



Graduate College

A. Gordon Emslie, PhD, DSc - Dean and Associate Vice President for Research
Mark E. Payton, PhD - Associate Dean
Craig Satterfield, EdD - Sr. Director, Recruitment and Admissions
Michael Hepler, MEd - Assistant Director of Student Academic Services
Susan Mathew, EdD - Coordinator of Admissions

202 Whitehurst - (405) 744-6368 • admissions: (405) 744-6371 • fax: (405) 744-0355
Web site: <http://gradcollege.okstate.edu> • e-mail: grad-i@okstate.edu

Students in pursuit of advanced degrees and certificates in the Graduate College, and the members of the graduate faculty with whom they interact, share a number of common goals. First and foremost is the scholarly pursuit of new knowledge, both through didactic instruction and through independent and group research conducted utilizing the facilities and resources of a major university. A closely related goal is the dissemination of that knowledge to the scholarly community. Oklahoma State University strives to maintain national and international recognition through the scholarly research and creative work performed by faculty and students under the auspices of OSU's graduate programs.

Organization of the Graduate College

Consistent with its objective of maintaining the highest standards in graduate education, the Graduate College administers regulations and requirements specified and established by the Graduate Faculty. The Graduate Council is the executive committee of the Graduate Faculty; it is elected by the Graduate Faculty to work with the dean of the Graduate College in the development and administration of applicable policy. The Graduate Faculty is composed of six Subject Matter Groups (Biological Sciences, Humanities, Physical Sciences & Technology, Social Sciences, Education, and Biomedical Sciences); each group has three elected representatives serving on the Council, of which two may represent the Group at meetings of the Council. The Graduate Council formulates and reviews policies concerning the conduct of graduate study at OSU, and it participates in the periodic review of graduate programs. All proposed policies and all requests related to the initiation and development of graduate curricular offerings are referred to the Graduate Council for review, comment, and approval.

Accreditation

Oklahoma State University is accredited by the Higher Learning Commission, (HLC) of the North Central Association of Colleges and Schools. (The HLC may be reached at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; telephone (800) 621-7440; the Internet address is: www.ncahigherlearningcommission.org. Several programs within the colleges are also accredited by other agencies; see "Accreditation" in "The University" section of the *Catalog*.

Services for Graduate Students

Library

The Oklahoma State University Library contains over 7 million books, documents and microforms. Graduate students are entitled to a 120-day check-out period for books. Through its Web site, the Library provides access to more than 200 bibliographic databases and more than 41,000 full text journals. Students have access to all online resources from computers located in the Library or any computer with Internet access, regardless of location via the Library's proxy server. The following databases are a small sample of those provided by the Library: *Web*

of Science, LexisNexis, ProQuest Direct, SciFinder Scholar, Early English Books Online, Classical.com, PsycInfo and Compendex. A complete list of databases is available at www.library.okstate.edu/database.

Of particular interest to graduate students is *Digital Dissertations*, an online, fully searchable archive of doctoral dissertations, including work from over 1,000 graduate schools and universities completed from 1861 onward. Citations for dissertations published after 1980 also include 350-word abstracts. OSU users of *Digital Dissertations* have free full text access to dissertations from OSU and other institutions published from 1997 forward. The Library recently underwrote the cost of digitizing most OSU dissertations completed between 1961 and 1996, giving OSU users full text access to more than 30 years of OSU dissertations. Several other institutions are adding their older dissertations to *Digital Dissertations* and these are also available to OSU users.

Through the Library, students have access to more than 41,000 online full text journals, including all titles from the following publishers: *Academic Press, Blackwell Science, Elsevier, Pergamon, Wiley Interscience, Kluwer, Dekker, Annual Reviews, American Institute of Physics, American Physical Society, Optical Society of America, Institute of Physics, and the Institute of Electrical and Electronic Engineers*. A complete list of full text journals is available at www.library.okstate.edu/ftdb.

With help from the Student Technology Fee, the Library launched the first "floating computer lab" on campus. Laptops are available to students for five-hour check-out periods. The laptops have wireless access to the Internet anywhere in the building. For material the library does not own, Interlibrary Loan Service accepts requests for both books and articles online through the library Web site. Most articles requested through Interlibrary Loan are delivered electronically to the requestor's desktop computer. While many articles are available online, there are some publications to which OSU only has print access. Any print article owned by the Library will be made available electronically by request through the Document Delivery service. Requests can be made online at any time, and are downloaded and processed during work hours. The Library normally fills requests within 48 hours of receipt.

Information Technology

Information Technology provides administrative and academic computing services and support, data communications and telephone services for Oklahoma State University. Services include network and communications infrastructure, software development, enterprise application systems management, data center services, system security operations, enterprise server administration, computer training, publications, desktop computing support and a comprehensive Help Desk.

The IT Help Desk provides diagnostic support and assistance by phone, by e-mail, or in person. The Help Desk is open Monday through Friday 7:00 a.m. until 1:00 a.m., Saturday 10:00 a.m. to 5:00 p.m. and Sunday 2:00 p.m. to 11:00 p.m. More Help Desk information may be found at <http://help.okstate.edu>.

GRADUATE COLLEGE

Student technology resources are provided via an Ethernet-based network. All campus housing provides each resident and common living space with a 10/100 megabit per second dedicated connection to the Internet. OSU's Edmon Low Library, Classroom Building, Student Union and various other public areas provide wireless access for central campus. An extensive data communications network provides interfaces to OneNet, the Internet and Internet 2. Students receive computer laboratory access, network data storage space and electronic mail as soon as they enroll at OSU.

Five general campus labs (three of which are open 24 hours a day, seven days a week) and 24 departmental labs provide easy on-campus access to computing resources for students. The labs provide general word processing, spreadsheet, database, graphics, electronic mail and Internet access on PC-compatible and Apple Macintosh computers with connections to the campus network. Multimedia and CD capabilities are also available. All labs have wheelchair access and feature Adaptive Technology software.

OSU students are eligible for free Microsoft products through OSU's Microsoft Campus Agreement, discounted pricing on computers with Dell Computers, and Internet service at reduced rates through Chickasaw Telecommunications.

Additional information about Information Technology at Oklahoma State University can be found at <http://it.okstate.edu>.

Living Accommodations

Oklahoma State University offers over 20 residence halls, seven family-first neighborhoods, and over 30 dining options to meet the needs of every student.

Graduate students have many options of on-campus housing. While all residence halls (including traditional halls, deluxe suites and apartments) are open to graduate students, several halls are classified as non-freshman halls. Both nine- and 12-month contracts are available, and all halls are open continuously throughout the academic year.

The family-first University Apartments features seven neighborhoods. The units are primarily two-bedroom units with some three-bedroom units available. All units are available as furnished or unfurnished. These units are available to married and graduate students, and as space is available, juniors and seniors. To be eligible, the resident must be a full-time student (nine credit hours per semester) or be enrolled in six credit hours and be employed by the University on a part-time basis.

To apply for either housing option, an application and appropriate fee must be submitted to the Residential Life office. Space is assigned by the date on which the completed housing contract is received, so early application is essential. For more information, contact the Residential Life office (phone 405-744-5592) or at <http://www.reslife.okstate.edu>.

Students With Children

Information on child care in the Stillwater community is available at the following locations on campus:

Family Resource Center - 719 N. Walnut, 744-6539

Nontraditional Student Services - 060 Student Union, 744-5488

Non-traditional Student Organization - 045 Student Union, 744-7508

Health Services

University Health Services provides medical care to OSU students. All students enrolled in at least one hour at the Stillwater campus are eligible to be seen at the University Clinic. Personal counseling is available from University Counseling Services.

Refer to the "Student Services" section of the *Catalog* for a full description of University Health Services.

Campus Recreation

Intellectual exercise involves complete development of the mind, body and spirit. Opportunities for students to use their free time include concerts, lectures, films and other media forms. Many student organizations function to enhance the educational experience of the student. Campus recreation offers a wide variety of organized and informal recreational programs at the Colvin Recreation Center. These activities include intramural sports, sport clubs, Outdoor Adventure, instructional classes, and adaptive programs. More information may be found on the Internet <http://campusrec.okstate.edu>.

Student Union

The Student Union offers a host of programs and services making it the place to be on the Oklahoma State campus. The facilities include a bookstore, retail shops, banking services, a travel agency, a campus post office, restaurants, lounges, meeting rooms and a hotel. In the basement of the Student Union is an extensive Campus Life facility that houses a computer lab and campus organizations such as the International Student and Scholars Organization and the Non-Traditional Student Organization.

More information about the Student Union and its offerings can be found at <http://union.okstate.edu>.

Graduate and Professional Student Government Association

The Graduate and Professional Student Government Association (GPSGA) is an official advisory body to the University President and serves as the representative voice for graduate and professional students at OSU. Its mission is to improve all aspects of post-graduate education and student life at OSU.

The Association has representatives from each graduate and professional degree program. Representatives are nominated by the programs with membership conferred by the GPSGA president. Each representative is appointed for a term of one year; a representative must be in good academic standing and enrolled in at least two credit hours.

The GPSGA provides funds for graduate and professional student organizations and travel grants to help students defray costs incurred by attending and presenting at professional meetings. For more information consult <http://gpsga.okstate.edu>.

Tuition and Fees

Refer to the section on "Tuition, Fees and Cost Estimates" at the front of the *Catalog*.

Financial Support For Graduate Students

Financial Aid

There is no centralized location for graduate student financial aid; therefore, the student should also contact the reference section of the library for information, as well as Financial Aid options at www.okstate.edu/finaid.

Federal Financial Aid

All domestic students who want to qualify for federal financial aid should complete the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA annually as soon after January 1 as possible to receive aid for the subsequent academic year. The FAFSA is available at www.fafsa.ed.gov.

Miscellaneous Sources of Financial Aid

1. A listing of various fellowships and similar opportunities can be found at http://gradcollege.okstate.edu/financial_aid/scholarships.htm.
2. Many federal agencies, such as the National Science Foundation, promote and advance graduate student research by competitively awarding grants and cooperative agreements for research and education in the sciences, mathematics and engineering.
3. University and public libraries have information on federal, state and private sources of aid. Factors other than financial need are often taken into account.
4. Many companies and labor unions have programs to help defray the cost of advanced education for their employees or members of their families.
5. Students should check foundations, religious organizations, fraternities or sororities, town or city clubs, community and civic organizations such as Rotary, the American Legion, 4-H Clubs, Kiwanis, Jaycees, Chamber of Commerce and the Masonic Lodge.
6. Organizations connected with a student's field of interest often provide scholarships. These organizations may be listed in the U.S. Department of Labor's Occupational Outlook Handbook, or a student can often find out more about these by contacting faculty members in the major field.

OSU Short-Term Emergency Loans

In addition to federal loans awarded once the student submits the Free Application for Federal Student Aid (FAFSA), OSU assists students in need of immediate funds through the Short-Term Emergency Loan Program. This program is designed to assist OSU students who are currently enrolled and attending classes to meet educationally-related off-campus expenses. The program is not designed to pay a debt owed to Oklahoma State University. Qualified students may borrow up to \$300 less a \$10 service charge one time per semester. Additional information about the Short-Term Emergency Loan Program can be found at www.okstate.edu/finaid/loans/stl.html.

Financial Support for Graduate Assistants

Oklahoma State University recognizes three types of graduate assistants:

A Graduate Teaching Assistant (GTA) is a matriculated graduate student who is employed by the University to provide services that are directly related to the teaching mission of the department or unit that employs the assistant. The GTA must have direct involvement with the students enrolled in the offered course.

A Graduate Research Assistant (GRA) is a matriculated graduate student who is employed by the University to provide services that are directly related to the research activities of the department or unit that employs the assistant.

A Graduate Assistant (GA) is a matriculated graduate student who is employed by the University to provide other services that do not warrant classification as a GTA or GRA. In cases where the duties assigned leave the classification of a graduate assistant in doubt, the dean of the Graduate College shall have the final authority as to the classification.

General Benefits

All graduate assistants employed at least 0.25 FTE (10 hours a week; 170 hours per semester) receive a waiver of the non-resident portion (if applicable) of the tuition for all eligible hours taken (i.e., courses offered for credit, other than year-long independent study or outreach). The nonresident tuition for summer will also be waived even if the student is not employed as a graduate assistant for that term, enrolled in at

least three hours, and held an assistantship (0.25 FTE or greater) for the preceding spring semester.

Health Insurance Benefits

- Graduate assistants employed in a GA/GTA/GRA position at least 10 hours per week (170 hours for the semester) during the fall semesters, and who are enrolled in at least six graduate credit hours throughout that entire semester, are eligible for single-person-coverage health insurance through OSU for the fall semester in question.
- Graduate assistants employed in a GA/GTA/GRA position at least 10 hours per week (170 hours for the semester) during a spring semester, and who are enrolled in at least six graduate credit hours throughout that entire semester, are eligible for single-person-coverage health insurance through OSU for the spring semester in question. Such coverage will continue through the immediately succeeding summer term, regardless of employment or enrollment status.
- Graduate assistants who are not eligible for health insurance coverage during the summer session by virtue of their eligibility during the previous spring semester, but who are employed in a GA/GTA/GRA position at least 10 hours per week (85 hours for the session) during an eight-week summer session, and who are enrolled in at least three graduate credit hours throughout an entire summer session (not necessarily the eight-week session), are eligible for single-person-coverage health insurance through OSU for the summer term.

The University provides the student's coverage on a semester-by-semester basis. Students receiving the GA/GTA/GRA insurance are required to pay the semester health fee. Coverage is through Academic Health Plans, Inc., Information on the policy is available at www.academichealthplans.com, at the Graduate College or through University Health Services.

