



# **GRADUATE ADVISOR'S HANDBOOK**

**August 2012**



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## Preface

This document is intended to assist the Graduate Program Advisor in providing our graduate students with the most current information concerning the policies and procedures of the Graduate School at The University of Tulsa. Many of the items emphasized in this document are selected because of problems or issues that have arisen in the past. This document is by no means comprehensive and should be supplemented by familiarization with, and use of, the current *Graduate Bulletin*. The staff of the Graduate School is also available to provide assistance at any time. Please do not hesitate to call (Extension 2336) whenever you have questions.

An online version of the Graduate Program Advisor's Handbook can be found at the Graduate School web page at [www.utulsa.edu/graduate/Publications.htm](http://www.utulsa.edu/graduate/Publications.htm). This online version will be modified as policies, procedures, and forms are changed.

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# ACADEMIC POLICIES AND PROCEDURES

## GRADUATE STUDENT (DEFINED)

An official graduate student is one who holds a bachelor's degree (or its equivalent) or an advanced degree from an accredited institution and who is currently enrolled at The University of Tulsa Graduate School. Students enrolled in a degree program are classified as **degree-seeking**. Students who enroll in graduate courses but who have not been admitted to a specific program are classified as **non-degree seeking special students**, either for personal improvement or transfer credits.

## INQUIRIES AND APPLICATIONS - THE FIRST STEPS

Upon receipt of an inquiry, the Graduate School proactively works with the student to answer questions and to work towards getting the student to apply. We typically send letters and emails to provide information and to generate interest in your program. Pertinent information, including application forms and brochures, is also sent to the prospective student. Students are also referred to the University's web site ([www.utulsa.edu](http://www.utulsa.edu)) where the student may access information on-line, including an application to the Graduate School, the *Graduate Bulletin*, financial aid information (including information on tuition scholarships, fellowships and assistantships) and program specifics. When a graduate program requests to receive contact information for prospective students, the Graduate School will forward the necessary information so that the program may follow up with the prospective students accordingly.

If an inquiry is received directly by a program, then in addition to the program's response to the inquiry, the program should forward that inquiry to the Graduate School so that application and other materials can be sent to the prospective student. The Graduate School must have this contact information so that we can help you recruit students. Studies have documented the need for typically nine contacts to move from an inquiry to an enrollment. Some of the contacts will be made by the Graduate School. Other contact must be made by the department and follow up on the initial contact by the department is essential.

When the Graduate School receives an application with transcripts/diplomas, references and appropriate test scores (i.e. GRE, GMAT, and TOEFL), the application materials are sent to the program department for evaluation. In particular, for a domestic student who received his/her undergraduate degree from The University of Tulsa, the Graduate School will usually send the application to the department even if no test scores have been received. The expectation is that graduate program advisors are familiar with University undergraduates from the advisor's department. For domestic students who did not graduate from the University, we generally will wait for the GRE scores before forwarding the application materials to the department. In the case of international students, we will typically wait for the GRE scores and the TOEFL scores. Some advisors have requested alterations to this procedure, and we try to accommodate these individual requests. If you want to alter this procedure for your program, please call the Graduate School (Extension 2336). A Graduate Program Advisor may ask to see applications that are incomplete at any time by simply calling the Graduate School or sending us an e-mail.

Prior to the beginning of classes, the Graduate School may send you applications which are still missing one or more required documents. The Graduate School does this so that departments have the opportunity to evaluate as many applications as possible and to allow you the opportunity to recruit students in whom you are interested. If the application is too incomplete to render an admission decision, you are welcome to defer the application or to contact the applicant directly and request the required materials.

If the program's practice is that each application is evaluated individually, the recommendation should be made within **two weeks** of receipt of the application materials. In some exceptionally competitive programs, applications may be considered in a pool; these applications are reviewed after a particular date. **If a graduate program is reviewing applications as a pool, the Graduate School must be notified in June of the planned deadline for evaluation of the applicant pool.** When the program's evaluation is completed, the materials are returned to the Graduate School with a recommendation. After the Dean of the Graduate School or Associate Dean of the Graduate School has reviewed the program's recommendation and made the admission decision, a letter is sent from the Graduate School informing the applicant of the admission decision. The only exception to this admission procedure is in the Graduate Business Programs.

In the event that a program receives an application or application materials directly, the program should send that information directly to the Graduate School for inclusion in the applicant's file. If a department receives a completed application with appropriate supporting materials, then the program may evaluate the application immediately and send the materials, with the recommendation, to the Graduate School. If there is any question on the part of the program regarding the completeness of the application or its ability to accept the applicant immediately, then the materials should be sent to the Graduate School. When the department recommends immediate acceptance of an applicant to the Graduate School, please mark this decision clearly on the front of the application form so that these documents are properly handled when they arrive at the Graduate School for processing.

Occasionally the Graduate School contacts the Graduate Program Advisor for further justification of the program's recommendation. The recommendation is again reviewed by the Dean of the Graduate School or the Associate Dean and a final decision regarding admission is then rendered. Below are aspects regarding an application that should be considered when making a recommendation to the Graduate School.

