



Graduate Student Handbook



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

A LETTER FROM THE INTERIM 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 additional forms and deadlines. 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](#). All students should review the bulletin annually for updates.
- **Be available to OU faculty and staff.** Activate and monitor your OU email. When members of the Graduate College staff need to contact you, email 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 a 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.

Randall S. Hewes
Interim Dean of the Graduate College
The University of Oklahoma

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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.*

GRADUATE COLLEGE INFORMATION

Founded in 1909, the University of Oklahoma [Graduate College](#) is committed to serving the needs of graduate students and faculty. From providing tuition waivers and research grants, to assisting students with completing their degree requirements, the [Graduate College staff](#) is dedicated to the success of each of OU's more than 6,000 advanced degree students.

Graduate College contact information:

Mailing Address: 731 Elm Ave., Robertson Hall, Room 213, Norman, OK 73019-2115

Phone: (405) 325-3811; fax: (405) 325-5346

Email: gradinfo@ou.edu

Website: <http://www.ou.edu/gradweb>

Graduate College Deans:

<p>Dr. Randall S. Hewes Interim Dean of the Graduate College Professor of Biology</p>	<p>Dr. Janis M. Paul Associate Dean of the Graduate College Director, English Assessment Program</p>
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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. Some helpful links are listed below:

- [Graduate College Bulletin](#)
- [Master's Degree Forms and Checklist](#)
- [Doctoral Degree Forms and Checklist](#)
- [Graduate College Deadlines](#)
- [Academic Calendar](#)

COST AND FINANCIAL SUPPORT

The cost of attending the University of Oklahoma includes tuition, fees, books, housing (including room and board), transportation, and miscellaneous living expenses. The actual cost of attending the university will vary depending on a student's resident status, academic level, course load, housing arrangements, personal needs, and spending habits.

Contact the [Office of the Bursar](#) for specific information regarding tuition and fees. The office is located at 1000 Asp Ave., Room 105, (405) 325-3121.

FINANCIAL SUPPORT

Financial support is any financial resource that a student may receive to assist in meeting the cost of attending the university.

These resources include:

- financial aid, such as federal and state grants, loans, and work-study programs
- graduate assistantships
- fellowships and scholarships
- tuition waivers
- [Awards and Funding](#)

FINANCIAL AID SERVICES

[Financial Aid Services](#) awards and monitors all federal and need-based awards. Financial Aid Services can be contacted at (405) 325-4521 or financialaid@ou.edu.

Students are encouraged to utilize the Financial Aid Services website for general financial aid and scholarship information as well as to check the status of their financial aid application.

GRADUATE ASSISTANTSHIPS

Most academic units employ graduate students on a part-time basis. Graduate assistantships are awarded and governed by individual academic units and appointing departments.

A student should contact the appointing department or academic unit to obtain information about and applications for graduate assistantships. For complete information, see the [Graduate Assistant Handbook](#).

Types of Graduate Assistantships

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.

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.

Required Training and Certification for GTAs

Teaching Assistant Training

- All graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the [Center for Teaching Excellence](#) prior to commencing their teaching responsibilities.
- GTAs who do not have substantive contact with students, e.g., those who only do grading, are exempt from this requirement.
- International GTAs must attend the Development of International Teaching Assistants (DITA) training program; all GTAs (international and domestic) must attend the Teaching Assistant Orientation (TAO).
- For additional information, contact the [Center for Teaching Excellence](#), Wallace Old Science Hall, Room 224, (405) 325-2323 or teach@ou.edu.

English Language Certification

- Before assuming teaching assistant duties that require contact with students, any graduate student for whom English is not their native language must be certified as proficient in oral, aural, and written English.
- Certification is obtained through the [English Assessment Program](#), Robertson Hall, Room 213, (405) 325-1838.
- If observation determines that a certified instructor is having serious communication difficulties in the classroom, English language certification may be revoked, which will require that the instructor be removed from the classroom.
- Graduate students who wish to improve their English skills may take [speaking or writing classes](#) offered by the English Assessment Program.