Teaching and Research Assistantship Benefits

The University awards numerous teaching and research assistantships with competitive stipends. Opportunities for supplementary fellowships are also available. These supplementary fellowships are credited monthly, directly to the student's Bursar account, each month in which the student holds the GTA or GRA position associated with the supplementary fellowship.

An offer of a teaching or research assistantship is a commitment by a department or school to provide financial support to admitted graduate students. Assistantships are an investment made by a school or department and are granted primarily to enable the student to pursue an advanced degree. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistantship assignment. Included in this professional obligation is the expectation that students who have accepted an assistantship will diligently pursue their degree to completion in the department or school providing the assistantship.

The service expected and the numbers of hours of graduate work a student may take are governed by the terms of the appointment. Applications should be addressed to the head of the department in which the appointment is desired.

All graduate teaching and research assistants employed at least 0.25 FTE (10 hours a week; 170 hours per semester), but less than 0.5 FTE (20 hours per week, 340 hours per semester) receive a three hour resident tuition scholarship each term in which they are employed and enrolled in at least nine hours of "eligible courses" (i.e. courses offered for credit, other than year-long independent study or outreach). Those employed at least 0.5 FTE receive a six hour resident tuition scholarship each fall and spring semester, in which they are employed and enrolled in at least six hours of eligible courses. GTA/GRA's employed at least 0.25 FTE and who are enrolled in at least 3 hours of eligible courses in

GRADUATE COLLEGE

the summer term receive a 3-hour resident tuition scholarship for that term. The granting of these tuition scholarships is contingent on the student submitting a signed contract to the Graduate College, in which they acknowledge the employment and enrollment responsibilities associated with the benefit. Contracts are available in the Graduate College or in departmental offices.

International students who are dependent upon an assistantship for their financial guarantee must remember that forfeiture of that assistantship may require the re-submission of a newly revised financial guarantee to the Office of International Students and Scholars. Also, if out-of-state and international students forfeit their graduate assistantships, they risk losing all tuition waivers, as well as any health insurance coverage for graduate assistants provided by the University.

Resident Tuition Waivers

Resident tuition scholarships are available on a limited basis each semester for graduate students who are U.S. citizens and have been admitted to a degree or graduate certificate program, but do not hold an assistantship. Interested students should contact the graduate coordinator of their department or program.

McNair Scholars

Graduate students who are graduates of a McNair Scholar Program, receive a tuition waiver of the nonresident portion of their enrollment, as well as up to nine hours of resident tuition in each fall and spring semester and up to six hours of resident tuition in each summer session in which they are enrolled for. Nonresident and/or resident tuition waivers do not apply to audit, outreach or year-long independent study classes.

Tuition Waiver Policy for Graduate Student Spouses

A graduate student spouse of a graduate assistant is eligible to apply for a waiver of the non-resident portion of tuition for all courses taken. Contact the Office of the Registrar for details.

Student Employment

Career Services provides assistance to OSU students seeking part-time employment or work study programs. Students are informed of job opportunities on campus and in the Stillwater community. Applications are available in 360 Student Union. Jobs on campus usually offer 12 to 20 hours of work per week in clerical, technical, food service or general labor positions. Rate of pay and work schedules vary.

Individual job search assistance is available with the graduate career consultant in the Student Union Career Services Office or with any of the college career consultants located in their respective colleges. Services include resume and curriculum vitae development, written correspondence assistance, mock interviews and interview preparation, academic and non-academic job search assistance, workshops and career fairs. More information may be found online at HireOSUgrads.com.

Special Programs

Certification Programs

Oklahoma State University offers Oklahoma State Department of Education-approved post-bachelor's certification programs for elementary school principals, school counselors, reading specialists, library/media specialists, and secondary school principals. Certification is also offered in speech and language pathology and in special education.

Master's degrees are available in most of these programs and doctorates are available in many.

Post-master's level certification programs are available for school superintendents and school psychologists.

Inquiries concerning any aspect of the Professional Education program should be addressed to the Office of Professional Education at (405) 744-6252 or the head of the department offering the program.

Off-Campus Programs

OSU-Tulsa

Oklahoma State University offers graduate courses in Tulsa. All courses offered by OSU-Tulsa are considered resident credit for degrees granted by Oklahoma State University.

The graduate degree and certification programs that Oklahoma State University offers in Tulsa are:

COLLEGE OF ARTS AND SCIENCES

Certificate in Teaching English as a Second Language

MS in Communication Sciences & Disorders

MS in Computer Science

MA in English

MS in Fire & Emergency Management Administration

MS in Mass Communications

PhD in Computer Science

WILLIAM S. SPEARS SCHOOL OF BUSINESS

Certificate in Business Data Mining

Certificate in Information Assurance

Master of Business Administration

MS in Management Information Systems

COLLEGE OF EDUCATION

MS in Counseling

Community Counseling

School Counseling

MS in Educational Psychology

Educational Psychology

Educational Research and Evaluation

MS in Educational Leadership Studies

Higher Education

School Administration

MS in Teaching, Learning and Leadership

Curriculum Leadership Studies

Elementary, Middle, Secondary, K-12 Education

Mathematics/Science Education

Occupational Education Studies

Reading & Literacy

Secondary Education for Teachers Non-Traditionally Certified

Special Education

EdD in Applied Educational Studies

College Interdisciplinary Studies - College Teaching

EdD in Higher Education

EdD in School Administration

PhD in Education

Curriculum Studies

Occupational Education Studies

Professional Education Studies

Social Foundations of Education

PhD in Educational Leadership and Policy Studies

Educational Administration

Higher Education

PhD in Educational Psychology
 Educational Psychology
 Research and Evaluation

COLLEGE OF ENGINEERING, ARCHITECTURE AND TECHNOLOGY

MS in Civil Engineering
 MS in Electrical Engineering
 MS in Engineering and Technology Management
 MS in Environmental Engineering
 MS in Industrial Engineering and Management
 MS in Mechanical Engineering
 PhD in Electrical Engineering

INTERDISCIPLINARY PROGRAMS

Certificate in International Studies
 MS in Environmental Science
 MS in Natural and Applied Sciences
 Aviation and Space Science
 Health Care Administration
 MS in Telecommunications Management
 PhD in Environmental Science

Prior to enrollment in OSU-Tulsa courses, a student should secure approval from his/her advisor concerning the appropriateness of any courses relative to the degree objective.

Graduate Programs at the OSU Center for Health Sciences in Tulsa

Leigh Goodson, PhD - *Associate Dean for Graduate Studies*

In 2001, the campus of OSU College of Osteopathic Medicine was renamed the OSU Center for Health Sciences (CHS) to reflect its expanding status as an academic health center with multiple academic programs. Through the CHS, Oklahoma State University offers graduate programs in biomedical sciences (MS, PhD, and a dual degree tract DO/PhD) and in forensic sciences (MFSA and MS).

—Biomedical Sciences. The MS and PhD programs in biomedical sciences are interdisciplinary programs involving the basic biomedical science disciplines of anatomy, biochemistry, cell biology, microbiology, pathology, pharmacology and physiology. The programs consist of core basic sciences medical courses, additional basic sciences graduate courses, research, thesis for the MS and a dissertation for the PhD. A non-thesis MS is also available.

—Forensic Sciences. The graduate program in forensic sciences is an interdisciplinary master's program that reflects a broad range of disciplines and offers specialization in both research and non-thesis tracks. All students must satisfactorily complete 39 credit hours to receive the Master of Science in Forensic Sciences.

Students working toward a degree requiring a thesis can specialize in one of four areas: forensic identification through DNA, forensic pathology, forensic psychology, or forensic toxicology. Successful presentation and defense of a thesis is required for a master's degree in these areas.

Non-thesis options include forensic science administration and forensic document examination, with courses in both options offered entirely online. Applicants to the administrative program must have professional experience in a related field, while those entering the document examiner program must be either in training/apprenticeship positions or under the guidance/supervision of a certified document examiner.

The Graduate Certificate in Forensic Examination of Questioned Documents is for individuals preparing for examiner certification under the guidelines of the American Board of Forensic Document Examiners. The program consists of 12 credit hours of online courses. Admission requires related training or experience and permission from the lead

instructor in this area. The Graduate Certificate does not equate to professional certification, which includes additional standards.

—Health Care Administration. This OSU program is administered under the auspices of the Center of Health Sciences in Tulsa. It is an option within Natural and Applied Sciences and is designed for individuals who seek to pursue a career in the field of health care management. The program requires students to take core courses in health care administration and research methods along with a series of electives selected from applicable courses in business and social sciences. The multidisciplinary approach to the health care administration discipline provides students with a unique perspective on the complex issues facing the profession today.

General Regulations

Full authority on all academic decisions within the Graduate College rests with the dean of the Graduate College. The Graduate College policies and procedures described in the *Catalog* are for informational purposes. They are subject to regular review and may be revised at any time by the dean of the Graduate College in consultation with the Graduate Council.

Responsibilities

All graduate students are expected to read and to comply with the written regulations. The regulations presented in the *Catalog* may be supplemented by written departmental or program requirements available at departmental offices. Admission to a specific graduate program obligates the student to adhere to the policies of that program.

General regulations in the following sections relate to requirements for admission, enrollment and academic standing. Subsequent sections outline requirements for the following credentials: Graduate Certificate, Master's, Specialist in Education, Doctor of Education, and Doctor of Philosophy degrees. Particular attention should be given to timing and substantive requirements for matriculation, especially admission, the plan of study, residence, language proficiency, research and thesis or report, and graduation. The regulations are prescribed by the Graduate Council with the intent of assuring high-quality graduate programs and effective interaction of Graduate Faculty members and graduate students.

—Request for Waivers. Any request for a waiver of, exception to, or deviation from, any requirement set forth in the "Graduate College" section of the *Catalog* must be in the form of a written petition to the dean of the Graduate College. Such petitions should include a supporting letter from the major advisor.

Admission to the Graduate College

Holders of baccalaureate or first professional degrees from colleges and universities of recognized standing (including U.S. institutions accredited by agencies recognized by the U.S. Department of Education) are eligible to seek admission to the Graduate College. In some cases the Graduate College, in consultation with the major department, may require certain prerequisite courses to bring the applicant's credentials from international institutions to the equivalent of a four-year U.S. bachelor's degree. These "bridge" courses must be completed within a designated period of time and/or prior to enrollment beyond a prescribed number of hours of graduate course work. *Applicants must submit the completed application form to the Graduate College, with official transcripts of all academic work and degrees received. The application fee must accompany the Application for Admission.*

1. The student should request all institutions previously attended to send one official transcript to the Graduate College, 202 Whitehurst, Oklahoma State University, Stillwater, OK 74078.

GRADUATE COLLEGE

2. To be official, the transcript be issued from the school and must show the complete scholastic record, bear the official seal of the institution, be signed by the issuing officer, and be in a sealed envelope.

To assure adequate time, application forms and transcripts should be received at least 30 days prior to the department application deadline or the beginning of the semester, whichever comes first. *Transcripts and other submitted documents become the property of Oklahoma State University and cannot be returned.*

—Standardized Test Scores. Many departments require standardized test scores, such as the Graduate Record Examination (GRE) Miller Analogies Test (MAT) or Graduate Management Admissions Test (GMAT). Applicants must contact the appropriate department for information regarding requirements for these tests.

International Student Admission

International applicants are expected to submit applications, financial affidavits, transcripts and/or mark sheets, and, if required, results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations by March 1 for fall enrollment and by August 1 for spring enrollment. Applications that become complete after these deadline dates will be reviewed, but the Graduate College cannot guarantee an admissions decision will be made for sufficiently timely issuance of the I-20 form required to obtain an entry visa.

—English Proficiency. As a condition of admission to regular graduate study at OSU, all persons for whom English is a second language are required to present proof of English competency regardless of the number of semesters or terms completed at OSU or in other institutions of higher education. A waiver of this requirement can be obtained for students who have completed a degree from an accredited U.S. institution of higher learning, or who have graduated with a degree from an accredited institution of higher learning, at which English is the primary language of instruction, located in a country in which English is a recognized primary language.

Proof of English competency can be in the form of an official TOEFL score or the score on an official IELTS, academic stream, examination. Either examination must have been taken within the last two years. Applicants who present evidence of undue hardship or other extremely extenuating circumstances may be admitted without a TOEFL or IELTS score. These students will be required to take the Test of English Language Proficiency (TELP) immediately upon arrival at OSU, and to comply with the provisions associated with that test.

Applicants who present a TOEFL score of at least 79 iBT/550 PBT or an IELTS score of at least 6.5 satisfy the Graduate College's English proficiency requirements for admission to a graduate program. Note that some departments require a TOEFL score above these levels, and applicants should contact the department for specific TOEFL or IELTS requirements.

Applicants who present a TOEFL score of at least 61 iBT/500 PBT, but less than 79 iBT/550 PBT (or an IELTS score of 6.0) and who demonstrate unusual academic promise may be admitted to graduate study on conditional status.

Applicants who present a TOEFL score below 61 iBT/500 PBT cannot be admitted to graduate study; such students should instead enroll in the OSU English Language Institute (ELI) in their first semester, and will be issued an I-20 to this effect. Upon successful completion of the ELI program students will be issued an I-20 by the Graduate College and will be admitted conditionally. Such students will be required to take the institutional TELP (see below) at the first opportunity thereafter and to comply with its provisions. Students who do not satisfactorily complete the ELI in their first semester/term must re-enroll in the ELI the next semester/term; departments may petition for such students

to take up to one course (maximum 4 semester hours) concurrently with such subsequent ELI enrollments.

Students who submit TOEFL scores from the Internet-based test (iBT) for reading, listening and writing shall be evaluated for additionally needed course work.