### **Aspects to Consider When Reviewing an Application:**

At The University of Tulsa, we use multiple criteria in making all admission decisions. Multiple criteria are used in determining the admission of a student; hence multiple criteria should be used to deny admission of a student. An advisor's recommendation to accept or deny a student must be justified.

The following is a list of required documentation that must be submitted with the application, and these items may be used to form a recommendation to the Graduate School.

1. Transcripts
2. Standardized (GRE or GMAT) test scores
3. Letters of recommendation
4. Statement of Purpose
5. TOEFL or IELTS score for international students

Most faculty will agree that characteristics such as integrity, initiative, motivation, persistence, dedication, and resilience are critical to a student's success in graduate school. Of course, intellectual ability and adequate preparation for a graduate curriculum must be present so that discipline-specific knowledge may be conveyed to, and retained by, the student.

When evaluating an application, an advisor can more easily document intellectual ability and academic preparation with the applicant's transcripts and standardized test scores. The other characteristics that determine if a student will be successful are harder to document; evidence may be found in the letters of recommendation, transcripts, and the Statement of Purpose. Evaluation of the applicant's academic record, illustrated by the transcripts, is not only for grades (reflecting intellectual ability and academic preparation),

but it may also illustrate the applicant's desire to challenge themselves with advanced courses that are electives, involvement with research or improvements in the academic record in the last 60 hours of the degree program. The applicant may have received awards or honors for scholarship. These traits in the applicant's academic record, combined with their Statement of Purpose in pursuing a graduate education, are more indicative of a student's potential success in graduate school than an isolated standardized test score.

## **ADMISSION**

Admission to the Graduate School may be official, provisional or probational. The admission letter is essentially our contract with the student. Hence, any conditions of admission must have associated deadlines noted in the letter of admission. If the department has recommended that an applicant should be admitted, the department should make a copy of the application file and return the original documents to the Graduate School. (See the section on Student Records for more information.)

### **Admission to a Degree Program:**

**Official Admission:** An **Official** admission letter is sent if an applicant has satisfied all of the admission requirements of the Graduate School and unconditional admission has been recommended by the Graduate Program Advisor and the Graduate School. The following items are usually required for official admittance:

1. Completed application
2. \$40 Application Fee, which is waived for University of Tulsa graduates, TU employees, and McNair Scholars
3. Official transcripts/diplomas
4. Three (3) letters of reference
5. Official GRE, GMAT or other test scores
6. Signature Card, if student submitted online admission application

For international students, the following items are also required:

1. Official TOEFL or IELTS score
2. Official Confirmation of Financial Resources (CFR)
3. Copy of passport

**Provisional Admission:** A student is admitted on a **Provisional** or conditional basis when there is evidence of a high probability of success in a program, but not all of the requirements for official admission have been met (i.e., the student may need to complete undergraduate deficiencies, submit satisfactory test scores, submit official transcripts, or must complete a Bachelor's degree). For international students, they may also need to submit an official TOEFL score or CFR form.

Any conditions of admission recommended by the Graduate Program Advisor must be noted on the bottom of the application form when it is returned to the Graduate School. The Graduate School will specify any requirements for the student in the admission letter. For example, if the student has undergraduate deficiencies, a complete list of those courses required, including department code and number, should be provided. In addition, a timeline for completion of these courses should be provided. If a lab is attached to a course, the Graduate School will automatically assume that the lab is also required.

If there are many deficiencies, the advisor may wish to also add that a minimum 3.0 cumulative GPA in these deficiencies is required for continuation in the program. If the individual is a **second-**

**semester senior** (undergraduate), he/she may be admitted “pending satisfactory completion of a Bachelor’s degree”. (See the "Admission" section of the *Graduate Bulletin*.) Any grade point requirements for deficiency course work must be noted in the program's recommendation. This will be incorporated into the admission letter if the applicant is approved for admission by the Dean of the Graduate School or the Associate Dean.

**Probational Admission:** Prospective students having a cumulative grade point average below a 3.0 or marginal test scores may be admitted on **Probation** and must establish a “B” average in the first nine hours of graduate work and within a specified time period. If the student does not meet these requirements, the student may be dismissed from the Graduate School. If there is any question about the prospective student’s ability to complete the academic program, the advisor should recommend either deferral or denial. (Please refer to the explanations provided below.)

### **Deferral of Admission:**

Letters of **deferral** are sent when the prospective student must fulfill specific requirements before being reconsidered for graduate study or the application is incomplete. When a recommendation to defer is made, the conditions under which the application will be reconsidered need to be as explicit as possible (i.e., completion of additional work, the submission of missing materials and/or specific GRE or TOEFL scores.). A student who is deferred admission to a degree program pending the completion of deficiency courses may be admitted as a Special Student or must enroll through the Undergraduate Admissions Office.

### **Denial of Admission:**

Letters of **denial** are sent when the prospective student is considered to lack the necessary aptitude to successfully complete the program, if the applicant is not competitive within a normal application pool, or the applicant's area of interest does not match the program.