Compensation and Insurance

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 Eligibility

To qualify for Basic Plan coverage paid for by OU, a graduate student must:

1. Meet the enrollment requirements including enrollment in a minimum of 5 credit hours in the Fall and Spring semesters or 3 credit hours in Summer semester for Summer-only coverage. The minimum credit hour requirement will be waived if a student is in the last semester before taking the thesis or dissertation defense and needs fewer than 6 hours to graduate.

2. Be appointed to a .50 FTE or greater position.
3. Have an appointment approved by the Graduate College.

Insurance Enrollment Options

1. Enrollment is automatic in the Basic Plan. No action is required.
2. Upgrade to the Enhanced Plan for an additional cost. Click here for [Enrollment and Plan Details](#).
3. Add a spouse or children for an additional cost. (*Note: To change coverage after the enrollment period, go to the Student Health Plan Office, NEL, Room 244, and complete a Change Form.*)
4. Costs for additional insurance are deducted from each student's paycheck during the school year.

Workload

- The primary purpose of a graduate assistant appointment is to aid the student in the successful completion of an academic program. For this reason, enrollments and appointments are subject to certain restrictions. Graduate assistantships are subject to FTE limitations and cannot resemble full-time work. The standard Qualifying Graduate Assistantship is .50 FTE, which is equivalent to 20 hours per week. In necessary circumstances, graduate assistantships totaling .51 to .70 FTE can be approved by petitioning the Associate Dean of the Graduate College.
- Graduate assistants appointed over .50 FTE may hold a combination of appointments in various departments. As a result, it is the responsibility of the graduate student to submit the [Petition to Appoint a Graduate Assistant Over .50 FTE](#) to the Graduate College prior to the start of the semester during which the appointment(s) exceeding .50 FTE will be held.
- The Graduate College may terminate any appointment(s) that exceeds .50 FTE and has not been approved by the Graduate College.
- In general, the Graduate College expects that a graduate assistant will not be appointed for more than the number of semesters required to complete the degree program, assuming six semester hours of enrollment per semester.
- The Graduate College website provides [more information regarding obtaining approval to appoint a graduate student over .50 FTE](#).

FELLOWSHIPS AND SCHOLARSHIPS

Graduate Fellowships

The Graduate College offers funding opportunities to graduate fellows through the following fellowship programs: Alumni, Foundation, Hoving, Hudson, and McNair. Graduate fellows receive a full tuition waiver up to the number of hours required to complete the degree. Graduate fellows also may receive graduate assistant positions with competitive stipends and health insurance. 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–Funding and Aid–Fellowships](#) web page.

Scholarships

Information regarding scholarships is available at the [Scholarships and Travel & Research Grants](#) website or the [OU Scholarships](#) website. Questions regarding scholarships can be directed to scholarships@ou.edu.

TUITION WAIVERS

Qualified graduate assistants who have at least a .50 FTE assistantship and are appointed from the first day of class to the last day of final examinations may 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 or applied toward courses offered through the College of Continuing Education or the College of Law. For more information, see the [Tuition Waiver Benefits](#) web page.

OTHER SOURCES OF FUNDING

In an effort to assist graduate students in locating funding opportunities, the Graduate College provides access to the [Community of Science National Funding Opportunities database](#). This comprehensive listing of funds from various government agencies, private foundations, industries, and academic institutions offers eligible students excellent opportunities for advanced study. Each entry contains a brief description of the program and an address to obtain further information.

Assistance in preparing applications and proposals is available from [Proposal Services](#), located in the Office of Research Services, 201 Stephenson Parkway, Five Partners Place, Suite 3100, (405) 325-4757.

The Graduate College also maintains a listing of current [Funding Opportunities for Graduate Students \(FOGS\)](#) through sources outside of OU.