Students who submit TOEFL scores and who score at least 42 on the combined reading and listening portions, with a score of at least 20 in each section, are not required to enroll in any English language proficiency courses. Students who score less than this on the reading and listening portions of the TOEFL (irrespective of the score on the written portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of S/U and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of S is earned. Students who complete ENGL 0003 and who have a score less than 22 on the writing portion of the iBT are also encouraged to enroll in ENGL 4893*.

Students who score at or above the minimum score(s) on the reading and listening portion of the TOEFL, but less than 22 on the writing portion, are required to enroll in ENGL 4893* at some point in their studies. ENGL 4893* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required.

In situations when the student is required to take ENGL 0003 or ENGL 4893*, the appropriate course must be listed on the student's Plan of Study and becomes part of degree completion requirements.

—Test of English Language Proficiency. Students for whom English is not their native language and who submit a PBT (paper-based test) version of the TOEFL, or who take the IELTS, must take the Test of English Language Proficiency (TELP) upon arrival at OSU and comply with the provisions associated with that test. The TELP is administered on the Stillwater and Tulsa campuses before each regular semester through University Testing and Evaluation. A waiver of the TELP requirement will be granted to a student who has:

1. achieved a score of 600 PBT or higher on the TOEFL and a score of 5.0 or higher on the Test of Written English (TWE) or Essay; or
2. achieved an IELTS, academic stream, overall band score of 6.5 or higher on each of the band scores for Listening, Reading and Writing.

A score of 70 on both portions of the TELP is considered passing. Students who score less than 70 on the Listening/Dictation portion of the TELP (irrespective of the score on the writing portion) are required to enroll in ENGL 0003 during their first semester. ENGL 0003 carries a grade of S/U and may not be used toward minimum degree requirements. Students must enroll in ENGL 0003 each semester until a grade of S is earned.

Students who score at least 70 on the Listening/Dictation portion of the TELP, but less than 70 on the Writing portion are required to enroll in ENGL 4893* at some point in their studies. ENGL 4893* carries graduate credit and may be used toward minimum degree requirements; a grade of C or better in this course is required. In situations when the student is required to take ENGL 0003 or ENGL 4893*, the appropriate course must be listed on the student's Plan of Study and becomes part of degree completion requirements.

—Spoken English Proficiency for Employment. OSU policy requires all persons for whom English is a second language to demonstrate an acceptable level of spoken English before being employed in an instructionally related capacity, including laboratory assignments. Graduate students who serve only as laboratory assistants (e.g., setting up and/or maintaining equipment) are not required to comply with the provisions of this section.

Employment as a GTA requires:

- (1) demonstrated proficiency of a score of 50 or better on the Test of Spoken English (TSE) or by taking the OSU administered SPEAK

(Spoken English Assessment Kit) and scoring at least 50. No other spoken English examinations are acceptable as substitutes for the TSE or OSU-administered SPEAK.

The TSE may be taken on campus or at any of the many testing sites provided by the Educational Testing Service. Results must be received prior to the beginning of the school semester in which the student will be teaching. SPEAK Tests are given the Monday and Tuesday before the fall and spring semesters begin and only in Stillwater. The purpose of the SPEAK Test is to determine the spoken language proficiency of speakers of English as a Second Language (ESL). The test is administered in a language laboratory and takes about half an hour. It is divided into seven sections, each of which is evaluated for two or more of the following categories: pronunciation, grammar, fluency and comprehensibility. Further information about the OSU administered SPEAK can be found at <http://english.okstate.edu/ita/index.htm>.

(2) a passing score on the OSU-administered ITA test. The ITA test is a 10-minute evaluation procedure in which the ITA presents five minutes of information for an undergraduate lab, recitation, or lecture. Each ITA Test (the five minute mini-lesson and the question and answer period) is evaluated by two faculty members from the English Department, a faculty member from the ITA's department and a small group of undergraduate students. A score of 250 or better on the ITA test is an unconditional pass. A score of at least 220 is a provisional pass requiring the graduate assistant, if he or she is assigned to instructional duties, to concurrently enroll in GRAD 5990, a one credit course. Students who score less than 220 may not be employed in an instructionally related capacity (including laboratory instruction). Students who fail the ITA may retake it if they have either passed or are currently enrolled in GRAD 5990.

—International Teaching Assistant Program. Any new international teaching assistant (ITA) is required to participate in the international teaching assistant orientation and evaluation workshop. New ITAs must attend the two orientation sessions (whether they have taught in a classroom somewhere else or not) offered at the beginning of the fall and spring semesters.

Types of Admission

When the applicant's file is complete, the faculty in the department or program of the student's area of interest reviews the material and recommends an admission status to the dean of the Graduate College. The final decision for admission to the Graduate College is determined by the dean on the basis of the department's recommendations, prior academic performance of the applicant, and availability of space, facilities, and faculty advisors in the program. The decision is conveyed to the applicant by means of a mailed letter.

—Admission Without Qualification. Students planning to work toward a graduate degree in a recognized graduate program may be admitted without qualification provided they meet all Graduate College and departmental requirements.

—Provisional Status. A student can be admitted provisionally upon recommendation of the major department at Oklahoma State University and concurrence by the dean of the Graduate College. Admission with provisional status is granted to an applicant who does not meet one or more of the major program's admission requirements or when the applicant does not have the necessary academic background. The department can require additional courses, higher test scores, or other departmental criteria to be met prior to the student's full admission into the major program. The first obligation of a student admitted provisionally is to meet all of the conditions specified at the time of admission. Failure to meet these conditions could result in the dismissal from the program.

—Probation Status. A student can be admitted with probation status upon recommendation of the major department and concurrence by the dean of the Graduate College. Admission with probation status is

granted to an applicant who has attained less than an acceptable grade-point average in all previous academic course work. A student admitted in probation status must make at least a 3.0 grade point average through the semester in which s/he completes 12 hours of courses eligible for graduate credit. Upon successful fulfillment of these requirements the student will be granted good academic standing. Failure to meet the required level of academic performance while in a probationary status may result in dismissal from the Graduate College. A student may be placed on probation if his or her cumulative GPA for courses eligible for graduate credit taken at OSU falls below 3.0, or if the Dean of the Graduate College judges the student's overall academic performance warrants probation status.

—Special Student Status. An applicant may be admitted to the Graduate College as a special student if he or she does not have immediate plans to become a degree candidate, but wants to take graduate courses, prerequisites or other courses. Admission to the Graduate College as a special student means only that the student will be permitted to enroll in courses through the Graduate College. It does not necessarily imply that the student has been or will be admitted to a program leading to an advanced degree or that the student will be able to obtain a graduate degree.

—Requirements:

1. Special students are subject to the same admission standards as degree-seeking students. Applicants for special student status are not automatically admitted without due deliberation of their past academic performance. An special student applicant can be considered for admission "Without Qualification" provided his/her overall grade point average is 3.00 or higher for all courses on his/her bachelor's degree transcript or his/her master's degree transcript. An applicant whose GPA does not meet this criteria can be considered for admission after consultation and recommendation of the Special Student Advisor who may consider additional factors in making a decision such as:
 - Length of time since last attendance at an institution of higher learning
 - A written appeal from the applicant explaining exceptional circumstances that warrant admission
 - A recommendation written from faculty who knows the applicant
2. The student is responsible for filing a new application for admission to the Graduate College should he or she wish to become a degree candidate. The new application will be evaluated by faculty of the department or program and the dean of the Graduate College to ascertain admissibility to the degree program.
3. As such work is not guided by a plan of study or approved by an advisor, no more than nine semester credit hours of course work taken while a special student may be used on a plan of study to meet requirements for a degree or certificate program. Special students may not enroll in more than nine hours of courses eligible for graduate credit without permission of the dean of the Graduate College, or his/her designee. To ensure that special students do not inadvertently exceed this limitation, an enrollment hold will be placed on each student in special status after the student has registered for six (6) or more hours. This hold may be removed by the Special Student Advisor (see below) once the student has formally re-acknowledged this nine-hour limitation.
4. Special students are subject to the same academic regulations as those students admitted into degree programs. Special students are strongly encouraged to consult with the instructor of any course in which they intend to enroll in order to ensure that they are adequately prepared for that course.

GRADUATE COLLEGE

5. Special students may not enroll in thesis (5000) or dissertation (6000) courses.
6. Generally, *International students with an F-1 visa, except students on OPT or OCT, may not be admitted or enroll as special students.*

Academic advising for students with special student status is carried out by an advisor appointed by the Graduate College. Students should contact the Graduate College at (405) 744-6368 for details.

—Faculty Members. No member of the faculty, with the rank of associate professor or above or equivalent rank at the time of completing the requirements, may be granted a degree from this institution. This regulation also applies to faculty members in the schools of engineering holding the rank of assistant professor or above.

Transfer of Graduate Credits

Transfer credit **must** be recommended by the advisory committee through submission and approval of the plan of study and approved by the Dean of the Graduate College.

Transfer of graduate credits to the Graduate College is possible only when the student was formally admitted to graduate study at another accredited institution and the applicable course(s) was/were certified as graduate credit by that institution. All courses used as transfer credit must have a grade of "B" or better.

Up to nine credit hours of transfer credit may be used toward any OSU graduate degree (up to three hours toward an OSU graduate certificate). A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that offers an EdD or PhD (or equivalent) degree. Doctoral students must include a minimum of 30 hours of OSU credit on their plan of study.

Departmental or Program Requirements

The General Regulations of the Graduate College are minimum requirements that must be met by all graduate students at OSU. Students are also subject to any additional requirements that are determined by their major department. Departments may require additional admissions material such as test scores, GMAT, GRE, vita, or recommendation letters. Students should contact the major department directly to inquire about additional admissions materials or test score requirements. Any additional information should be mailed directly to the graduate coordinator of the major department.

Initial and Continuous Enrollment Policy

A prospective student must enroll for courses at OSU within a year after his or her admission date to retain active status. A prospective student who does not enroll within one year must reapply for admission.

A student who interrupts enrollment for one year (i.e., a consecutive period of one fall semester plus one spring semester plus one summer term) must re-apply for admission, and will then be subject to the regulations in effect at the time of reapplication.

Enrollment

Enrollment as a Graduate Student

Students with a bachelor's degree are expected to enroll in the Graduate College unless they want to obtain another bachelor's degree. If they enroll as an undergraduate, the courses taken cannot be given graduate credit at a later date.

Date of Matriculation

Graduate College matriculation occurs when a student first enrolls as an admitted graduate student. That date will be used in calculating time limits for degree completion and validity of courses in a graduate plan of study.

Enrollment Requirements

Students are required to be enrolled in at least two credit hours in each semester in which they are using physical or faculty resources of the University. (Students holding graduate assistantships should note that additional requirements apply; see below.) Regardless of the number of hours taken, a student may not count more than 16 credit hours taken in the fall or spring semester toward a degree. During the summer session, a student may not count toward a degree more than nine credit hours taken in any session during the eight-week summer session. No more than three credit hours taken during the first summer session (intercession) may count toward a degree. Summer intercession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

International students on F-1 or J-1 visas must maintain full-time status (as defined below) during the first semester of enrollment, and during each fall and spring semester thereafter.

Each degree-seeking graduate student must be enrolled in at least two hours of courses eligible for graduate credit during their graduating semester (defined as the semester in which they satisfactorily complete all degree requirements). Further, students with a Fall (Spring/Summer) graduating semester who have research courses (i.e., courses numbered 5000 or 6000) on their approved plan of study must satisfactorily complete no fewer than six hours of courses eligible for graduate credit during the calendar (academic) year which includes the graduating semester. As an example, a student wishing to graduate in a fall semester must be enrolled in a total of at least six hours for that fall semester plus the preceding spring semester and summer session. As an example, a student wishing to graduate in a fall semester must be enrolled in a total of at least 6 hours for that fall semester plus the preceding spring semester and summer session.

Students must enroll in research, thesis, or dissertation hours, as appropriate, during each semester in which they are involved in research leading to a thesis or dissertation, irrespective of the number of credit hours of such courses either required or permitted for the degree.

—Enrollment Guidelines and Regulations for Graduate Assistants. Any graduate student holding an assistantship or fellowship of 0.50 FTE (or greater) must enroll in at least six resident credit hours during the fall and spring semesters and at least three resident credit hours during the summer. A student holding less than a 0.50 FTE graduate assistant appointment must be enrolled in a minimum of nine resident credit hours during any fall or spring semester, or three resident credit hours during any summer semester, in which they are so employed.

—Enrollment and Financial Assistance. For the purpose of receiving monetary assistance through the Office of Scholarship and Financial Aid, the amount of the award is related to the total number of enrolled credit hours that apply toward the degree (for graduate students, such courses must be offered for graduate credit), including 3000*, 4000*, 5000 and 6000 level courses. Certifiable enrollment status, based upon a combination of enrollment and employment, only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

Although the University considers a graduate student full-time if he or she is enrolled in six credit hours in the fall or spring semester or three credit hours in the summer session with a 0.50 FTE assistantship, many federal financial aids are based on the total number of hours in which a student is enrolled toward the degree. In general, a graduate student must be enrolled in 4 hours of courses eligible for graduate credit each Fall and Spring semester, and 2 hours of courses eligible for graduate credit in the summer term, to be eligible for Federal Aid. Some students may be required to enroll in more hours in the fall or spring or summer to receive the full amount of federal financial aid. Students should verify

with their financial aid advisor in the OSU Office of Scholarship and Financial Aid the number of hours they are required to take.

Graduate Student Enrollment in Undergraduate Courses

Students admitted to the Graduate College may enroll in, or audit, undergraduate courses that do not carry graduate credit if approved to do so by their principal advisor. Such courses cannot subsequently be used as part of a graduate plan of study.