Students who are denied by a discipline as degree-seeking may be admitted to the Graduate School under “Special Student” status if approved by the Dean of the Graduate School.

NOTE: No applicant should be denied admission to the Graduate School based solely on a low GRE score. Multiple criteria should be used in evaluating prospective students for admission, including GPA scores, curriculum content, letters of recommendation, the Statement of Purpose, etc. In addition, should an applicant choose to pursue legal recourse after having been denied admission to the Graduate School based solely on the GRE score, the Educational Testing Service, which administers these examinations, will not support the University's decision to deny the student based solely on their GRE score. Also Graduate Program Advisors should only look at GRE sub-scores individually and are strongly discouraged from attempting to aggregate GRE sub-scores, since each sub-score is scaled differently.

### **Requests Concerning Denials:**

It is not the practice of the Graduate School to explain to prospects why they were not admitted. Responding with specifics can too easily lead to an argument over the facts or the importance of the facts and this is generally not useful. If you receive a request for an explanation of the decision to deny admission, you may forward this to [john-bury@utulsa.edu](mailto:john-bury@utulsa.edu) in the Graduate School and we will reply to the prospect. In it we will say that “we make admission decisions based on multiple criteria and we are sorry that you were not among those selected for admission.” You may also use this phrase if you wish to respond directly to the prospect.

Occasionally, a prospect will supply new documents or information which may affect your view of the prospect as a potential graduate student in your program. You are encouraged to follow up on this as appropriate. The Graduate School will assist you if you choose to reconsider a prospect for admission.

### **Accepting International Students:**

When a department reviews the application file for an international student, several items are distinctly different than a domestic application. First, the program should check if the student graduated "First Class". When the Graduate School staff can determine this, it will be noted on the Graduate School Route Sheet that is attached to the student's application.

For many international programs, students graduate "First Class with Distinction", "First Class", "Higher Second Class", "Second Class", or "Passing". Graduating "First Class" (or "First Class with Distinction") is a requirement for admission. In some cases, you may want to accept a student who is in the "Higher Second Class" classification. When a program does recommend such a student, it should justify it on the basis of other items in the student's record. The quality of the international institution may be one of these factors. Remember to consult the Graduate School on international institutions if there are any questions.

As you review applications you may notice that some international Bachelor degree programs are only three years long. Many of these programs are designed with a good range of courses in the major and in supporting areas, but these three year programs are often deficient in the area of general education. Please review these applications and determine if you want to recommend admissions. If you are recommending admission, please inform the Graduate School that it appears that this student has or will have a three year Bachelor's degree by writing "three year degree" on the recommendation form. The Graduate School will then carefully review the application to see if this is truly equivalent to a US Bachelor's degree and if the student is eligible for admission. We can then discuss these findings as necessary.

### **Official Documents:**

The Graduate School is the official repository of student records. Hence, the Graduate Program Advisor may not keep the official documents in his/her files; these must be sent to the Graduate School. If the department has recommended that an applicant should be admitted, the department should make a copy of the application file and return the official documents to the Graduate School. If you find official documents in your graduate student files, please make a copy of the documents and send the originals to the Graduate School.

### **Admission as a Non-degree Seeking Special Student:**

Special students are admitted to take graduate courses for one of the following reasons: personal improvement, transfer purposes, and/or to satisfy licensing requirements. All special admissions are non-degree status. Six hours of credit taken as a Special Student may be applied towards a Master's degree and twelve hours toward the Doctorate, if the student is subsequently accepted into a degree program. After the student is admitted to a degree program, the Graduate Program Advisor is responsible for notifying the Graduate School if hours earned as a Special Student are being applied towards the degree.

Exceptional students who are in their final year as an undergraduate at TU may apply for Special Student admission and take up to six hours of graduate level courses for graduate credit. After a student is approved for Special Student status, the Dean of the Graduate School will serve as the student's advisor.

Students admitted with Special Student status are required to get permission from the course's instructor (indicated by the instructor's initials on the enrollment card) before being officially enrolled in a course for credit.

### **Health Insurance Policy:**

All students enrolled at The University of Tulsa are required to have health insurance coverage that pays benefits in the state of Oklahoma. Please refer all student health insurance coverage issues to Marjean McDonald in the Graduate School.

## **ENROLLMENT**

### **Full-Time and Part-Time Status:**

To be considered academically full time, a graduate student must be enrolled in at least nine credit hours on the Friday that concludes the second week of classes during a regular semester (fall and spring semesters). Enrollment in PSY 8800 "Psychology Internship" is also considered full-time enrollment. Enrollment in zero (as is the case when enrolled in 7990 – "Final Enrollment") to eight credit hours is acceptable for full-time status for two sequential regular semesters in a master's program or four sequential semesters in a doctoral program when then student has completed at least nine credit hours per semester for the prior two sequential regular semesters. If a student does not complete his/her degree within these two reduced-credit-hour semesters for a master's student or four reduced-credit-hour for a doctoral student, the student will not have full-time status until the student has enrolled in at least nine credits per semester for two sequential regular semesters.