LIFE AS A GRADUATE STUDENT

GRADUATE STUDENT LIFE

[Graduate Student Life](#) exists to connect, equip, and encourage graduate students at OU. All Graduate Student Life programs are designed to meet the personal, professional, and community needs of OU's graduate student. The [Graduate Student Life Center](#), located in Robertson Hall, Room 304, is designed to give students a place to unwind, work, and meet.

CENTER FOR STUDENT LIFE

OU's [Student Life](#) is dedicated to all students and their achievement of educational goals, as well as enhancement of the quality and involvement in campus life. The objective of Student Life is to guide students in realizing academic, professional, and personal goals as they progress toward graduation and beyond. The Student Life office is located in Oklahoma Memorial Union, Room 370, (405) 325-3163.

ENROLLMENT

Enrollment is completed online through [oZONE](#), the central enrollment site for the Norman campus, Advanced Programs, Liberal Studies, Outreach courses, and OU-Tulsa. Class listings from multiple semesters are listed on the site. Additional information is available through [Enrollment Services](#).

PAYING TUITION

Tuition can be paid in person at the Office of the Bursar, located in Buchanan Hall, Room 105, or electronically through [oZONE](#). For additional information, contact the [Office of the Bursar](#).

STUDENT ID CARD

Student ID cards are issued by the [Sooner Card office](#), located in the Oklahoma Memorial Union, Room 127. To obtain a Sooner Card, a valid government-issued photo ID with name, date of birth, and a picture is required, e.g., a state-issued driver's license, passport, green card, or military ID. The cost of the initial and any replacement student ID card is \$20. The card is valid for the entire period that the student attends OU. The Sooner Card has many uses: as an all-purpose campus identification, a library card for the campus library system, facilities entrance for campus events and services, and for obtaining discounts at area merchants.

OKLAHOMA DRIVER'S LICENSE OR ID CARD

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 Road, (405) 364-9595. Information about Oklahoma driver's license requirements and an online copy of the driver's license manual can be obtained at the [Department of Public Safety](#) website.

Information about obtaining Oklahoma license plates for a motor vehicle is available on the [Oklahoma Tax Commission](#) website.

PARKING AND TRANSPORTATION

An OU Parking Permit is required to park on the University of Oklahoma Norman campus from 7 a.m. to 9 p.m. Monday through Friday. Permits may be purchased at the [Parking Services](#) office located at 1107 Elm Ave., Stubbeman Place, (405) 325-3311. Student parking permits cost \$249 for the academic year. Special rates are available for evening-only parking, Summer semester, and motorcycle/scooter permits.

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's Transportation Operations Center (510 E. Chesapeake), the Sooner Card office (Oklahoma Memorial Union, Room 127), and OU Parking Services (1107 Elm Ave., Stubbeman Place). The standard fare for area residents or persons without a validated ID is 75 cents.

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

Air Travel: Domestic and international commercial flights take off daily from Will Rogers World Airport in Oklahoma City. Information on airlines, available flights, parking, and transportation to and from the airport can be found at the [Will Rogers World Airport](#) website.

Long-Distance Bus Service: Bus transportation nationwide is available through Greyhound. Buses depart Norman from the North Porter Superette (506 N. Porter Ave.). Information on schedules and ticket prices can be obtained at the [Greyhound](#) website.

JOB OPPORTUNITIES OUTSIDE OF GRADUATE ASSISTANT POSITIONS

Career Services

The office of OU [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 on the [HIRESOONER](#) website. The job bank can be viewed with a 4+4 log-in, then follow the directions on the page.

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

OU Job Opportunities

Current OU job opportunities can be found at <https://jobs.ou.edu>. The job listings are searchable and can be applied for online.

TRAINING AND DEVELOPMENT

Responsible Conduct of Research Training

The Graduate College offers monthly [Professional Ethics/Responsible Conduct of Research \(PET-RCR\) Training](#) from August through May. 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.

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 the [Human Resources](#) website.