Some 3000 and 4000 level courses are approved for both undergraduate and graduate credit; these courses are noted with an asterisk (*) in the *Catalog*. Enrollment in such a course by a graduate student usually implies the course is being taken for graduate credit; extra course work is required to earn graduate credit. Some graduate students may, however, wish to enroll in such courses for undergraduate credit only (e.g., to complete additional courses specified in the graduate admission provisions). They may do so by completing the "Undergraduate Credit for 3000*/4000* Courses" form and submitting it to the Graduate College by the end of the second week of the regular semester, or by the end of the first week of the summer session, in which the 3000*/4000* course is taken. Submission of this form implies that the student wishes to be graded using the same criteria and course completion requirements used for undergraduates in the course. Such courses may not subsequently be used as part of a graduate plan of study.

Undergraduate Student Enrollment in Graduate Courses

An OSU undergraduate senior may take a limited number of courses for graduate credit toward an OSU degree program. The credits may not be utilized for both a baccalaureate degree and a graduate degree. The courses in question must be approved for graduate credit (denoted by an asterisk next to the course number as listed in the *Catalog*). The applicability of such graduate courses to a specific graduate program will be determined by the student's graduate advisory committee when the student enrolls in the Graduate College and submits a plan of study for an advanced degree.

To receive credit, a *Graduate Credit for Seniors* form must be completed by the student to receive graduate credit for courses taken. This form must be submitted prior to the end of the second week of class instruction of a regular semester, or the first week of a regular summer session. The required form is available on the Graduate College's Internet site or in the Graduate College.

Such credit may be earned only if the following conditions are satisfied at the time of application:

1. Students must have a minimum cumulative graduation/retention undergraduate GPA of 3.00.
2. The total semester enrollment must not exceed 18 credit hours for a regular semester or nine credit hours for a summer session.
3. The student must be within 12 semester credit hours of completing requirements for the baccalaureate degree at the beginning of the semester or summer session in which courses are taken for graduate credit.
4. Admission to courses taken for graduate credit must have approval of the course instructor, the dean of the academic college associated with the student's major, and the dean of the Graduate College.

Not more than 15 semester credit hours taken while a senior may be approved for graduate credit. The student must earn a grade of "B" or higher in those courses for which he or she seeks graduate credit. Credit will be applied to the student's graduate transcript only after the student has been admitted as a graduate student at OSU. Students are cautioned that institutions other than OSU may or may not allow courses taken for graduate credit during the senior year to be transferred into one of their graduate programs.

Courses Offered Through Outreach

Courses offered through Outreach are considered equivalent to courses offered through traditional formats. Any student wishing to enroll in a graduate credit course offered through outreach must make application for admission to the Graduate College at OSU.

Tuition waivers are not applicable to Outreach courses. Outreach courses do not count toward minimum enrollment requirements for graduate assistants.

Correspondence Credit

Oklahoma State University does not offer graduate level courses by correspondence and does not accept credit taken by correspondence toward an advanced degree. Graduate students may enroll in correspondence courses; however, such courses will not be considered as part of minimum degree or certificate requirements. *Tuition waivers are not applicable to courses taken through correspondence study.* Courses taken through correspondence do not count toward minimum enrollment requirements for graduate assistants.

Enrollment Procedure

Students are strongly encouraged to review the course offerings for the upcoming semester prior to attempting to enroll. For convenience, OSU provides two options to review course listings.

1. The class schedule for upcoming semesters is available for download as a PDF file from the Office of the Registrar at <http://registrar.okstate.edu>.
2. Available courses for upcoming semesters can be viewed using the SIS web system <http://prodosu.okstate.edu>. Select the "Available Courses" icon.

First semester students must first obtain their advisor's clearance through the Student Information System prior to attempting to enroll.

If the student has not completed a plan of study or if this is the first semester as a graduate student, the student should consult with the graduate faculty advisor. The graduate faculty advisor can provide information about required courses, course sequencing, and other information in order to select appropriate courses. The advisor should give approval for course selections prior to enrollment.

If a plan of study has been completed, the student should verify that all planned courses are listed on the plan of study. Students should consult with their advisor any time they deviate from courses listed on the plan of study. The ultimate responsibility for completing degree requirements rests with the student.

Students who have active academic, financial or advising holds must clear these holds prior to attempting to enroll. Students can view any holds by logging into the SIS system at <http://prodosu.okstate.edu>.

There are three ways graduate students can enroll:

—Through the Internet. Graduate students may enroll using the Student Information System (SIS) <http://prodosu.okstate.edu>. The system gives students access to their academic records.

- First semester students must first obtain their advisor's clearance through the SIS computer system prior to attempting to enroll.
- Special students may be granted enrollment clearance through the Graduate College or through the special student advisor, a faculty member who is charged with working with all non-degree-seeking students. This designated faculty member is available to assist with selecting course work, issues surrounding the transferability of special student credits, applying to degree-seeking programs, and other academic topics.
- Students without a completed plan of study should first meet with their advisors to determine their class schedules for the semester.

GRADUATE COLLEGE

- Students will need their student CWID and PIN numbers to access the SIS system. The initial PIN number is set to the student's date of birth. Students may change their PIN through the SIS system.

—In Person. Graduate students may enroll in person in Stillwater or in Tulsa.

- In Stillwater, students can go to the Office of the Registrar located in 322 Student Union. Students will need to have a Trial Study approved and signed by their advisors before they enroll.
- In Tulsa, students can go to the Enrollment Services Office located on the first floor of Administration Hall. Students will need to have a Trial Study approved and signed by their advisors before they can enroll.

—Through the Graduate Advisor or Department. Students can contact their graduate advisor, graduate coordinator, or academic department to ask for assistance.

Last Day to Enroll

Information regarding dates to enroll, when courses begin, and last days to drop are listed in the Class Schedule available at the Office of the Registrar's Web site at <http://registrar.okstate.edu>.

Generally, the sixth class day of a regular semester or the third class day of the eight week summer session is the last day a course may be added (nonrestrictive) via the SIS enrollment system. A short course may be added no later than the first day of the short course.

Late Enrollment

Graduate students should enroll prior to the end of the official enrollment deadline for the semester. If they do not, there are limited options to enroll in classes. The options available to the student depend on the number of weeks past the deadline and the student's current enrollment status.

During the second week of fall/spring or first week of the eight-week summer session:

- If a student wishes to add course hours or is not currently enrolled, they must submit a drop/add card or Trial Study signed by their advisor giving permission to enroll.
- If the student is adding a course they must have the instructor's signature on the add/drop card or Trial Study.
- If a student has Special status, they must have the signature of the dean of the Graduate College and the instructor of the course in which they wish to enroll.

After the second week of fall/spring or first week of the eight-week summer session graduate students may add any course which has not started.

—Other Enrollment. In order to enroll in a given semester, a student must have received grades for at least six semester credit hours (including "I" and "R" and excluding "W") in the 12 months prior to the beginning of that semester.

Academic Regulations

Refer also to "Adding Courses," "Dropping Courses," and "Withdrawing from the University" in the "Office of the Registrar" section of the *Catalog*.

Graduate Credit Courses

Courses numbered 5000 and above are primarily for graduate students. Seniors who have obtained prior approval may enroll in graduate level courses in accordance with the provisions of "Enrollment" stated earlier.

Courses numbered 3000 and 4000 that are identified by an asterisk in the "Course Listings" of the Catalog can be taken by graduate students and may be used to meet requirements for a graduate degree on the plan of study if approved by the student's advisory committee and the dean of the Graduate College. Graduate students enrolled in these courses will be considered as taking the courses for graduate credit (unless they pre-declare the course as taken for undergraduate credit; forms are available in the Graduate College) and will be expected to fulfill appropriate additional academic requirements as proposed by the instructor. Courses that are not identified by an asterisk may not be used to fulfill requirements for a graduate degree.

Academic Standing

—Minimum Grade Requirements. A grade-point average of "B" (3.00) is required to (1) maintain good standing as a graduate student and (2) meet requirements for a degree. In determining whether a student has met minimum requirements for a degree, grades for courses on the plan of study are averaged separately from courses not on the plan of study. In order to continue enrollment in the Graduate College, a student is expected to maintain a cumulative graduate GPA of at least 3.00. In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the plan of study.

No course with a grade below "C" can be used as part of the minimum number of semester credit hours required for the degree.

Some departments have more stringent requirements. The major department should be consulted concerning minimum grade requirements.

—Academic Progress. Each semester, the dean of the Graduate College reviews the academic progress of any graduate student who receives a grade of "C" or lower in a class. Departments are notified which of their students have received a "C" or lower and of the dean's academic progress decision. The dean recommends one of four actions based on the student's current semester performance and past academic history.

1. *Departmental Notice*. The department is notified and is encouraged to review the student's performance to determine if any departmental intervention is needed.
2. *Academic Probation*. If a student's overall GPA drops below a 3.0, or if the Dean of the Graduate College judges the student's overall academic performance so warrants, then s/he is subject to being placed on academic probation. Probation will be removed only after the student brings his or her cumulative GPA for courses eligible for graduate credit taken at OSU to 3.0 or greater, or completes all degree requirements, whichever comes first.
3. *No Further Enrollment Without Departmental Consent (NFEWDC)*.
 - a. If the student was admitted on academic probation and did not meet the requirements of this admission, or
 - b. If the student was on academic probation the previous semester, or
 - c. If the dean believes the student's overall academic performance warrants departmental intervention, then the student is not permitted to enroll further without the consent of the department. To continue in the program, the student must submit a written petition to the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.

4. *No Further Enrollment (NFE)*. The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

—Grades for Thesis (5000) and Dissertation (6000). The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements.

—Grades for Creative Component Courses. The "R" grade can be assigned in a course identified as a creative component portion of a master's degree by the department concerned. The grade of "R" may be assigned if more than one semester is required to complete the creative component. Upon completion of the creative component, the advisor submits a Change of Grade form to have the final grade entered.

—Pass-No Pass Grading System. Graduate students may take a course utilizing the Pass-No Pass grading system with the consent of their major advisors, but courses taken under this system cannot be used on a plan of study to meet graduate degree requirements.

—Course Grade Appeals. A student may appeal a grade given by an instructor in a case in which he or she believes the grade awarded is inconsistent with the announced grading policy. The student should consult the "*Student Rights and Responsibilities*" or contact the Office of the Provost and Senior Vice President for information regarding initiating the appeals process.

—Appeals of Research Grades and Non-grade Issues. A student wishing to appeal a "UR" grade issued for a research course (5000 or 6000), or an academic issue not involving a grade that is the responsibility of the student's advisory committee (e.g., result of a candidacy examination or thesis/dissertation defense) should submit an appeal, containing information on the circumstances of the appeal and the remediation action sought, to the dean of the Graduate College. More information regarding this appeal process is available at the Graduate College.

—Time Limits. Students are expected to complete the requirements for a certificate, master's, or specialist degree within seven years from first enrollment after admission to the program. Students are expected to complete the requirements for a doctoral degree within nine years from first enrollment after admission to the program. After that time a student must submit a written petition to the Graduate College requesting an extension of time to degree completion. Credit for all courses on a graduate plan of study must have been awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the dean of the Graduate College.

—Advisory Committee Decisions-Criteria for Passing. In decisions resulting from a vote of a graduate student advisory committee (e.g., PhD candidacy exam, final thesis defense, approving a dissertation, etc.), a pass requires that the thesis/dissertation advisor vote in the affirmative and that no more than one member of the committee dissent. Departments/programs may impose more stringent requirements.

—Discontinuance from a Program. In instances when a student reaches a situation when it is no longer possible to complete the intended degree (e.g., failure of all permitted attempts of the PhD qualifying exam, comprehensive exam or candidacy exam), but is still in good academic standing within the Graduate College, a domestic student will be transferred to special student status and be subject to all special student rules (including maximum number of hours that can later be used toward a graduate degree or certificate program). If visa restrictions prohibit the student's matriculation as a special student, the Graduate College will inform the Office of international Students and Scholars of the student's impending dismissal from the program;

the student will have until the end of the semester to be admitted into another graduate program. This change in status is initiated with a letter from the department head or graduate coordinator to the dean of the Graduate College, copied to the student, and should detail the reasons for the student's dismissal from the program. The student has ten working days from the letter date to petition the Graduate College for a hold of this action. If a petition for such a hold is made, the student shall remain in the program while the petition is heard.

Research Involving Human Subjects

If the thesis, dissertation, formal report or creative component involves the use of human subjects, the research project is governed by federal regulations that require review by the OSU Institutional Review Board (IRB). Approval to conduct the research must be obtained from the IRB before the research is started.

An investigator's failure to obtain approval for any research project using human subjects puts the University in non-compliance with its assurance with the federal government, which states all research involving human subjects will receive IRB review and approval.

When the research plans have been finalized, the IRB application should be completed and submitted as directed to the IRB office in 415 Whitehurst for review. After the conditions for approval have been satisfied, the IRB office will send a letter stating that the research project is authorized to begin. Each research project is governed by a protocol number, and the approval is for a maximum of one calendar year. If the research extends beyond one year, a request for continuation must be submitted. If any aspect of the approved research protocol changes, approval for the change must be obtained from the IRB by submitting a modification form.

Failure to obtain IRB approval will result in the University's rejection of the thesis, dissertation, or formal report. While the Graduate College does not monitor the process resulting in a creative component, this does not negate the student's responsibility to obtain IRB approval if human subjects are involved in that creative activity.

This section is meant to be informational only and does not contain a complete description of the IRB review process. All of the forms and guidance for completing the application are available on the IRB Internet site <http://compliance.vpr.okstate.edu/IRB/forms.aspx>. The IRB office is located in 415 Whitehurst.