A student may enroll in up to 12 credit hours during a regular semester and eight credit hours during a summer term. However, student will full-time jobs are normally limited to a maximum of six credit hours during fall and spring semesters. For financial aid purposes, half-time enrollment is enrollment in a minimum of five credit hours during the fall and spring semesters.

Enrollment in zero to eight credit hours other than as described above constitutes part-time enrollment.

Graduate students who are not United States residents and are attending the university on a student visa must be enrolled prior to the first day of classes and must be full-time students as required by federal regulations.

### **International Student Status:**

Graduate students who are not United States residents and are attending the university on a student visa must be full-time students as required by federal regulations. The United States Customs and Immigration Service requires TU students to enroll in nine credit hours per semester for full-time status for student visa purposes. All international students must be enrolled the Friday before classes start. **International students may drop below nine credit hours for two sequential regular semesters in a master's program or four sequential regular semesters in a doctoral program, but they must complete their degree program requirements within this time, otherwise they will be out-of-status.** Prior to enrolling each semester under nine credit hours, an international student must receive written approval from their program advisor and the Dean of the Graduate School. To request permission to drop below nine credit hours, international students must submit the Graduate Student Final Semester(s) Verification Form, which you can obtain from the Graduate School.

After an international student has dropped below nine credit hours, enrolling in nine credit hours during the following semesters will not earn them extra time under the conditions of their student visa. Special thought must be given before approving an international student for less than nine credit hours, in case they might not be able to complete their degree program within the time limit.

### **Timely Enrollment:**

Timely enrollment is strongly encouraged. Students who enroll the preceding semester rather than waiting until the beginning of the current semester will avoid complications encountered by students who wait until the last minute to enroll. In addition, timely enrollment ensures that graduate students obtain the courses they need and ensures that such classes are not prematurely cancelled. A decision to cancel a course for lack of enrollment may be made by the academic department because students simply have not enrolled. Students receiving scholarships, fellowships, or assistantships are expected to enroll prior to the beginning of the semester. Those who enroll late may not automatically have tuition credited to their accounts or receive stipend checks in a timely fashion. This results in a series of problems, including unnecessary billing, late payment charges, and late payment of stipend checks. Students are not allowed to attend classes unless they are properly admitted and enrolled. **Students must be enrolled during a semester they are to receive tuition or stipend awards**, except during the summer where degree seeking students may receive stipend awards without being enrolled. The object code for admitted graduate assistants receiving a monthly stipend is 51000, whether they are enrolled or not.

Graduate students who are not enrolled prior to the start of the semester may jeopardize receiving a financial award.

***Paper-Based Enrollment:*** Pre-printed enrollment cards for degree-seeking students enrolled the preceding semester, as well as a sufficient number of blank cards to accommodate those students who were not enrolled the previous semester, are sent to Graduate Program Advisors at the beginning of each pre-enrollment period. The student obtains his/her enrollment card from the advisor and the student and the advisor determine the appropriate courses for the student to take. Both the student and the Graduate Program Advisor sign the enrollment card, and the completed enrollment card is then brought to the Graduate School for enrollment.

If during enrollment Datatel issues a warning that the prerequisites for a course have not been met, the Graduate School overrides this warning and enrolls the student and will assume the advisor has determined that the student has satisfied all of the course prerequisites. It is also the advisor's responsibility to ascertain whether or not the courses for which the student is enrolling are open or closed. This becomes particularly critical near the end of the enrollment period. The Graduate School will not override closed enrollment in a course unless permission is given by the instructor.

The completed enrollment card must be approved by signature of the Graduate Program Advisor. Students should take the completed and approved enrollment card to the Graduate School for the Graduate Dean's approval. At that time, the student's records will be checked to verify that all conditions of admission have been or are being met. If the Graduate School discovers that conditions of admission are not being met, the enrollment may not be approved. It is essential, therefore, that the Graduate Program Advisor check the admission conditions before approving the enrollment.

***On-Line Enrollment:*** The Graduate School offers on-line enrollment to pre-approved graduate students currently enrolled in our programs in the College of Arts and Sciences.

A list of pre-approved graduate students in each academic program is sent to the Graduate Program Advisor for that program approximately one month prior to the beginning of the enrollment period. Included with that list is a set of instructions explaining the on-line enrollment process.

Students who are not eligible to enroll on-line include those who are enrolling for the first time, students who have Special Student status, those who continue to have outstanding obligations to the Graduate School (such as lacking an official transcript from a previous university), have exceeded the six-year Statute of Limitations for their degree program, and/or are currently on academic probation. If you or a student has any questions as to why she/he is not eligible to enroll on-line, please contact John Bury in the Graduate School.

Advisors remain a critical component to the enrollment process. You are still expected to meet with your graduate students, consult with them concerning their progress, and advise them of the courses in which they should enroll for the next semester. Following this meeting, you should send an e-mail to the Graduate School at [john-bury@utulsa.edu](mailto:john-bury@utulsa.edu) notifying us that the student has your permission to enroll on-line. If you would prefer to send a single e-mail giving permission to a number of graduate students, you may do so.