Teaching Assistant Training

- Graduate teaching assistants (GTAs) must attend one or both of the teaching assistant training programs offered by the [Center for Teaching Excellence](#) prior to commencing their teaching responsibilities.
- GTAs who do not have substantive contact with students, e.g., those who only do grading, are exempt from this requirement.
- International GTAs must attend the Development of International Teaching Assistants (DITA) training program; all GTAs (international and domestic) must attend the Teaching Assistant Orientation (TAO).
- For additional information, contact the [Center for Teaching Excellence](#), 101 Copeland Hall, (405) 325-2323 or teach@ou.edu.

Information Technology Courses

[OU Information Technology](#) offers complimentary training opportunities on a variety of computer applications and IT topics. [Computer support](#) technicians also are available to help solve technology problems that you may experience.

LIBRARIES

[Bizzell Memorial Library](#) is the flagship library branch on campus. Bizzell sits at the heart of the Norman campus, between the North and South ovals. Hours of operation vary depending on the day of the week and time of the year. The OU Libraries site outlines more [services specific to graduate students](#). The Norman campus is also home to many smaller, specialized branch libraries and special collections that enhance and expand the resources available to OU students. Locations, hours, and regulations for these collections are available at the [main library web site](#).

The [Norman Public Library](#) (Pioneer Library System) has two locations. The central location is about one mile from OU, just north of Main Street, at 225 N. Webster Ave. The west location off of I-35 and Main Street is at 300 Norman Center Court. 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. Consult the Norman Public Library's website for hours of operation, services, and regulations.

UNIVERSITY BOOKSTORE

The [University Bookstore](#), located in the Gaylord Family Oklahoma Memorial Stadium, stocks an array of commercial books in addition to OU paraphernalia and academic supplies. Textbooks also are sold at the University Bookstore and may be purchased in person or online.

OKLAHOMA MEMORIAL UNION

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

CAMPUS CORNER AND DOWNTOWN NORMAN

Campus Corner is home to many specialty shops and restaurants. The [Corner Merchants Association](#) website lists the businesses located on Campus Corner.

Downtown Norman is the original settled portion of Norman. Stretching primarily along Main Street from University Boulevard on the west to Porter Avenue on the east, this area is home to a variety of businesses, including gourmet grocery stores, art galleries, coffee houses, restaurants, furniture stores (new and used), and theaters. To learn about upcoming shows, festivals, and other events, visit the [Downtowners Association](#) website.

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 use.

For more information and hours of operation, visit the [OU Information Technology website](#).

OU EMAIL

To ensure timely and efficient communication, all OU students, faculty, and staff are assigned an OU email account. Official university communications may be sent to this account. Email sent to this account is expected to be read in a timely fashion.

Faculty and staff assume that a student's official university email is a valid mechanism for communicating with that student. Account holders who choose to have email forwarded to another email address do so at their own risk. An account holder's failure to read official university communications sent to an official email account does not absolve the account holder from knowing and complying with the content of the official communication.

Email accounts: The Exchange email system can be accessed at <http://exchange.ou.edu>.

OU email addresses: Email addresses for all OU personnel can be located online at <http://search.ou.edu>.

Mail alias and “dotted name”: When an OU email 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 while at OU, but a shorter, personalized email “alias” can be created at: <http://account.ou.edu>. When deciding on an email alias, remember that it is something that may appear on a job resume and in other professional contexts.

WRITING CENTER

The [Writing Center](#) provides writing assistance with experienced writing consultants. Services are complimentary for students, staff, and faculty. [Hours of operation](#) vary by location and time of year. A [citation guide](#) and [services specific to graduate students](#) are also available. Papers also may be submitted for [review online](#).

The [Writing Center](#) can be contacted at (405) 325-2936.

Main Location:

- Wagner Hall, Room 280

▪ Other Locations:

- Bizzell Memorial Library, Collaborative Learning Center, Lower Level 1
- Adams Tower, Muldrow Tower, Across from Raising Cane’s

HOUSING OPTIONS

On-Campus Housing: Options can be found at the [Housing and Food Services](#) website.

Off-Campus Housing: There are many apartments and houses in Norman available for rent. Search the online apartment guides such as <http://www.mynewplace.com> or <http://www.rent.com>.