Graduation Clearance Process

At the time of enrollment for the last semester or summer session of work toward a degree, graduate students should complete an Application for Diploma with the Office of the Registrar and submit a Graduation Clearance Form to the Graduate College. The Graduation Clearance Form is completed in conjunction with the academic advisor and confirms that a student has met or will meet by the end of the semester in question, all departmental and Graduate College requirements to earn the degree s/he is seeking. If these requirements are not met, the student must complete a new Graduation Clearance Form and Application for Diploma for a future semester. *In order to allow opportunity for any class schedule changes necessitated by the review of the Graduation Clearance Form, this form and the Application for Diploma, should be submitted before the end of the first two weeks of the regular semester or the first week of a summer session.*

Graduate Commencement and Diplomas

The University holds one Graduate Commencement exercise at the close of the fall semester and one at the close of the spring semester. Students who plan to meet graduation requirements at the close of the summer session are invited and encouraged to participate in the Graduate Commencement at the close of the previous spring semester. Although attendance is not compulsory, the University encourages all candidates

GRADUATE COLLEGE

for advanced degrees to be present at the Graduate Commencement exercises. Candidates should also notify the Office of the Registrar of the address to which the diploma should be mailed.

Records and Transcripts

All permanent records are stored in the Office of the Registrar. Requests for grades, transcripts and diplomas should be made to that office.

A graduate student who does not complete the requirements in time to receive the degree at the end of the semester may secure a statement from the Office of the Registrar when all requirements for the degree have been satisfied. Such a statement will not be issued until all grades for the semester have been recorded.

Graduate Programs Offered At OSU

Interdisciplinary Programs

Oklahoma State University has a series of interdisciplinary graduate programs designed to provide students with a breadth of knowledge that is not ordinarily found in traditional programs. Descriptions are given below for the following interdisciplinary programs:

- Environmental Science
- Food Science
- International Studies
- Natural and Applied Sciences with programs of study in
 - Aviation and Space Sciences
 - Health Care Administration
 - Interdisciplinary Sciences
 - Natural Sciences
- Photonics
- Plant Science
- Telecommunications Management

Environmental Science

Will Focht, PhD - *Director*
Talya Henderson - *Program Coordinator*

The environmental science graduate program at Oklahoma State University is based on the premise that an understanding of, and solution to, environmental problems require the application of skills and knowledge derived from multiple disciplines. Graduate faculty members from the agricultural, biological, physical, and social sciences, as well as from education and engineering, contribute to the master's and doctoral curricula. Important resources include campus research and learning institutes and laboratories, cooperative programs with public and private agencies, and off-campus research and teaching facilities. Many of these are staffed by personnel drawn from more than one discipline and address problems that are transdisciplinary in scope and solution. The program is designed to utilize these resources to serve students whose interests transcend the traditional demarcations of knowledge and whose goals include broad understanding obtained by crossing disciplinary boundaries in the classroom, laboratory and field.

Graduates from the environmental science graduate program are expected to have skills and knowledge that are applicable to a wide range of environmental research, management and planning vocations. Government, industry, consulting firms, non-government organizations, and educational institutions offer employment opportunities for environmental science graduates.

—Programs of Study. The breadth of offerings at Oklahoma State University affords flexibility to the student interested in specific aspects of the environment. A student can design a unique degree plan to target a particular focus area that meets his or her professional goals or can follow structured plans recommended for specializations in:

- environmental management

- environmental disaster management
- environmental education
- environmental policy
- environmental sustainability
- environmental toxicology and risk assessment
- environmental conflict management
- water and watershed management

The student's graduate committee assists the student in preparing a plan of study to assure focus, breadth and quality.

—The Master of Science Degree. To obtain an MS degree in environmental science, a student must complete a 36-credit hour course of study, which must include a fifteen-hour core curriculum (ENVR 5303, ENVR 5123, three hours research or statistics, three hours in social science and three hours in natural science), at least 21 additional course hours (including a general ecology course if not taken prior to admittance).

—The Doctor of Philosophy Degree. To obtain a PhD degree in environmental science, a student must complete a 60-hour plan of study beyond the masters degree program. The plan must include at least 36 credit hours of course work consisting of a six-hour skill component, a general ecology course (if not taken prior to admittance), ENVR 5303, ENVR 5123, ENVR 6011, ENVR 6022, ENVR 6031 and a minimum of 21 credit hours that reflect the biological, social and physical aspects of the concentration area selected by the student. Finally, the student must complete at least 15 credit hours of dissertation research.

—Admission. Students seeking participation in the Environmental Science MS or PhD degree programs must submit the following materials: (1) An official Graduate College application for admission, and a nonrefundable fee of \$40 for domestic students and \$75 for international students, (2) Official transcripts for all college level courses, minimum college grade point average of 3.0 on a 4.0 scale, (3) A statement of career goals, including competencies wishing to have upon graduation, (4) Three letters of recommendation describing potential for graduate work and beyond, (5) GRE test scores (use institution code 6546 and department code 0502), (6) International students must also have a TOEFL score of at least 90iBT/577PBT and submit a financial affidavit for the amount required by OSU, and (7) applicants must demonstrate knowledge of the fundamentals and principles of chemistry, biology and mathematics, else they will be required to obtain this knowledge in addition to their regular plan of study.

All applications to the environmental science graduate programs should be submitted at least 60 days before the opening of the semester for which enrollment is first intended. International students should supply all application materials by March 1 for summer enrollment, June 1 for fall enrollment, and October 15 for spring enrollment.

—Financial Assistance. Tuition waiver scholarships are available through the Graduate College for environmental science students.

Graduate research assistantships and other funding opportunities are often available through faculty members participating in the environmental science program. The initial application should specify an interest in a research assistantship.

Additional information about the environmental science graduate program can be found at <http://environ.okstate.edu/es>.

Food Science

William McGlynn, PhD - *Program Coordinator*

The following departments participate in the food science program: Agricultural Economics, Animal Science, Biochemistry and Molecular Biology, Biosystems and Agricultural Engineering, Horticulture, Plant and Soil Science, and Nutritional Sciences.

Food science is an interdisciplinary graduate program designed to provide an opportunity for students to acquire basic knowledge of the food industry encompassing the biological and physical sciences.

The increasing complexity of the problems involved in the production, processing, and utilization of food demands increased fundamental knowledge to solve these problems. There is a great demand for personnel with advanced training in the broad area of food science to staff research and quality assurance facilities of industry, universities and the federal government.

—Admission Requirements. Admission to either the Master of Science or Doctor of Philosophy degree program requires an undergraduate major in animal science, biochemistry, dairy science, food science, human nutrition, microbiology or poultry science. Students majoring in other curricula may qualify by remedying specific undergraduate deficiencies recognized by the student's graduate committee. A student enrolling in a degree program must have been accepted by an advisor prior to official admission.

The GRE is required for admission. Three letters of reference, sent to the program coordinator, are also required.

International Studies

James Hromas, PhD - *Director of the School of International Studies*

Leaders in today's global community require a broad international understanding as well as specific knowledge within a discipline. For this reason, the School of International Studies offers three multi-disciplinary graduate programs: the Master of Science in International Studies, the Master's International Program (MIP), and the Graduate Certificate in International Studies. The MIP combines the MS in International Studies with service in the Peace Corps.

—Master of Science in International Studies. Students complete 33 credit hours, including four core courses, four - five courses in a designated focus area, and two - three elective courses. Students are encouraged to participate in an international internship or other international experience. MS students complete their degree with either a thesis or a creative component.

—Master's International Program (MIP). This program provides the opportunity to incorporate Peace Corps service into the MS in International Studies degree plan. Candidates receive nine credit hours in the SIS master's program for their Peace Corps service.

—Certificate of International Studies. Taken on its own or in conjunction with another graduate program, students can receive a graduate certificate by taking 15 credit hours in International Studies. Three of the four core courses and two additional courses are selected from a focus area.

The more than 150 faculty members affiliated with the School of International Studies (SIS) come from every academic college at Oklahoma State University. Students select courses from a rich variety of subjects taught by nationally and internationally recognized scholars. Besides the interdisciplinary core courses, students concentrate in one of five focus areas:

- International Trade and Development
- International Business and Economic Relations
- International Human Relations, Society and Education
- Preservation of Environmental and Ecological Resources
- Cultural Heritage and Tourism Development

The SIS graduate programs enroll approximately 70 students from the U.S. and 28 different countries. This dynamic group is equally divided between men and women and between U.S. and international students. Graduates become part of a global network of friends and colleagues positioned to meet tomorrow's challenges.

Natural and Applied Sciences

The Master of Science in Natural and Applied Sciences consists of three program options, each with different specializations designed to address the needs of students with specific interests. The three

options are health care administration, interdisciplinary sciences and natural sciences. For detailed information on these programs of study, students should contact the program coordinators.

Health Care Administration

Leigh Goodson, PhD - *Program Coordinator*

This option within natural and applied sciences is designed for individuals who seek to pursue a career in the field of health care management. The program requires students to take core courses in health care administration and research methods along with a series of electives selected from applicable courses in business and social sciences. The multidisciplinary approach to the health care administration discipline provides students with a unique perspective on the complex issues facing the profession today.

Interdisciplinary Sciences

Mark Payton, PhD - *General Program Coordinator*

This option within natural and applied sciences is for students who wish to increase their competence in a particular thematic area by taking a series of courses in several disciplines. This multidisciplinary approach provides educational opportunities leading to a variety of careers. Interdisciplinary sciences consist of no fewer than three separate fields of study with at least six hours in each field. No more than 15 hours may be taken in any one area. The advisory committee will assist the student in formulating the plan of study.

—Admission Requirements. An undergraduate grade-point average of 3.00 is required for unqualified admission. Students with a grade-point average between 2.50 and 3.00 may be admitted on a probationary basis.

Applications to the program should include:

1. a cover letter indicating the personal goals and professional objectives to be obtained from the program;
2. transcripts from all schools previously attended;
3. three letters of recommendation from persons who can describe abilities, interest, and motivation as a student;
4. a proposed course of study with an endorsement from an OSU faculty advisor.

Particular courses are not specified for the degree; the advisory committee can assist in selecting appropriate courses. The course of study must include at least 21 credit hours at the graduate level (5000 or above). Up to nine graduate hours can be transferred from a regionally-accredited graduate program with consent of the advisory committee. The student chooses any of the three master's degree plans:

1. a 30-hour plan, including a six-hour research thesis;
2. a 34-hour plan, including a two-credit hour formal report; or
3. a 36-hour plan with a well-defined, creative and scholarly component.

Natural Sciences

Mark Payton, PhD - *General Program Coordinator*

This program is for science teachers or other individuals who desire a broader program than that offered in departmental programs. The goal of the program is to provide the student with a breadth of training in science and related areas. To enter the program, the student should have completed a minimum of 30 undergraduate credit hours of science, with biological, physical and earth sciences represented.

—Admission Requirements. An undergraduate grade-point average of 3.00 is required for unqualified admission. Students with a grade-point average between 2.50 and 3.00 may be admitted on a probationary basis.

Applications to the program should include:

1. a cover letter indicating the personal goals and professional objectives to be obtained from the program;
2. transcripts from all schools previously attended;
3. three letters of recommendation from persons who can describe ability, interest, and motivation as a student;
4. a proposed course of study with an endorsement from an OSU faculty advisor.

Particular courses are not specified for the degree; the advisory committee can assist in selecting appropriate courses. However, not more than two-thirds of the courses for the degree may be taken in any one of the areas of biological, physical or earth sciences. The course of study must include at least 21 credit hours at the graduate level (5000 or above). Up to nine graduate hours can be transferred from a regionally-accredited graduate program with consent of the advisory committee. The student chooses any of the three master's degree plans:

1. a 30-hour plan, including a six-hour research thesis;
2. a 34-hour plan, including a two-credit hour formal report; or
3. a 36-hour plan with a well-defined, creative and scholarly component.

Photonics MS and PhD Programs

Robert Hauenstein, PhD / Rama Ramakumar, PhD -
Program Coordinators

Oklahoma State University offers multidisciplinary programs in photonics leading to both the MS and the PhD degrees. Both programs draw on the faculties of the departments of Physics and Electrical and Computer Engineering. A student typically chooses either of these as his or her "home department" on the basis of academic background and research interests. A multidisciplinary program of course work is tailored to the goals of each individual student mentored by a chosen faculty member from the home department and guided by the advisory committee. Both the MS and PhD programs provide a biophotonics specialization with faculty from the departments of Chemistry or Microbiology and Molecular Chemistry, or the College of Veterinary Medicine serving as research advisors.

—MS Program Paths and Degree Requirements. There are three paths leading to the MS degree in Natural and Applied Sciences with an option in Natural Sciences and a specialization in photonics. All paths require a minimum of 24 credit hours of course work, with at least one course taken outside the student's specialization. Beyond this, the first (30 credit hour) path requires six credit hours of original research culminating in the successful defense of a master's thesis. The second (32 credit hour) path requires six additional credit hours of course work and a two credit hour report. The third (36 credit hour) path requires 12 additional credit hours of course work with a creative component. For the second and third paths at least two courses must be from outside the field of specialization; an oral presentation of the report or the creative component by the student must be acceptable to the advisory committee. A detailed plan of study specific to the specialization and path chosen is formulated by the student in consultation with the advisory committee.

—PhD Program Requirements. A total of 90 credit hours beyond the BS (60 beyond the MS) degree are required for the PhD in photonics. All students must form a preliminary advisory committee to guide them initially in the photonics PhD program. Eventually a student chooses a permanent research advisor who chairs the graduate research committee. Course work is taken from the basic and advanced courses offered by the Departments of Physics and Electrical and Computer Engineering. Courses from other departments may also be recommended by the graduate research committee. In addition, students are required to take two or more photonics tutorials, offered by faculty in their research lab, emphasizing particular research problems

and techniques. A preliminary exam is administered usually during the student's second year in the PhD program. Admission to PhD candidacy follows the successful completion of the qualifying exam. The focus of the PhD program is the completion of a faculty directed research project and the defense of the resulting dissertation. A detailed plan of study specific to the research specialization chosen is formulated by the student in consultation with the advisory committee.

