (Tornado) see information starting on page 11.
- **Emergency Phone Numbers**
 - <https://www.ou.edu/police/emmerphon>
- **Police Department**
 - <https://www.ou.edu/police>
- **Goddard Health Services**
 - <https://www.ou.edu/healthservices>
- **University Counseling Center at Goddard Health Center**
 - <https://www.ou.edu/ucc>
- **Accessibility and Disability Resource Center**
 - <https://www.ou.edu/adrc>
- **Advocates**
 - <https://www.ou.edu/gec/gender-based-violence/advocates>
- **Veteran Support Alliance**
 - <https://www.ou.edu/veterans>
- **Student Financial Services**
 - <https://www.ou.edu/sfc>
- **Student Legal Services**
 - <https://www.ou.edu/studentlegalservices>
- **Academic Life/Graduate Student Coaching**
 - <https://www.ou.edu/alc/graduate-student-coaching>
- **Fitness + Recreation**
 - <https://ou.edu/far>
- **Food Pantry**
 - <https://www.ou.edu/foodpantry>

- Bizzell Memorial Library
 - <https://libraries.ou.edu/>
- Zarrow Family Faculty and Graduate Student Center – in Bizzell Memorial Library
 - <https://libraries.ou.edu/content/graduate-student-services>
- Libraries STEM Services Team
 - <https://libraries.ou.edu/units/stem-services>
- Presentation Consultation
 - <https://libraries.ou.edu/content/presentation-consultations-learning-lab>
- Writing Center
 - <https://www.ou.edu/writingcenter/services/grad-and-post-doc>
- Graduate Student Life
 - <https://www.ou.edu/gradcollege/student-life/events-and-activities>
- Graduate School Student Senate
 - <https://www.ou.edu/sga/graduate-student-senate>
- Graduate School Thriving
 - <https://gradschoolthriving.com/>
- Graduate School Student Resources
 - <https://www.ou.edu/gradcollege/student-life/resources>
- SBME Graduate Student Support
 - <https://www.ou.edu/coe/sbme/graduate/grad-student-support>

Appendix

OU 'Fun' Resources

- OU Fine Arts
 - <https://www.ou.edu/finearts/universitytheatre>
- OU Athletics
 - <https://soonersports.com/>
- OU Sam Noble Oklahoma Museum of Natural History
 - <https://samnoblemuseum.ou.edu/>
- OU Fred Jones Jr. Museum of Art
 - <https://www.ou.edu/fjima>
- OU History of Science Collection
 - <https://libraries.ou.edu/content/history-science-collections>
- OU Western History Collection
 - <https://libraries.ou.edu/content/western-history-collections-0>

Norman and Oklahoma City Metro 'Fun' Resources

- Sooner Theatre
 - <https://www.soonertheatre.org/>
- Norman Philharmonic
 - <https://www.normanphil.com/>
- Oklahoma City National Memorial and Museum
 - <https://memorialmuseum.com/>
- Oklahoma Historical Society (Museums, Military Sites, Etc.)
 - <https://www.okhistory.org/>
- Osteology Museum
 - <https://www.skeletonmuseum.com/>
- Oklahoma City Museum of Art
 - <https://www.okcma.com/>
- Oklahoma City Performing Arts
 - <https://www.visitokc.com/things-to-do/arts-entertainment/performing-arts-theater/>

Severe Weather Information

- **OU RAVE Alerts**
 - To update or to verify your emergency contact information
 - ecs.ou.edu
- **Apps and Social Media Accounts to Follow**
 - OU Campus Safety on [X](#) and [Facebook](#)
 - National Weather Service: <https://www.weather.gov/oun/>
 - Oklahoma Mesonet: <https://www.mesonet.org/>
 - Visit website to download app for iPhone or Android
 - University of Oklahoma Meteorologist
 - <https://www.youtube.com/watch?v=J45PTgMQwBg>
- **Severe Weather Safety and Preparation**
 - Severe Weather Terminology
 - Watch = Be Prepared
 - A Severe Thunderstorm Watch or a Tornado Watch is issued when the conditions are present to create severe storms, typically within the next 6 hours. If a watch is issued, stay up to date with the weather situation in your area.
 - Warning = Take Action
 - A Severe Thunderstorm Warning or a Tornado Warning is issued when severe weather is imminent or already occurring in your area. Stay indoors, and if a Tornado Warning is issued, seek immediate shelter.
 - Take immediate shelter if you receive an OU RAVE Tornado Alert.
 - An OU RAVE Tornado Alert text message will be sent if a tornado is expected to threaten the Norman campus.
 - Note: There may be occasions in which the City of Norman activates its outdoor warning sirens, but an OU RAVE text message is not sent, as the city's outdoor warning sirens cover a large geographic area that stretches miles away from campus. In these instances, make sure you are closely monitoring local weather reports.
 - Create A Plan
 - Identify your safe place at home and follow the “get in, get down, cover up” strategy: choose an interior room on the lowest floor, and use a helmet and/or blankets and pillows to protect yourself from possible debris.
 - <https://www.ready.gov/tornadoes#prepare>
 - Build A Safety Kit
 - Have an emergency supply kit that includes bottled water, a first aid kit, a battery-operated flashlight and radio, fully charged cell phone chargers, at least three days of non-perishable food items, blankets, clothing, prescription drugs, eyeglasses, personal hygiene supplies, identification, and insurance documentation.
 - Clean Out Your Severe Weather Refuge Areas
 - Home refuge areas should be dusted and cleaned, and their entrances should be unobstructed and properly working.
 - Make sure the floor space is clear and items such as blankets, pillows, helmets, shoes, safety kit, and other safety items are easily accessible.

- If you spray your storm refuge area or safe room for bugs and insects, make sure it is properly ventilated before using it.
- Have Multiple Ways of Receiving Weather Information
 - At least one method should work without electric power and without a cellular or Wi-Fi signal, such as a battery-operated weather radio.
 - Never rely solely on outdoor warning sirens. The sirens are operated by the City of Norman and can only usually be heard if you are outdoors.
- Shelter In Place
 - “Shelter in place” means to take shelter in the building you are in when the warning is issued. OU campus residence halls have available shelters for those who live on campus. If you are working on campus at the time of the warning, go immediately to the severe weather refuge area in the building you are in. Maps are available in each building, and the locations are also listed here.
 - <https://www.ou.edu/campussafety/divisions#refuge>
 - The engineering quad buildings (Devon, Carson, REPF, Gallogly Hall) have storm shelters in the connecting tunnels and basements.
 - If you are in **Gallogly Hall**:
 - The storm shelter is in the basement. Take the stairs on the eastern side of the building, between the bathrooms and elevators. If the warning sirens are activated, terminate any lab work quickly and safely then make your way to the basement.
 - Special Note for Instructors and TAs: If students or other persons are adamant about leaving the building during a weather event, encourage them to go to a shelter. Do not argue or force people into the shelter, and do not chase after them. Do not scout floors for people. Proceed to the shelter.
 - If you do not live on campus, seek refuge at home unless you are already on campus when the warning is issued. OU Norman Campus buildings are not public storm shelters, as rooms are only available for on-campus students, staff, and faculty. Do not leave your home to respond to campus.
 - Do not drive during a storm, and never seek shelter underneath a bridge or overpass.
 - Always check the weather before you venture outside. If you happen to be outside when the warning is issued, quickly move to the nearest building and seek refuge inside.
- For more details, please review the Refuge Protocol for Campus document
 - <https://www.ou.edu/content/dam/campussafety/documents/OUTornadoRefugeSpring2023.pdf>