GRADUATE STUDENT SENATE AND STUDENT GOVERNMENT ASSOCIATION

It is the job of the [Student Government Association \(SGA\)](#) to address student concerns, turn ideas into realities, provide student services on behalf of SGA, execute SGA laws, advocate for the positions of students, and provide overall support for students. SGA is located on the first floor of the Conoco Student Leadership Center in Oklahoma Memorial Union, Suite 181, (405) 325-5471.

The [Graduate Student Senate \(GSS\)](#) serves as the Senate of the Legislative Branch of OU’s Student Government Association. GSS is comprised of two senators from each Graduate College department. 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. [Agendas and minutes from the Graduate Student Senate](#) are available for public access.

Many of the graduate departments and schools have university-recognized graduate student organizations. Examples include the Biology Club, History of Science Association, and Music Composition Club.

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

A complete [listing of OU's 400-plus registered student organizations](#) is available with links to the individual organizations' websites.

INTERNATIONAL STUDENT SERVICES

[International Student Services \(ISS\)](#) assists more than 2,000 international students and their families from over 100 countries, providing expert advice and support to each student. OU ISS works with international students, faculty, staff, community members, U.S. federal officials and a variety of government agencies. ISS is located in Farzaneh Hall, Room 144, and can be reached at (405) 325-3337 or iss@ou.edu.

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 of Optional Practical Training (OPT) 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 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.

COUNSELING SERVICES

[The University Counseling Center \(UCC\)](#) is located on the second floor of Goddard Health Center and can be reached at (405) 325-2911. The Center offers individual, couples, and group counseling at affordable rates. The UCC also offers psychological assessments for ADHD, learning disorders, and other mental health conditions.

[The OU Counseling Psychology Clinic](#) is located at 3200 Marshall Ave., Suite 100, (405) 325-2914. The clinic provides services to individuals, couples, families, and children involving various challenges 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.

Disability Resource Center

The University of Oklahoma [Disability Resource Center](#) 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.

The center accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. Requests for reasonable accommodation should be addressed to the Disability Resource Center, Goddard Health Center, Suite 166, (405) 325-3852 or TDD (405) 325-4173.

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.

GRADUATE TRAVEL FOR ACADEMIC PURPOSES

Graduate students who will travel overseas under the conditions listed below must register the travel with OU. If a student plans such travel, please read the categories of Student Travel Abroad Experiences below, and follow the instructions for the type of travel in which a student will participate.

Category 1

Activities which are specifically part of a program requirement for transcribed credit in the Graduate College, such as formal coursework or thesis/dissertation research, activities which are sponsored in some way by OU through faculty funding or scholarships, and activities that involve a faculty taking a group of students for an educational experience abroad.

If a student's travel meets the requirements for category 1, email Education Abroad at ea@ou.edu to begin the registration process.

Category 2

Travel which is not included in the scope of what is listed in category 1.

If a student's travel meets the requirements for category 2, complete the following steps to register the travel with the Graduate College.

- Fill out the *Graduate Student International Travel Notification* form and submit it to the attention of Suzanne Peters in the Graduate College, Robertson Hall, Room 213.
- When a graduate student intends to travel to a country for which the State Department has issued a travel warning (<https://travel.state.gov/content/passports/en/alertswarnings.html>), the student is required to meet with the Associate Dean of the Graduate College before the trip to discuss the circumstances of the trip and to sign a statement releasing the university from liability.

Students who will be conducting research overseas may need approval from the OU Institutional Review Board (IRB) before conducting any research activities. It is a student's responsibility to contact the [IRB office](#) to obtain any approval that is necessary.

U.S. law limits the exportation of specific items, technology, and software to certain foreign destinations. U.S. government approval may be required in some situations, including but not limited to, temporary exportation of OU equipment or property, in-country activities in certain countries (Cuba, Iran, North Korea, Sudan, and Syria), and interactions with foreign military units and forces, regular or irregular, in any country. It is a student's responsibility to contact the [OU Office of Export Controls](#) to obtain any approval that is necessary.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

Graduate students must uphold the highest standards of academic integrity. It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning academic misconduct. These are explained in [A Student's Guide to Academic Integrity at the University of Oklahoma](#).