A couple of important points to remember:

- 1) It will take approximately 24 hours from the time you e-mail the Graduate School until the student will be able to enroll on-line. The earlier you can meet with your students and, therefore, notify the Graduate School, the sooner they will be able to enroll on-line when the enrollment period begins.
- 2) Students will still need to come to the Graduate School to enroll in Independent Studies, Thesis and Dissertation hours, Final Enrollment, and Residency. These students will be required to submit a signed enrollment card for those hours that require Graduate School setup.

Internships/externships and practica can be set up after advising a student by contacting Cindy Watts at 631-3985 or [cindy-watts@utulsa.edu](mailto:cindy-watts@utulsa.edu). After Cindy has set up the course, the student can enroll for that course using the on-line enrollment system. A signed enrollment card is not required in these instances.

- 3) Students who are not eligible to enroll on-line for a particular semester will still need to present a completed and signed enrollment card to the Graduate School in order to enroll for that semester. Students enrolling in a graduate program for the first time, as well as non-degree students, are not allowed to enroll on-line.

Any questions about the on-line enrollment process for graduate students should be directed to John Bury, Assistant Dean of the Graduate School, Extension 2712, [john-bury@utulsa.edu](mailto:john-bury@utulsa.edu).

***International Student Enrollment:*** All international students must be enrolled by the beginning of classes, otherwise they may be coded as "out-of-status" in the SEVIS database and the student may be disallowed certain benefits such as working or transferring schools. Any international students who attempt to enroll after the first week of class should be directed immediately to International Student Services.

### **Independent Study:**

When a student enrolls in an Independent Study, the Graduate Program Advisor should verify that the enrollment is approved by the instructor. The instructor's name should be hand printed on the enrollment card. The instructor for the Independent Study will be sent a form during the semester by the Records Office asking for a title for the Independent Study

### **Non-degree Seeking Special Students:**

In an effort to improve control over the enrollment of Special Students, all Special Students are required to obtain the approval of the instructor for each course.

### **Study Abroad:**

The University of Tulsa is committed to offering its students an opportunity to acquire cross-cultural experience by spending a summer term, semester or full year studying overseas. The Center for Global Education (CGE) provides oversight for TU's academic programs abroad. CGE advisors work closely with students to assist them in finding appropriate programs which fit their academic needs as well as their personal and career goals. After meeting study abroad application requirements and with the approval of the Graduate School, students can choose to take courses or conduct research abroad while satisfying degree requirements. Students from all disciplines are encouraged to consider applying to participate in a program abroad. For more details on TU's programs abroad, please contact the CGE at (918) 631-3229 or visit the website: [www.utulsa.edu/globaleducation](http://www.utulsa.edu/globaleducation). Federal financial aid and some TU sponsored scholarships are portable on approved study abroad programs keeping the cost for a program abroad relatively close to the same cost as attending TU. A number of competitive study abroad scholarships are also available and students are encouraged to apply.

Any graduate student interested in studying abroad must first contact the Graduate School. Students who have their tuition paid for by a department or a faculty member may not realize that the funding entity may be unwilling to financially support them if they spend a semester traveling abroad.

The study abroad application deadlines are mid-March for summer, fall, and full year programs and mid-October for spring programs. However, host universities will post their own application deadlines which may vary.

For more in-depth information concerning the study abroad program and possible financing options, contact CGE directly by phone: (918) 631-3229 or by email: [globaleducation@utulsa.edu](mailto:globaleducation@utulsa.edu) or check out the web: <http://www.utulsa.edu/globaleducation>.

***Non-Credit Bearing Programs:*** The University of Tulsa recognizes that students seek a diversity of experiences abroad and that non-credit bearing experiences may provide powerful professional and personal learning experiences. TU also acknowledges that all travel abroad carries particular risks. This document outlines a policy that encourages student to participate in non-credit bearing experiences abroad in a manner consistent with other university policies associated with international travel.

Students participating in non-credit bearing experiences that have been significantly sponsored by The University of Tulsa will be expected to follow the procedures outlined in this document. The University will consider any one of the following conditions evidence that it is a significant sponsor of the experience abroad:

1. The experience abroad is primarily organized, directed, or otherwise coordinated by TU.
2. The student has received financial support to be applied towards his or her participation in the non-credit bearing program. Such financial support may be applied towards travel, registration fees, conference fees, housing or accommodations, living stipend, or any other expenses directly required for the student to participate in the program.
3. The experience will be conducted by a recognized TU student organization with a faculty advisor.

Students who are participating in an experience that meets at least one of the criteria above will be expected to demonstrate that they are in good academic standing with the University and follow university policies regarding international travel. Additionally, students will be expected to complete the following:

1. *Registration with the Center for Global Education:* Students will complete the on-line registration form for “Non-Credit Bearing Experiences,” available from the CGE website. This form will require the student to provide information including dates of travel, in-country contact information, emergency contacts, and health conditions that may impact travel.
2. *Insurance:* Students must demonstrate that they meet the minimum TU insurance requirements for students participating in international education programs or purchase the requisite coverage. The insurance requirements are explained in the separate policy regarding insurance for students going abroad. The CGE will make available insurance through an approved vendor that specializes in providing coverage for students participating in international education programs, but students will be responsible for purchasing the requisite insurance themselves.
3. *Assumption of Risk:* The student will be expected to sign an “Assumption of Risk” acknowledging the risks associated with his or her participation in independent travel abroad.