—Research Opportunities. The faculty emphasizes both basic and applied interdisciplinary research. To accomplish this, in addition to a myriad of state-of-the-art laser systems and computational facilities, the OSU campus houses two molecular beam epitaxial (MBE) growth and analysis facilities and unique optoelectronic THz beam systems. Current research programs include quantum optics, quantum cryptology, "whispering gallery modes," experimental and calculational programs in nanostructured materials, optical fiber communications and optical circuits for computing as well as high speed optoelectronic applications to fundamental and applied problems in the THz frequency range. Other investigations center on the preparation and characterization of specialty-doped insulators and semiconductors for use as lasing materials, non-linear optical crystals for data storage and holographic applications, and photonic-based chemical, physical and biochemical environmental sensors. Research programs in the biomedical applications of lasers at both the basic research and clinical application levels seek to understand the interaction of light with biological materials at the tissue, cellular and molecular levels.

—Admission Requirements. Students with a BS degree in physics, electrical engineering, chemistry (or related fields) are welcome to apply to the MS or PhD photonics program. No additional tests (such as the GRE) are required, but such scores may be submitted in support of an application. A TOEFL score of at least 600 is required of international students.

Applications should include:

- a. a cover letter indicating the program, the department of specialization and whether the student wishes to be considered by that department for a fellowship or teaching assistantship;
- b. a personal statement of interests and goals, noting especially how they relate to the degree in photonics;
- c. transcripts of all previous academic work (an unofficial transcript will suffice for the application; official transcripts are required by the Graduate College after admission.)
- d. the names of three persons who have been requested to submit letters of reference. The student is expected to ask the references to forward the letters to the Department of Physics.

—Financial Aid. Most students entering the photonics programs are offered a teaching assistantship in their home department. A student pursuing an original research project may receive support as a research assistant (RA) through grants and contracts to the individual faculty member who serves as the advisor.

Plant Science

Gerald Schonknecht, PhD - *Program Coordinator*

Solutions to current problems in plant science often require integration of knowledge from a number of disciplines. The Plant Science program at Oklahoma State University provides the opportunity for the exceptional PhD student to develop an academic and research program tailored to his or her individual interests and needs. Faculty participating in this program comes from the departments of Biochemistry and Molecular Biology, Botany, Entomology and Plant Pathology, Forestry, Horticulture and Landscape Architecture, Microbiology and Molecular Genetics, and Plant and Soil Science. The multidisciplinary nature of this program allows students to experience many facets of plant science and affords them the flexibility to seek employment in a variety of settings in the plant sciences. Students, in consultation with their graduate committees,

develop a program in one of three specialization areas (cellular and molecular, organismal or ecological), but are expected to develop a sound foundation across all disciplines of plant study.

—Admission Requirements. Application for admission must first be made to the Graduate College. Additional information required by the plant science steering committee includes a statement defining plant science interests, a resume, three letters of reference, an abstract of the Master of Science thesis (if applicable), GRE scores (the Advanced Biology GRE is also desirable), and a minimum TOEFL of 88iBT/570PBT. A student must be accepted by a faculty advisor prior to official admission.

—Financial Assistance. Students seeking financial assistance should inquire directly to the department(s) and faculty of interest within the plant science program.

Telecommunications Management

Mark Weiser, PhD - *Program Director*

The goal of the Master of Science degree in telecommunications management at Oklahoma State University is to prepare students with the skills necessary to manage data, video, and voice communications with telecommunication technologies and to use those technologies to manage other areas. This program is offered through traditional means to Stillwater and Tulsa students as well as via distance learning and Internet technologies to students at remote locations.

The telecommunications management program draws on the combined expertise of three OSU colleges—the College of Arts and Sciences; William S. Spears School of Business; and the College of Engineering, Architecture and Technology. This allows students to achieve a depth of knowledge in one discipline, while developing broad knowledge in business, technical and communication disciplines. It is also possible for students to emphasize information assurance through the Center for Telecommunications and Network Security and to earn multiple related government certifications.

This program prepares graduates for managing voice, video and data technologies in a competitive environment. Graduates of this program are likely to be employed by providers or users of telecommunications and network technologies.

—Telecommunications Management Curriculum. The program curriculum consists of 32-33 credit hours, including seven core courses, one practicum, and three electives. Students may choose either a part-time or full-time sequence. Full-time students can complete the program in one and one-half years while part-time students may be able to complete it in two years.

—Admission Requirements. In addition to the OSU Graduate College standard requirements, the telecommunications management program admissions committee will review students' letters of recommendation, GMAT or GRE scores, previous academic performance, and telecommunications experience.

Program information can be accessed at <http://mstm.okstate.edu>.

Graduate Certificate Programs

Graduate certificate programs offer students the opportunity for focused study of a body of knowledge at the graduate level, leading to the award of an academic credential that can be earned in a relatively short time. Graduate certificate programs can serve both as the core for more advanced study leading to the master's or doctoral degree, and as an opportunity to pursue specialized education that assists the individual in an established career or provides opportunity for career advancement. OSU offers graduate certificate programs in the following areas:

- Business Data Mining
- Engineering & Technology Management
- Family Financial Planning

- Forensic Examination of Questioned Documents

- Information Assurance

- International Studies

- Negotiation and Alternative Dispute Resolution

- Teaching English to Speakers of Other Languages

- University Faculty Preparation

—Admission to a Graduate Certificate Program. Any student admitted to the Graduate College may apply for admission to a graduate certificate program. Some certificate programs may have additional requirements, such as official scores on a standardized test, letters of recommendation, etc. Contact the appropriate department for specifics.

—Basic Requirements. A graduate certificate requires completion of 12-21 credit hours of course work eligible for graduate credit, of which at least two-thirds must be at the 5000 level or above. Specific certificate programs may have more stringent requirements.

—Transfer of Courses. With the approval of the major department and the Graduate College, up to 3 hours of graduate-level credit from another institution may be used toward certificate requirements. The GPA must be at least 3.0 on any transfer credit.

—Academic Standing. A grade-point average of "B" (3.0) is required on courses applicable to a graduate certificate. No grade lower than a "C" may be used as part of the minimum requirements for the certificate. Individual certificate programs may have more stringent requirements.

—Plan of Study and Certificate Completion Procedures. Upon application for award of a certificate, a student should complete a plan of study listing the courses intended to be used in earning the certificate. This plan must be approved by the department head and the Graduate College prior to the credential being placed on the student's academic record. The Graduate College will prepare a certificate acknowledging completion of the required work and send it to the student, and the Office of the Registrar will place a record certifying completion of the certificate on the student's transcript.

Master's Degree Programs

Abbreviations:

MA	Master of Arts
MAG	Master of Agriculture
MBA	Master of Business Administration
MFA	Master of Fine Arts
MFSA	Master of Forensic Science Administration
MM	Master of Music
MS	Master of Science

Accounting, MS

Agricultural Communications, MS

Agricultural Economics, MS

Agricultural Education, MS

Animal Science, MS

Biochemistry and Molecular Biology, MS

Biomedical Sciences, MS

Biosystems and Agricultural Engineering, MS

Botany, MS

Business Administration, MBA

Business Geographics, MS

Chemical Engineering, MS

Chemistry, MS

Civil Engineering, MS

Communication Sciences and Disorders, MS

GRADUATE COLLEGE

Computer Science, MS
Counseling, MS
(Community Counseling; School Counseling)
Creative Writing, MFA
Design, Housing and Merchandising, MS
Economics, MS
Educational Leadership Studies, MS
(College Student Development; Higher Education;
School Administration)
Educational Psychology, MS
(Educational Psychology; Educational Research and Evaluation;
School Psychometrics)
Educational Technology, MS
(Educational Technology - School Library Media)
Electrical Engineering, MS
Engineering and Technology Management, MS
English, MA
Entomology and Plant Pathology, MS
(Entomology; Plant Pathology)
Environmental Engineering, MS
Environmental Science, MS
Fire and Emergency Management Administration, MS
Food Science, MS
Forensic Science, MS
Forensic Science Administration, MFSA
General Agriculture, MAg
(Agribusiness; Agricultural Economics; Agricultural Education;
Agricultural Leadership; Animal Science; Entomology;
Horticulture; International Agriculture; Natural Resource Ecology
and Management; Plant Pathology; Plant Science; Soil Science)
Geography, MS
Geology, MS
Health and Human Performance, MS
(Applied Exercise Science; Health Promotions; Physical Education)
History, MA
Horticulture, MS
Hospitality Administration, MS
Human Development and Family Science, MS
(Child and Family Services; Developmental and Family Sciences;
Early Childhood Education; Gerontology; Marriage and Family
Therapy)
Human Environmental Sciences, MS
(Family Financial Planning)
Industrial Engineering and Management, MS
International Studies, MS
Leisure Studies, MS
Management Information Systems, MS
Mass Communications, MS
Mathematics, MS
Mechanical Engineering, MS
Microbiology, Cell and Molecular Biology, MS
Natural and Applied Sciences, MS
(Aviation & Space Sciences; Health Care Administration;
Interdisciplinary Sciences; Natural Sciences)
Natural Resource Ecology and Management, MS
(Fisheries and Aquatic Ecology; Forest Resources; Rangeland
Ecology and Management; Wildlife Ecology and Management)
Nutritional Sciences, MS
(Dietetics; Nutrition)

Pedagogy and Performance, MM
(Applied Music; Conducting)
Philosophy, MA
Physics, MS
Plant and Soil Sciences, MS
Political Science, MA
Psychology, MS
Quantitative Financial Economics, MS
Sociology, MS
Statistics, MS
Teaching, Learning and Leadership, MS
(Curriculum and Leadership Studies; Elementary/Middle/
Secondary Education/K-12 Education; Mathematics/Science
Education; Occupational Educational Studies; Reading and
Literacy;
Secondary Education for Teachers Non-traditionally Certified;
Special Education)
Telecommunications Management, MS
Theatre, MA
Veterinary Biomedical Sciences, MS
Zoology, MS

—Basic Requirements. The master's degree may be earned by one of three plans:

Plan I—with thesis, 30 credit hours, consisting of 24 hours of course work and six hours of research with a grade of "SR;"

Plan II—with report, 32 credit hours, consisting of 30 hours of course work and two hours of research with a grade of "SR;"

Plan III—with no thesis or report, 32 credit hours of course work, including the creative component. The creative component may be a special report, an annotated bibliography, a project in research or design, or other creative activity, as designated by the advisory committee. Courses numbered 5000 or 6000 may not be used on a plan of study involving a creative component.

The numbers of credits specified for each plan are minimums set by the Graduate College. Departmental requirements may exceed these minimums.

The major department, with the approval of the dean of the Graduate College, decides which alternatives are open to the students. Some departments may require a minimum number of credit hours of upper-division and graduate courses in the major field, including courses taken as an undergraduate.

A student who holds a DVM, MD, DO, DDS, LLB, JD, or equivalent professional degree may receive up to nine hours credit toward a master's degree, subject to the recommendation of the advisory committee and the approval of the dean of the Graduate College. However, a student receiving this credit may not transfer additional hours to OSU from other graduate programs.

—Residence Requirements. Candidates for a master's degree must complete a minimum of 21 semester credit hours from OSU if they follow Plan I, or 23 semester credit hours if they follow Plan II or III. Nine semester credit hours of the 30 or 32 required for the degree may be completed by graduate courses taken at another accredited college or university.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU master's plan of study.

—Advisory Committee. Upon recommendation of the head of the major department and approval of the Graduate Dean, an advisory committee of no fewer than three voting members will be appointed.

The advisory committee must include a minimum of three members of the Graduate Faculty. The chair of the committee need not necessarily serve as the student's research advisor, but must hold an OSU faculty appointment and have familiarity with the academic requirements of the degree sought. To view the roles and responsibilities associated with members of advisory committees, go to <http://gradcollege.okstate.edu/faculty>.

—Level of Courses Applied to Graduate Degree. Graduate students must complete no fewer than 21 semester credit hours of 5000- and 6000-level courses through Oklahoma State University as presented on the plan of study to meet requirements for the master's degree.

—Plan of Study. The plan of study for the degree must be submitted to the Graduate College prior to completion of the 17th graduate credit hour of enrollment for a master's program. The student should secure the plan of study form from the Graduate College, (also available from the Graduate College Internet site <http://gradcollege.okstate.edu>, develop the plan with the advisor, have it approved by the advisory committee and the student's department or school, and submit it to the Graduate College for final approval.

The plan of study is subject to modification. All changes must have the approval of the advisor and the student's department or school, and a final plan of study incorporating all changes should be filed in the Graduate College by the end of the second week of the semester in which the degree is to be conferred.

Graduate credit, up to a maximum of nine hours, used to obtain one master's degree may, with the approval of the advisory committee, be counted toward completion of another master's degree.

—Major Subject or Field. A major field of study may cross departmental or school lines subject to the decision of the major department or school.

To receive a master's degree, the student must have completed in the major department or field a minimum of 16 semester credit hours above the prerequisites required for graduate work in that subject or field.

—Minor Subject or Field. A minor may vary from six to 15 graduate credit hours, drawn from courses in, at most, two departments. After completing the courses required for the minor, the department head(s) or program chair(s) of each minor subject area should submit a memorandum to the Graduate College certifying the completion of the minor requirements and listing the courses completed. A notation of the minor will be added to the student's transcript after the conferral of a degree.

—Language Requirements. A candidate for a master's degree may be required to demonstrate a reading knowledge of a modern foreign language. Any such requirement of the department is included on the plan of study and is noted at the time the preliminary plan is approved by the student's advisor.

A foreign language requirement for a master's degree may be met either by examination or by college credit, according to individual department requirement.