[A Student's Guide to Academic Integrity](#) defines academic misconduct as any act which improperly affects the evaluation of a student's academic performance or achievement.

Examples are:

- improper collaboration
- submitting the same assignments for different classes
- fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage
- assisting others in misconduct
- attempting to commit misconduct
- destruction of property, hacking, etc.
- intimidation and interference with integrity process
- cheating and unauthorized material on examinations.

Complete information about academic integrity is available at the [OU Academic Integrity](#) website.

ACADEMIC APPEALS

A Graduate College Academic Appeals Board will be appointed and given authority to hear all appeals involving qualifying examinations, non-thesis examinations, general examinations, theses, dissertations, and other appropriate matters as determined by the Dean of the Graduate College.

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 ([University Academic Appeals policies](#)).

The Academic Appeal Process

The student is responsible for notifying the instructor of any dispute that meets the above criteria. If the student's attempts at resolution with the instructor fail, the student should notify the Graduate College immediately of the potential academic appeal and to make an appointment to discuss the matter.

Time Limits

In cases of end-of-term evaluations, a student must notify an instructor of a dispute regarding an academic evaluation and must attempt to resolve differences no later than February 15 for the previous Fall semester or intersession, and no later than September 15 in cases 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 regarding 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 will 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, e.g., a student being called into military service.

When a potential academic appeal is brought to the attention of the Graduate College, the following steps will be taken:

- An attempt will be made to resolve the problem with the department.
- If the matter is not resolved in conference, the student will be briefed on the procedures for filing an academic appeal.

Appeals must be filed in writing in the Graduate College office. The written appeal should state:

- the action being appealed
- the individual(s) responsible for the action under appeal
- the basis for the appeal
- the relief sought by the student.

Time Limits for Filing an Academic Appeal with the Graduate College

A written appeal must be filed as soon as possible, but no later than 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) following the day when attempts at resolution are completed.

The board will deny any request for hearing on a claim that 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. A student who feels he or she may have a potential appeal should notify the Graduate College immediately to arrange an appointment to discuss the issue.

Students wishing to file an appeal with the Graduate Assistant Appeals Board must do so within 10 calendar days (excluding Saturdays, Sundays, and university holidays from classes) of the action being appealed. Appeals should be filed in writing in the Graduate College office. The written appeal should state:

- the action being appealed
- the basis for the appeal
- the relief the student seeks.

The decisions made by the Graduate Assistant Appeals Board will be considered as recommendations to the Senior Vice President and Provost, who has final responsibility for such employment concerns. Complete information about Graduate Assistant Appeals is located in the [Graduate Assistant Handbook](#).

OTHER STUDENT GRIEVANCES

Sexual Harassment

The University of Oklahoma explicitly condemns sexual harassment and gender discrimination of students, staff, and faculty.

Because some members of the university community hold positions of authority that may involve the legitimate exercise of power over others, including graduate assistants, 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, gender discrimination, and sexual misconduct.

To proceed with such a grievance or for further information, contact the [Institutional Equity Office](#), (405) 325-3546:

- Bobby J. Mason, Equal Opportunity Officer and Title IX Coordinator, Evans Hall, Room 102, (405) 325-3546
- Kristen Partridge, Associate Vice President for Student Affairs and Associate Title IX Coordinator, Oklahoma Memorial Union, Suite 370, (405) 325-3163
- Kathleen Smith, Assistant Title IX Coordinator and Sexual Misconduct Officer, (405) 325-2215.

For more information regarding the Sexual Misconduct, Discrimination and Harassment Policy, visit the [OU Institutional Equity Office's Sexual Misconduct website](#).

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 of any type heard and adjudicated by administrative settlement. The procedures are designed to hear all grievances related to alleged discrimination on the basis of race, color, sex, religion, national origin, or age.