## **Withdrawal**

***Voluntary Withdrawal from the University:*** Official withdrawal for any given term requires a standard procedure originated through the Graduate School Office. It is financially and academically advantageous for students to follow the official withdrawal procedure. Students withdrawing prior to the start of the seventh week of a regular semester are entitled to a partial refund of tuition calculated from the date of their official withdrawal. Nonattendance of classes does not constitute official withdrawal.

Students withdrawing from **all** classes for a given term at the University must complete the green "Request for Withdrawal" form.

In addition, if a student notifies their Graduate Program Advisor of their intention to withdraw from all classes before the end of the semester, it is imperative that the Graduate Program Advisor contact the Graduate School immediately concerning the student's intention to withdraw. If a student has Federal financial aid and withdraws completely from classes before the end of the semester, the University's Student Financial Services office is responsible for refunding these federal dollars within 30 days. If the University does not refund these funds within 30 days, the University is considered out of compliance and is subject to considerable monetary penalties.

***Medical/Psychology Withdrawals:*** Students withdrawing from the University based on a medical or psychological reason should submit a written request to the Center for Student Academic Support and the Dean of the Graduate School. A request for medical/psychological withdrawal must be supported by documentation from the student's physician, psychologist, or psychiatrist.

The Center for Student Academic Support will maintain all documentation in confidential student files and will provide verification of appropriate documentation as needed. A medical/psychological withdrawal does not negate the student's financial responsibility to the University. Students should contact the Business Office, Housing and Dining, and/or Student Financial Services regarding outstanding fees, bills, refunds, and other charges related to their enrollment or withdrawal.

***Withdrawal from the University for Military Service:*** Students who are called to active military duty at any time during their enrollment will be eligible for a full refund or credit of their tuition for the semester of their withdrawal. Students are strongly encouraged to discuss their situation with their academic advisor

and the Dean of the Graduate School to consider alternate arrangements. For example, students who are called report for active duty near the end of a semester may choose to take “incompletes” in their courses, rather than repeating the entire semester when they return to the University. The Graduate School will work closely with students to minimize the impact a withdrawal will have on their academic progress.

***Voluntary Withdrawal from a Course:*** Withdrawal from a course prior to the start of the fourth week of the regular semester is considered a cancellation of enrollment, and the course is not shown on a student’s academic records.

Withdrawal from a course after the start of the fourth week and up to and including the twelfth week of a regular semester will be considered a partial enrollment for which a graduate W (withdrew) will be recorded.

Withdrawals are not permitted after the end of the twelfth week of a regular semester. The schedule for withdrawal from courses and refund of tuitions is listed below. Any formal withdrawal shall constitute a forfeiture of any and all rights to a subsequent make-up of incompletes.

The University's tuition refund policy during the **fall and spring semesters** is as follows:

First day of classes .....	100%
Day 2 thru end of 1st week .....	90%
2nd and 3rd week .....	50%
4th thru 7th week .....	25%
Remainder of semester.....	0%

The University’s tuition refund policy during the **summer semester sessions** is as follows:

Day 1 thru 3.....	80%
Day 4 thru 6... ..	50%
Day 7 thru 9.....	25%
After 9 days.....	0%

Decisions concerning refunds are made by the Business Office, and the student should be referred to that office if they have questions. Student wishing to drop a class or classes must complete a pink "Drop/Add" form, which can be obtained in the Graduate School Office.

Any courses added must be approved by the Graduate Program Advisor (as in the case of an original enrollment) and must be initialed by the instructor if classes are already in session. Students who wish to drop and add a class after classes have started should do so on the same day in order to avoid being charged. Please note also that international students and graduate assistants must be enrolled full-time. An international student that drops classes without an equivalent addition of credit hours may be out of status and may, therefore, trigger a SEVIS notification to the Federal Government. This may negatively impact their Visa status.

***Non-Voluntary Withdrawal from a Course:*** Students may be withdrawn from a class for habitual behavior that prevents the student or other students from fulfilling the purposes implied by registration in the university. A grade of “W” will be entered for the course in which the student was registered.

### **Academic Misconduct**

Much to our disappointment, graduate student academic misconduct occurs every semester. The official Graduate School policy on academic misconduct, which mirrors the academic misconduct policies for the colleges, can be found at the Graduate School website. Please note that the policy states that all instances of

graduate student academic misconduct should be reported to the Graduate School so that we can place this in the academic record and, in consultation with the department and faculty, take additional action as warranted.

### **Requests for New Graduate-Level Courses:**

Submission of a formal request to the Graduate School to offer a new 7000-level graduate course must include a syllabus. When a course is being offered to benefit students primarily outside the home discipline of the faculty member, there is usually a letter of support from the department whose students receive the benefit of the course. In addition, on occasion the Graduate School will approve a one-time offering of a course if there is a time restraint for the course to be taught; however, any additional course offerings will require Graduate Council approval.