—Written Examinations. Some departments require a written examination covering the major and minor fields. It is usually taken before the thesis or report has been completed. Arrangements for taking the examination should be made with the department at least three weeks in advance. The written examination must be passed before a final examination is scheduled, if a thesis or report option is used.

A student who fails all or part of the written examination should consult the chair of the examination committee to find out what must be done before taking another examination.

—Thesis. Any student working on a thesis should obtain a copy of the *Graduate College Thesis/Dissertation Handbook* available from the Graduate College at <http://gradcollege.okstate.edu/student/thesis/default.html>. A thesis must conform to the format specifications set

forth in this document. The style of the document is to be determined by the advisory committee and should be reflective of publications in the student's discipline.

After completing the research, the student prepares a paper draft copy of the proposed thesis, and submits it, along with the abstract, to each member of the examining committee and to the Graduate College for a review of the format. The draft copy must be signed by the advisor and be submitted to the Graduate College no later than the stated deadline (see "Graduate College Calendar").

The student should submit an electronic copy of the final thesis through the OSU electronic submission Web site. Directions for the Web site submission are given to the student when he or she picks up the draft copy reviewed for proper format from the Graduate College. In addition, the student must submit to the Graduate College (a) one paper copy of the approval page with all original signatures and the student's name and eight digit CWID number entered at the top of the page; and (b) two signed abstracts on OSU thesis bond paper. Copies must be received no later than the stated final copy submission deadline date (see the Calendar at the front of the "Graduate College" section for dates). The student should then pay the submission fee at the Office of the Bursar.

—Report. The student must submit to the Graduate College one paper copy of the approval page with all original signatures and the student's name and eight digit CWID number entered at the top of the page.

—Final Examination. If the thesis or report option is used, the student should arrange with the major department for the final examination after the format review copy of the thesis or report has been filed in the Graduate College and distributed as described in the preceding section. The final examination may be oral or written or both.

The final examination is primarily a defense of the thesis or report. If the defense is judged inadequate, a decision on whether to permit re-examination will be made by the advisory committee. Examinations are open to all members of the Graduate Faculty, and may be attended by anyone else who obtains the permission of the committee.

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory completion of the final examination, the candidate will make changes in the thesis or report as required by the committee and by the Graduate College, and submit it in final form signed by the committee to the Graduate College by the semester deadline.

A student who fails to pass either a written or oral final examination should consult the chair of the examining committee. Another examination cannot be given for two months after a failure, and a department may limit the number of times that the examination may be repeated.

Specialist in Education Degree Program (EdS)

Education, EdS
(School Psychology)

The Specialist in Education degree is conferred as an appropriate recognition of achievement as evidenced by:

1. Successful professional performance in the area of the student's specialization.
2. Satisfactory completion of a program of graduate study of approximately two academic years.
3. Satisfactory performance on examinations designed to reveal the student's understanding of the field of specialization and its relation to other areas.
4. Preparation of a thesis dealing with some aspect of concern to the student's profession and its defense before a committee of the Graduate Faculty.

GRADUATE COLLEGE

—Temporary Advisor. At the beginning of a student's Specialist in Education program, the school head will designate a member of the Graduate Faculty to serve as temporary advisor to the student. The temporary advisor will guide the student in the selection of courses for the first semester.

—Advisory Committee. Upon recommendation of the school head or the graduate committee of the school, an advisory committee of no fewer than three voting members will be appointed by the dean of the Graduate College. At least one member of the advisory committee must be from a school or department outside the student's major field of study. This committee (1) conducts the preliminary examination and conference, (2) approves the proposed plan of study, (3) supervises the student's progress in the program, (4) supervises the research, and (5) arranges for and conducts the final examination. The chair of the committee need not necessarily serve as the student's research advisor, but must hold an OSU faculty appointment and have familiarity with the academic requirements of the degree sought. To view the roles and responsibilities associated with members of advisory committees, go to <http://gradcollege.okstate.edu/faculty>.

—Plan of Study. The plan of study for the degree must be submitted to the Graduate College prior to completion of the 17th graduate credit hour of enrollment for a specialist in education program. The student should obtain the plan of study forms from the Graduate College or they are also available at <http://gradcollege.okstate.edu>, develop the plan with the advisor and submit it to the Graduate College.

The plan of study may be modified with the approval of the advisor. A final plan of study incorporating all changes should be filed in the Graduate College by the end of the second week of the semester in which the degree is to be conferred.

—Credit-hour Requirements. A minimum of 60 credit hours beyond the bachelor's degree or 33 credit hours beyond the master's degree are required for the Specialist in Education degree. This may include as many as 10 credit hours for the practicum study and accompanying report.

—Character of Work. The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) conduct an appropriate study of education, (3) show qualities of professional leadership and (4) pass a final examination.

—Residence Requirements. While the Graduate College does not have a specific residence requirement that applies to all graduate programs, departments may require a period of time in residence for students enrolled in departmental graduate programs. Departments must inform students of any residence requirements upon their admission to departmental graduate programs. No more than nine hours may be transferred from another university.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities at Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU-Tulsa to an OSU EdS plan of study.

—Qualifying Examination. A qualifying examination is required of all candidates for the Specialist in Education degree. The nature of this exam is determined within each specialization.

—Credit Toward an EdD or a PhD. A student holding an EdS may have the credit hour requirements for a PhD or EdD reduced to 30 hours subject to recommendation by the advisory committee and approval of the dean of the Graduate College. However, all of the remaining 30 hours toward the doctoral degree must be taken at the 5000 or 6000 level and all must be taken at OSU.

Doctor of Education Degree Programs (EdD)

Applied Educational Studies

(Aviation and Space Education; College Interdisciplinary)

Higher Education

School Administration

The degree of Doctor of Education is a professional degree conferred in recognition of outstanding ability as an educator in some special field or fields as shown by: (1) satisfactory completion of a program of study; (2) passing examinations showing an understanding of the field of specialization and its relation to allied subjects; (3) the preparation of a dissertation demonstrating ability to approach problems with a high degree of originality and independence; and (4) passing an examination covering the dissertation and related fields.

—Basic Requirements. The Doctor of Education degree requires a minimum of 90 semester credit hours beyond the bachelor's degree, or a minimum of 60 semester credit hours beyond the master's degree in a related discipline. Courses at the 5000 and 6000 level should make up at least 75 percent of the plan of study and must include ten hours, with a grade of "SR," for the doctoral dissertation. Students may use 90 hours beyond the bachelor's degree as a degree total only if admitted directly into the doctoral program from the bachelor's degree.

A student who holds a DVM, MD, DO, DDS, LLB, JD, or equivalent professional degree may also have the minimum credit hour requirement reduced to 60 hours, subject to the recommendation of their advisory committee and the approval of the dean of the Graduate College. A student may receive only one 30-hour credit reduction in the EdD requirement regardless of the number of master's or professional degrees that he or she holds.

—Temporary Advisor. At the beginning of a student's doctoral program, the school head will designate a member of the Graduate Faculty to serve as temporary advisor to the student. The temporary advisor will guide the student in the selection of courses for the first semester.

—Advisory Committee. Upon recommendation of the head of the major department and approval of the Graduate Dean, an advisory committee of no fewer than four voting members will be appointed. The duties of the advisory committee consist of (1) advising the student, (2) assisting the student in preparing a plan of study, (3) assisting in planning and conducting the research, (4) supervising the writing of the dissertation, and (5) conducting the dissertation defense.

The chair of the committee need not necessarily serve as the student's research advisor, but must hold an OSU faculty appointment, be a member of the Graduate Faculty with doctoral chairing privileges, and have familiarity with the academic requirements of the degree sought. Each doctoral committee must have at least one member of the Graduate Faculty from outside the student's major department. To view the roles and responsibilities associated with members of advisory committees, go to <http://gradcollege.okstate.edu/faculty>.

The student should consult the members of the advisory committee frequently and keep them informed on the progress of his or her work.

—Preliminary Conference. As soon as the student is notified that an advisory committee has been appointed, the student should arrange with the chair for a conference with the committee. During the conference, the preparation and qualifications of the student for graduate work will be discussed and appropriate plans made for future study.

—Plan of Study. After the preliminary conference, the student should complete the plan of study for the degree, have it approved by the advisory committee and submit the original form to the Graduate College.

Because the acceptance of work that the student desires to use toward the degree rests with the advisory committee, it is important to plan a complete program and have it approved by the dean of the Graduate

College as soon as possible. Forms for preparing the plan of study may be obtained at <http://gradcollege.okstate.edu>.

The plan of study must be submitted to the Graduate College prior to completion of the 28th credit hour of enrollment in the doctoral program.

The plan must include all the acceptable graduate work that has been completed and all that will be taken for the degree. The plan should include (1) at least 75 percent of courses taken at the 5000-6000 level, (2) a minimum of 60 hours beyond the master's degree or 30 hours beyond the EdS and (3) at least 10 hours of dissertation credit. Courses from a master's degree or EdS are not listed on the doctoral plan of study.

Credit for all courses on a graduate plan of study must have been awarded within 10 years of completion of all degree requirements.

Changes in the plan of study can be made with the approval of the advisory committee and the dean of the Graduate College. A final, accurate and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.

—Minor Subject or Field. A minor may vary from six to 15 graduate credit hours, drawn from courses in, at most, two departments. After completing the courses required for the minor, the department head(s) or program chair(s) of each minor subject area should submit a memorandum to the Graduate College certifying the completion of the minor requirements and listing the courses completed. A notation of the minor will be added to the student's transcript after the conferral of a degree.

—Character of Work. The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) prepare an acceptable dissertation, (3) demonstrate the ability to do independent study, (4) pass a defense of dissertation and (5) comply with any other requirements of the major department.

—Residence Requirements. A minimum of 30 credit hours must be taken at Oklahoma State University. While the Graduate College does not have a specific residence requirement that applies to all graduate programs, departments may require a period of time in residence for students enrolled in departmental graduate programs. Departments must inform students of any residence requirements upon their admission to departmental graduate programs.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other three cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU doctoral plan of study.

—Language and Research Instruments Proficiency. All candidates will be expected to have a command of those instruments necessary in the study of educational problems. The doctoral advisory committee of each candidate may require evidence of proficiency in one or more foreign languages, educational research, statistics and computer usage.

—Admission to Doctoral Candidacy. Admission to doctoral candidacy marks the transition into the research phase of a doctoral degree and indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. Consideration for candidacy requires the presentation of a written research proposal for doctoral research to the doctoral advisory committee, who will assess the proposal and offer the student pertinent counsel, advice and feedback. The approval of the research proposal by the advisory committee is the basic requirement for admission to doctoral candidacy; individual programs will normally impose additional requirements, such as the successful completion of oral and/or written comprehensive or qualifying examinations. These additional requirements may occur in conjunction with the presentation of the research proposal, or they may occur at different times within the course of doctoral study. It is the responsibility of the

chair of the advisory committee to notify the Graduate College when admission to candidacy is granted by submitting the Admission to Doctoral Candidacy form.

—Dissertation Hours Taken as a Doctoral Candidate. A doctoral student should be examined for doctoral candidacy prior to completion of one-third of the required dissertation research hours (respective 6000 course) for the degree sought. Admission to candidacy must occur at least one full semester prior to the date the degree is to be conferred. An EdD student must complete at least 7 hours of dissertation research (respective 6000 course) after formal admission to doctoral candidacy.

Since admission to candidacy may occur at various times related to the academic calendar, the following guidelines assist in defining enrollment counted toward the final hours of dissertation research taken as a doctoral candidate.

- If a student is admitted to candidacy prior to the first day of a given term, all dissertation hours taken that term and following may be included in the hours of dissertation research required as a doctoral candidate.
- If a student is admitted to candidacy during a given term, but before the end of the 8th week of a regular semester (4th week of the summer term), one-half of the dissertation hours taken that term may be included in the hours of dissertation research required as a doctoral candidate.

—Dissertation. A dissertation is required of each candidate for the Doctor of Education degree. The dissertation has three principal functions: (1) training in research, (2) promoting professional growth, and (3) contributing to professional knowledge in education. Not every dissertation will be expected to serve these three functions in the same way or to the same extent.

The format specifications, procedures and regulations for the dissertation are the same as for the PhD. The EdD candidate should refer to the "Doctor of Philosophy" section on dissertations and submission procedures through the Graduate College.

Doctor of Philosophy Degree Programs (PhD)

Agricultural Economics
 Agricultural Education
 Animal Breeding and Reproduction
 Animal Nutrition
 Biochemistry and Molecular Biology
 Biomedical Sciences
 Biosystems and Agricultural Engineering
 Business Administration (Accounting; Finance; Management; Management Science and Information Systems; Marketing)
 Chemical Engineering
 Chemistry
 Civil Engineering
 Computer Science
 Crop Science
 Economics
 Education (Curriculum Studies; Occupational Education Studies; Professional Education Studies; Social Foundations of Education)
 Educational Leadership & Policy Studies
 Educational Psychology (Counseling Psychology; Educational Psychology; Research and Evaluation; School Psychology)
 Electrical Engineering
 English
 Entomology

GRADUATE COLLEGE

Environmental Science
Fire and Emergency Management Administration
Food Science
Geography
Geology
Health, Leisure and Human Performance
(Health and Human Performance; Leisure Studies)
History
Human Environmental Sciences
(Design, Housing and Merchandising; Human Development and Family Science; Hospitality Administration; Nutritional Sciences)
Industrial Engineering and Management
Mathematics
Mechanical Engineering
Microbiology, Cell and Molecular Biology
Natural Resource Ecology and Management
(Fisheries and Aquatic Ecology; Forest Resources; Rangeland Ecology and Management; Wildlife Ecology and Management)
Photonics
Physics
Plant Pathology
Plant Science
Psychology (Clinical; Life Span Development)
Sociology
Soil Science
Statistics
Veterinary Biomedical Sciences
Zoology

The Doctor of Philosophy degree is granted in recognition of high achievement in scholarship and independent investigation. The student must prove his or her acceptability by (1) successfully completing a series of courses comprising a plan of study; (2) passing various examinations demonstrating academic competence; (3) carrying out a research program under supervision and preparing an acceptable dissertation; and (4) demonstrating initiative, creative intelligence, and ability to plan and carry out research in his or her chosen field.