The [Non-Discrimination Policy](#) is available at the [Equal Opportunity Office's website](#).

For further details regarding the procedure by which to file a grievance, see the [Equal Opportunity Grievance Form](#) or contact the [Office of Equal Opportunity](#).

RESEARCH PROGRAMS

Research is a critical dimension of the mission of the University of Oklahoma. It is vital to the growth, health, and progress of the state of Oklahoma, the region, and the nation. In fiscal year 2015, more than 592 grants and contracts were awarded totaling in excess of \$101.6 million.

Participation in research and creative activity projects is fundamental to a graduate student's training and development. Various projects that support graduate students are conducted in all graduate programs offered at the university. Information about current research projects is available from each academic department.

Graduate students who are unsure of the norms in their department for identifying research themes and faculty advisers are encouraged to contact the graduate liaison in their academic unit for guidance on how to proceed.

USE OF HUMAN SUBJECTS IN RESEARCH

All research involving human subjects or the use of data generated via human subjects research performed by faculty, staff, or students at the Norman or Tulsa campus or at Cameron University, which will result in publication or presentation, must be reviewed and approved by the University of Oklahoma-Norman Campus Institutional Review Board (OU-NC IRB) prior to subject recruitment and data collection. The primary role of the OU-NC IRB is to determine if the rights and welfare of human subjects who volunteer to participate in research studies are adequately protected and to ensure that adequate informed consent procedures are used. The University of Oklahoma Norman campus policy for the protection of human subjects in research activities and IRB application materials can be accessed at the [OU IRB](#) website.

If you have questions about compliance or the IRB approval process, contact the Office of Human Research Participant Protection at (405) 325-8110 or irb@ou.edu.

USE OF VERTEBRATE ANIMALS IN RESEARCH

All research performed on live vertebrate animals or teaching that uses live vertebrates must be described for review and approval by the University of Oklahoma-Norman Campus Institutional Animal Care and Use Committee (OU-NC IACUC) prior to obtaining animals and data collection. The primary role of the OU-NC IACUC is to ensure compliance with the U.S. Animal Welfare Act and Amendments and to ensure that animals receive humane care during procedures in accordance with federal regulations of the U.S. Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare of the Public Health Service (OLAW/PHS).

If you have questions on the IACUC review process, contact the Office of Laboratory Animal Resources (405) 325-1052 or visit the [OU IACUC](#) website.

PATENT POLICY

The [University of Oklahoma Intellectual Property Policy](#) governs the ownership of certain inventions made by university students, staff, and/or faculty members. The policy provides, in part, that all discoveries and/or inventions, patentable or not patentable, which are made or conceived of while the inventor is a student at the university with substantial use of university facilities not normally made available to students, or are made with funds provided by or through the university (including research funds), are the property of the university. The policy protects and offers substantial benefits to the inventor while simultaneously protecting the university's interests in the invention. Students and faculty members are expected to be familiar with their rights and obligations under the [University Intellectual Property Policy](#) and to promptly report any inventions as outlined in the policy. The policy may be found in [section 3.29 of the Faculty Handbook](#).

Be aware that the [University Intellectual Property Policy](#) is subject to revision at any time. Students who make an invention or discovery that is covered under the stated conditions should contact the [Office of Technology Development](#) at (405) 325-3800 or otd@ou.edu.

EMBARGO POLICY FOR THESES AND DISSERTATIONS

The University of Oklahoma Graduate College is committed to making research available to the broadest possible community. Open access to research supports the values of learning, teaching, and peer review essential to our academic standing and integrity; it allows scholars to disseminate their work to the widest audience; and it supports the discovery and advancement of knowledge for all. Therefore, University of Oklahoma theses and dissertations are presented at open oral defenses and are made accessible in print form on the OU library shelves. Theses and dissertations are also made globally accessible in digital form in the [SHAREOK Repository](#).