An undergraduate course that is taught at the senior level (a 4000-level course) may be cross-listed to a 6000 level graduate course. Once again, this requires the submission of a formal petition and a syllabus. The difference here is that a formal statement concerning the additional work that the graduate students would need to perform in order to bring the course up to the graduate level must be included.

### **Policy for Use of 5000/7000 Courses:**

The University has select graduate courses taught at the 7000-level that are cross-listed at the 5000-level and may be taken by undergraduates for undergraduate credit with the approval of the undergraduate program advisor, the instructor of the course, and the graduate program advisor for the discipline in which the course is offered. This option is intended for exceptional undergraduate with at least junior standing, and may be offered in conjunction with a combined bachelor's/master's degree program for TU undergraduates. Enrollment is limited to one 5000- or 7000-level course per semester; however, students admitted to a combined bachelor's/master's degree program are permitted to enroll in up to six credit hours of 5000- or 7000-level courses per semester while completing their undergraduate degree. Any exception to this requires the approval of the Graduate Dean.

Undergraduate students in a 5000-level course must meet all the requirements and complete all of the same assignments as required for the graduate students in the 7000-level of the courses. Undergraduate students are evaluated in exactly the same way as the graduate students in that course.

If your department offers cross-listed courses at the 5000/7000 level, then you need to carefully administer enrollments in these courses. You should not approve enrollment of any undergraduate in the 5000-level of a course if the undergraduate's academic record does not clearly indicate: 1) a high level of academic success at the undergraduate level (minimum cumulative GPA of 3.0); 2) at least junior standing; 3) the potential for success when being evaluated based on graduate-level academic expectations. Appeals from students who were denied enrollment to a 5000-level course must be submitted to the chair of the department in which the course resides. In no case will a student be admitted to a 5000-level course without permission of the instructor.

Your responsibilities concerning enrollments in these courses include:

1. Signing the enrollment cards of all students enrolling in a 5000/7000 course. All students enrolling in a course at the 5000 level need the signature of their undergraduate advisor, the course instructor, and the graduate program advisor for the department in which the 5000/7000 course resides.

2. Ensuring that only a small minority of the total enrollment in such a course is at the 5000-level. The Graduate School will supply you with a list of all 5000/7000 courses in your department at the beginning of each semester, including the total enrollments at each academic level. You should also pay attention to the number of enrollment cards you sign for each 5000/7000 course to check for occasions when too many students are enrolling in a course at the 5000 level.
3. Ensuring students who have received credit for a 5000/7000 course at the 5000 level do not retake the same course for credit at the 7000 level. Carefully evaluate each student's transcript when preparing to enroll the student to ensure that there is no duplication of courses at the undergraduate and graduate levels.

The general policies for 5000/7000 courses are available in Appendix A at the end of this Handbook.

### **Policy for Use of 3000/6000 or 4000/6000 Courses:**

In some programs, 3000/4000 level undergraduate courses, may be taken for graduate credit with the approval of the graduate program advisor by adding the designation 6000-level to the course numbers. Students enrolled in these courses for graduate credit will be given assignments beyond those required for undergraduate students in the same course. Students who have previously enrolled in a course at the 3000/4000-level may not enroll in the same course at the 6000-level.

The faculty responsible for the program must submit a written justification for any master's degree program containing more than 40 percent of its total credit hours (excluding the removal of deficiencies) in 6000-level courses. Such justification must be approved by the Dean of the Graduate School

Undergraduate courses taken for graduate credit must be 6000-level courses approved for registration. Graduate tuition must be paid for such courses.

## **GRADUATE STUDENT ORIENTATION**

Each fall and spring semester the Graduate School sponsors the New Graduate Student Orientation, which provides an introduction to the university at large. This event gives new graduate students an opportunity to meet university administrators, speak with fellow graduate students from a variety of academic disciplines, and includes a campus-resource fair with representatives from key student service offices around campus (fall orientation only). It is our hope that as a Graduate Advisor you will encourage new students to attend.

The Fall Graduate Student Orientation is held on the Thursday before the start of fall classes. A smaller Spring Orientation is usually held on the Friday before the start of spring classes. A required Graduate Assistant Orientation Workshop is offered the week before fall classes start. **This workshop is required for all new graduate students with Teaching, Research, or Administrative Assistantships.**

New international students are also required to attend a workshop offered by the International Student Services Office during the fall orientation. **This workshop is required of all new international graduate students.** ISS reviews many of the policies and regulations that affect student immigration status as well as provide general information that will be beneficial to students new to the United States. In addition to the New Graduate Student Orientation presented by the Graduate School, it is expected that each department will hold its own orientation to welcome new students to the department. Allocating some portion of the

departmental orientation to welcome returning students and to introduce new and returning students is recommended.