—Basic Requirements. The Doctor of Philosophy degree requires a minimum of 90 credit hours beyond the bachelor's degree, or a minimum of 60 credit hours beyond the master's degree in a related discipline. This includes a minimum of 15 and a maximum of 60 credits, with a grade of "SR", for the dissertation (6000). Students may use 90 hours beyond the bachelor's degree as a degree total only if admitted directly into the doctoral program from the bachelor's degree.

A student who holds a DVM, MD, DO, DDS, LLB, JD, or equivalent professional degree may also have the minimum credit hour requirement reduced to 60 hours, subject to the recommendation of their advisory committee and the approval of the dean of the Graduate College. A student may only receive one 30-hour credit reduction in the PhD requirements regardless of the number of master's or professional degrees that he or she holds.

—Temporary Advisor. At the beginning of a student's doctoral program, the head of the major department will designate a member of the Graduate Faculty to serve as temporary advisor to the student. The temporary advisor will assist the student in the early selection of courses. Often, it is the graduate coordinator who serves as the temporary advisor.

—Advisory Committee. Upon recommendation of the head of the major department and approval of the Graduate Dean, an advisory committee of not fewer than four voting members will be appointed. The duties of the advisory committee consist of (1) advising the student, (2) assisting

the student in preparing a plan of study, (3) assisting in planning and conducting the research, (4) supervising the writing of the dissertation, and (5) conducting the dissertation defense.

The chair of the committee need not necessarily serve as the student's research advisor, but must hold an OSU faculty appointment, be a member of the Graduate Faculty with doctoral chairing privileges, and have familiarity with the academic requirements of the degree sought. Each doctoral committee must have at least one member of the Graduate Faculty from outside the student's major department. To view the roles and responsibilities associated with members of advisory committees, go to <http://gradcollege.okstate.edu/faculty>.

The student should consult the members of the advisory committee frequently and keep them informed on the progress of his or her work.

—Preliminary Conference. As soon as the student is notified that an advisory committee has been appointed, the student should arrange with the chairperson for a conference with the committee. During the conference, the preparation and qualifications of the student for graduate work will be discussed and appropriate plans made for future study.

—Plan of Study. After the preliminary conference, the student should complete the plan of study for the degree, have it approved by the advisory committee, and submit the original form to the Graduate College.

Because the acceptance of work which the student desires to use toward the degree rests with the advisory committee, it is important to plan a complete program and have it approved by the dean of the Graduate College as soon as possible. Forms for preparing the plan of study may be obtained at <http://gradcollege.okstate.edu>.

The plan of study must be submitted to the Graduate College prior to completion of the 28th credit hour of enrollment in the doctoral program.

The plan must include all the acceptable graduate work that has been completed and all that will be taken for the doctoral degree. The plan should include (1) at least 75 percent of courses taken at the 5000-6000 level, (2) a minimum of 60 hours beyond the master's degree, and (3) at least 15 hours and no more than 60 hours of dissertation credit. Courses used to earn a master's degree are not listed on the doctoral plan of study.

Credit for all courses on a graduate plan of study must have been awarded within 10 years of completion of all degree requirements.

Changes in the plan of study can be made with the approval of the advisory committee and the dean of the Graduate College. A final, accurate and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.

—Minor Subject or Field. A minor may vary from six to 15 graduate credit hours, drawn from courses in, at most, two departments. After completing the courses required for the minor, the department head(s) or program chair(s) of each minor subject area should submit a memorandum to the Graduate College certifying the completion of the minor requirements and listing the courses completed. A notation of the minor will be added to the student's transcript after the conferral of a degree.

—Character of Work. The satisfactory completion of course work (see "General Regulations") is only one requirement for receiving the degree. The student must also: (1) pass a qualifying examination, (2) prepare an acceptable dissertation, (3) demonstrate the ability to do independent study, (4) pass a defense of dissertation, and (5) comply with any other requirements of the major department.

—Residence Requirements. A minimum of 30 credit hours must be taken at Oklahoma State University. While the Graduate College does not have a specific residence requirement that applies to all graduate

programs, departments may require a period of time in residence for students enrolled in departmental graduate programs. Departments must inform students of any residence requirements upon their admission to departmental graduate programs.

Courses taken at OSU-Tulsa are considered resident credit. Courses taken from the other cooperating universities in Tulsa are considered to be transfer credit. Up to 15 graduate credit hours may be transferred from OU in Tulsa to an OSU doctoral plan of study.

—Language Requirement. Foreign language or other proficiency requirements may be specified to meet the need for specific skills and areas of knowledge that facilitate research and contribute to wider understanding. Specific requirements are determined by departments or programs. In many fields, a reading knowledge of one or two modern foreign languages is an important part of scholarship and necessary for research. In other fields, proficiency in special and related disciplines may be required that will contribute to the needs of the individual program.

—Admission to Doctoral Candidacy. Admission to doctoral candidacy marks the transition into the research phase of a doctoral degree and indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. Consideration for candidacy requires the presentation of a written research proposal for doctoral research to the doctoral advisory committee, who will assess the proposal and offer the student pertinent counsel, advice and feedback. The approval of the research proposal by the advisory committee is the basic requirement for admission to doctoral candidacy; individual programs will normally impose additional requirements, such as the successful completion of oral and/or written comprehensive or qualifying examinations. These additional requirements may occur in conjunction with the presentation of the research proposal, or they may occur at different times within the course of doctoral study. It is the responsibility of the chair of the advisory committee to notify the Graduate College when admission to candidacy is granted by submitting the Admission to Doctoral Candidacy form.

—Dissertation Hours Taken as a Doctoral Candidate. A doctoral student should be examined for doctoral candidacy prior to completion of one-third of the required dissertation research hours (respective 6000 course) for the degree sought. Admission to candidacy must occur at least one full semester prior to the date the degree is to be conferred. An PhD student must complete at least 10 hours of dissertation research (respective 6000 course) after formal admission to doctoral candidacy.

Since admission to candidacy may occur at various times related to the academic calendar, the following guidelines assist in defining enrollment counted toward the final hours of dissertation research taken as a doctoral candidate.

- If a student is admitted to candidacy prior to the first day of a given term, all dissertation hours taken that term and following may be included in the hours of dissertation research required as a doctoral candidate.
- If a student is admitted to candidacy during a given term, but before the end of the 8th week of a regular semester (4th week of the summer term), one-half of the dissertation hours taken that term may be included in the hours of dissertation research required as a doctoral candidate.

—Dissertation. A dissertation (doctoral thesis) is required of each doctoral candidate. The subject of the dissertation must be approved by the advisory committee and the dissertation is prepared under the direction of members of the committee or a special dissertation committee approved by the advisory committee chair.

The dissertation must follow specifications in the *Graduate College Thesis/Dissertation Guidelines*, available at <http://gradcollege.okstate.edu>. All dissertation copies must have the necessary approval signatures before submission to the Graduate College.

After completing the research, the student prepares a draft copy of the proposed dissertation and submits a copy, along with the abstract, to each member of the committee and to the Graduate College for review of the format. The copy being submitted to the Graduate College must be approved by the student's dissertation advisor. The format review copy must be submitted to the Graduate College no later than the stated deadline date (see "Graduate College Calendar").

The student should submit an electronic copy of the dissertation through the OSU electronic submission Web site. Directions for the Web site submission are given to the student when he or she picks up the format-reviewed copy from the Graduate College. In addition, the student must submit to the Graduate College (a) one paper copy of the approval page with all original signatures and the student's name and CWID number entered at the top of the page; and (b) two signed abstracts on OSU thesis bond paper. Copies must be received no later than the stated final copy submission deadline date (see the Calendar at the front of the "Graduate College" section for dates). The student should then pay the submission fee at the Office of the Bursar.

All dissertations are microfilmed by University Microfilms, Inc. The student is required to pay a fee for microfilming the complete document and for publication of an abstract of about 350 words. The student must complete a University Microfilms Agreement Form after the dissertation has been accepted by the Graduate College. Copyrighting the dissertation is not required, but can be done at a small additional cost. OSU participates in the National Survey of Earned Doctorates. All students must complete and submit the survey.

—Final Examination. The final examination is primarily a defense of the dissertation. The examination is open to all members of the Graduate Faculty and may be attended by anyone else who obtains the permission of the committee. If the defense is judged inadequate, a pre-examination decision will be made by the advisory committee.

The committee will notify the Graduate College immediately of results of the final examination by submitting the Result of Final Examination form. Following satisfactory completion of the final examination, the candidate will make any changes required by the committee and by the Graduate College and submit the dissertation in final form signed by the committee to the Graduate College.

SUMMARY OF PROCEDURE FOR MASTER'S DEGREE

Dean-Dean of Graduate College; GCO-Graduate College Office; DH-Department Head; TA-Temporary Advisor; Advisor-Person designated by department head to advise; Comm-Committee

Procedure	Initiate through	Time
	Approved by	
1. Apply for admission. (Follow instruction sheet carefully. If relevant, see "Requirements for Admission to Professional Education" under College of Education.)	GCO	Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)
	Dean	
2. Read "General Regulations" and Adviser "Master's Degree" sections, then secure registration materials in the Graduate College.	Advisor	
3. Secure assignment of a temporary advisor from major department head and enroll for the first semester.	DH & TA	
4. Plan program with advice of department head or designated Graduate Faculty member and submit plan of study.	Advisor	Prior to completing the 17th credit hour.
	Dean	
5. Proceed with course work and research assignment.	Advisor	
6. Take comprehensive written examination if required by major department.	Advisor	See department for dates.
7. Complete the Diploma Application, make any corrections needed on plan of study, and complete the Graduation Clearance Form.	CH	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated degree date only. File new diploma application if conferring of degree is delayed.)
	GCO	
8. Complete research, prepare final draft copy of thesis or report and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the examining committee and to the Graduate College. The <i>Graduate College Thesis Handbook</i> is available for download from the Graduate College Internet site (http://graduatecollege.okstate.edu/student/thesis.htm) and lists specific requirements for formatting the document. The advisor must sign the copy submitted to the Graduate College.	Advisor	Deadlines published yearly.
	Dean	
9. Take final examination or defense. The committee chair should notify the Graduate College of the examination results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Advisor	Deadlines published yearly.
	Dean	
10. Make any changes in thesis or report as required by examining committee and by the Graduate College. Advisory committee members sign final copies of thesis or report. The Graduate College makes the final decision on acceptance of the thesis or report. See the <i>Thesis/Dissertation Handbook</i> for submission options (paper or electronic).	Advisor	Deadlines published yearly.
	Dean	
11. Pay thesis submission fee in the Office of the Bursar and return form to the Graduate College.	GCO	Form to be obtained from the Graduate College after the thesis has been formally accepted by that office.
12. Arrange for cap, gown and hood at Student Union Bookstore and attend Graduate Commencement.		

SUMMARY OF PROCEDURE FOR DOCTORAL DEGREE

Dean-Dean of Graduate College; GCO-Graduate College Office; DH-Department Head; TA-Temporary Advisor;
Advisor-Person designated by department head to advise; Comm-Committee

Procedure	Initiate Through	Time
	Approved by	
1. Apply for admission. (Follow instruction sheet carefully.)	GCO	Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)
	Dean	
2. Secure assignment of a temporary advisor from major department head and enroll.	DH & TA	
	Dean	
3. Appoint advisory committee.	DH	
	Dean	
4. Prepare plan of study with assistance of committee. Submit one original approved copy to Graduate College.	Comm	Prior to completion of the 28th credit hour.
	Dean	
5. Fulfill foreign language requirement or attain other required proficiencies.		Prior to qualifying examination.
6. Complete major portion of course work and plan dissertation program with committee.	Ch	As early in the research stage as possible.
	Dean	
7. Apply for and take qualifying examination.	Ch	As determined by the department and not less than six months prior to the end of the semester in which the degree will be conferred.
8. Submit results of qualifying examination and/or application for admission to candidacy.	Comm	Not less than six months prior to the end of the semester in which degree will be conferred.
	Dean	
9. Verify accuracy of plan of study in Graduate College and revise if necessary. Secure committee approval for any necessary changes. Check on time limit for the degree.	Comm	Within the first two weeks of the semester or summer session in which degree is to be conferred.
	Dean	
10. Complete the Diploma Application and Graduation Clearance Form.	Ch	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated time only. File new diploma application if conferring of degree is delayed.)
	GCO	
11. Complete research, prepare final draft copy of dissertation and submit it at least one week prior to the examination, along with a copy of the abstract, to each member of the committee and to the Graduate College. The format must follow recommendations in the <i>Thesis/Dissertation Manual</i> ; however, the style is to be determined by the advisory committee. The advisor must sign the paper copy submitted to the Graduate College.	Comm	Deadlines published yearly.
	Dean	
12. Schedule dissertation defense. The committee chair should notify the Graduate College of the results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Ch	
	Dean	
13. Make any changes in dissertation required by examining committee and by the Graduate College. Advisory committee members sign final copies of dissertation. The Graduate College makes the final decision on acceptance of the dissertation. See the <i>Thesis/Dissertation Handbook</i> for submission option (paper or electronic).	Ch	Deadlines published yearly.
	Comm Dean	
14. Pay dissertation submission fee in the Office of the Bursar; complete survey of Earned Doctorate.		Form to be obtained from the Graduate College after dissertation has been formally accepted by that office.
15. Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate Commencement.		