However, in some situations and some disciplines, it may be advisable to delay immediate access to a thesis or dissertation. Upon request, the Graduate College will approve embargo of a thesis or dissertation for a limited period, provided good cause is demonstrated. An embargo postpones the date on which a thesis or dissertation will become broadly accessible. However, an embargo does not waive the final deposit requirement—a student who receives approval for an embargo will still need to deposit the final thesis or dissertation in order to fulfill graduate degree requirements, in accordance with the policies in this handbook.

The complete *Graduate College Policy Regarding Embargoes of Theses and Dissertations* is available in the [Thesis Instruction Packet](#) and [Dissertation Instruction Packet](#). Because the landscape of open access publication is rapidly changing, the Graduate College will revisit its embargo policy periodically.

GRADUATE ASSISTANT INTEGRITY

Graduate assistants make a vital contribution to the university at every level. As teaching and research assistants, they carry on the highest levels of intellectual inquiry; as professionals in training, they connect the university to the community and the world. In these roles, graduate assistants represent not only the student body but the university as a whole. Therefore, the university expects graduate assistants to conduct themselves with the highest standards of judgment and behavior in every area.

As instructors, graduate assistants follow all university policies concerning instruction. They demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between instructor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Graduate assistants will not receive payment from students for tutoring or help sessions in any course in which they are currently assigned as an instructor, and they will accept the judgment of their department as to other limitations on such activities.

As researchers, graduate assistants have a responsibility to ensure the integrity and ethical standards in any research activity in which they are engaged. Graduate assistants will not engage in research misconduct and will notify a responsible party if they become aware of research misconduct by others.

As professionals in training, graduate assistants have a professional obligation to their colleagues and to the university. They show due respect and civility to their associates. They understand that any other employment or enterprise in which they engage for income is secondary to their university duties, and they accept the judgment of their department regarding conflicts of interest, either real or apparent, that may be caused by such outside activities.

EQUAL OPPORTUNITY POLICY

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, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, 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 educational services.

Inquiries regarding non-discrimination policies may be directed to Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, (405) 325-3546, bjm@ou.edu, <http://www.ou.edu/eoo.html>.

STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION

The University of Oklahoma, recognizing its obligation to guarantee equal opportunity to all persons in all segments of University life, reaffirms its commitment to the continuation and expansion of positive programs which reinforce and strengthen its affirmative action policies. This commitment stems not only from compliance with federal and state equal opportunity laws but from a desire to ensure social justice and promote campus diversity. The University will continue its policy of fair and equal employment practices for all employees and job applicants without insidious discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran. The University will maintain a critical and continuing evaluation of its employment policies, programs, and practices. Each budget unit bears a responsibility for constructive implementation of this plan, and whenever possible, to the overall progress toward employment opportunity and participation in all University programs and activities. Our commitment to the concept of affirmative action requires sincere and cooperative efforts throughout all levels of our employment structure. We will continue to strive to reach the goals of fair and equal employment opportunities for all.

UNIVERSITY EMERGENCY CONTACTS

UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

Emergency*	911
Non-Emergency/Administration	325-2864

OFFICE OF COMPLIANCE

Anonymous Hotline	271-2223
Norman Office of Compliance	325-8487
After Hours—Emergency Service Only	911

DEPARTMENT OF RISK MANAGEMENT (fire@ou.edu)

University Fire Marshal	325-2983
Reporting Workers' Compensation or 3 rd Party Injuries	325-2981
Risk Management Non-Emergency/Administration	325-2981
Fire Emergency	911
After Hours—Emergency Service Only	911

FACILITIES MANAGEMENT - 24-HOUR SERVICE (facilities@ou.edu)

Academic Buildings (non-housing)	325-3060
Housing	325-4421

OTHER ON CAMPUS RESOURCES

HeartLine – 24 HOUR SERVICE	848-2273
OU Advocates - 24 HOUR SERVICE	615-0013
SafeWalk	325-9255
Behavioral Intervention Team (BIT)	325-3161

***Also, look for one of the Blue Emergency Phones on campus to make an emergency call.**