## **LIFE SKILLS WORKSHOPS**

The Graduate School has developed a sequence of Life Skill Workshops to help graduate students cultivate skills that are necessary for success in Graduate School, the transition into the job market, and for professional development. The content of these workshops is designed to compliment the content of traditional courses of study. Three of these Life Skills Workshops are included in the Fall & Spring Orientation events, while the rest are offered throughout the academic year.

A list of topics for our Life Skills Workshop Series is provided below with comments:

### **Research Integrity**

***Required of all new graduate students during their first year of enrollment.***

Offered during Fall and Spring Orientation.

Includes an overview of responsibilities of researchers in conducting research, interacting with colleagues, and complying with University policies and regulations of external sponsors as it relates to ethics and responsible conduct of research.

### **Harassment: Defining It, Avoiding It, and Reporting It**

***Required of all new graduate students during their first year of enrollment.***

Offered during Fall and Spring Orientation.

The purpose of this workshop is to educate graduate students about the various types of harassment they may encounter or need to avoid, as well as inform them about TU policies regarding harassment and how those policies affect or apply to a person as a student, colleague, or graduate assistant.

### **Plagiarism and How to Avoid It**

***Required of all new graduate students during their first year of enrollment.***

Offered during Fall and Spring Orientation

This workshop is meant to help students understand the consequences of plagiarism and help them learn to identify and avoid plagiarism. The Graduate School deals with this issue every year and several graduate students have been dismissed in the past.

### **Cross-Disciplinary Presentation Skills**

*This workshop is associated with the TU Student Research Colloquium.*

A discussion of techniques and suggestions on how to present graduate-level research to a broad audience of non-specialists in a clear, comprehensive, and engaging manner.

### **McFarlin Survival Guide to Thesis and Dissertation Research**

Specialized instruction in the compilation of data and research materials for theses or dissertations using resources available in McFarlin Library. One is offered for Humanities and Business students, and another for Science and Engineering students.

### **Surviving Graduate School: Tips on Managing Your Degree Program**

Examines how to manage a degree program in order to stay on track academically and how to most effectively use time while in Graduate School. Also discusses the skills that will assist in the timely completion of a student's degree, as well as the successful management of their future careers.

## **Thesis and Dissertation Committees: Building a Win-Win Team**

Participants will complete an interpersonal style assessment before discussing committee composition related to academic expertise and how interpersonal styles relate to the development of effective teams.

### **GRADES / SCHOLARSHIP**

Because a “B” average is required of all graduate students at The University of Tulsa, the cumulative graduate GPA of all students is reviewed after the end of each term. Students who fall below the required “B” average will be placed on **probation**. If it is determined that it is mathematically impossible for a student to reach a 3.0 GPA within nine (9) hours of graduate work, the student may be immediately dismissed. Students must have a 3.0 cumulative GPA in order to be awarded a graduate degree.

In order to achieve a “B” average, each three (3) hours of a grade of “C” must be offset by three (3) hours of “A” work. Both grades of “D” and “F” result in zero points towards the student's graduate GPA. Therefore, nine (9) hours of “A” must be awarded to offset three (3) hours of either “D” or “F” work. NOTE: If a course is repeated, the second grade **does not** replace the first, as is the case for University undergraduate course work. Both grades remain on the transcript, and are included in the cumulative GPA. (Many graduate students are not aware of the change in standards between undergraduate and graduate work.)

Students who are consistently not performing at the high “B” or “A” level should be advised that their performance is only marginally acceptable. It is not recommended to place these students on assistantships because the additional work-related duties may distract these students from their academic studies.

Students who do not maintain a 3.0 cumulative GPA are not eligible to receive graduate assistantships or may lose their assistantship should they fail to remain in good academic standing.

The probation policy states that a student will be allowed nine (9) additional hours of enrollment to raise his/her cumulative GPA to the required 3.0. Only courses taken at The University of Tulsa will be used to determine the grade point average for purposes of removal from probation. If the average GPA is not raised to 3.0 after the completion of nine (9) additional hours and within the appropriate time period, the student may be dismissed from the Graduate School.

If low grades are earned in undergraduate deficiencies, the advisor is expected to initiate the proper action as to the continuation or dismissal of the student. Any grade point requirements for deficiency course work necessary to meet the admission requirements must be noted in the program's admission recommendation and be incorporated in the applicant's admission letter.

### **Retention Alert:**

Students who are having academic difficulty should be reported through the Graduate School. These reports will come directly to the Associate Dean of the Graduate School who will work with the Graduate Program Advisor and the faculty in the department to uncover necessary details and to attempt to assist the student. The Graduate Program Advisor and the chair of the department are strongly encouraged to convey the importance of graduate faculty use of the Retention Alert system.

### **Grade Petitions:**

Should a student dispute a grade received in a class, the issue should first be discussed with the student's instructor. If a satisfactory resolution cannot be reached, the issue should be directed to the department chairperson. The chair should discuss the student's grade with the course instructor to explore the possibility of an error in the grading process, as grading should be consistent across all students taking the course. If the issue remains unresolved at this point, it should be directed to the Graduate School, which will then forward it to the appropriate college. Because each discipline has its own culture, colleagues in the associated disciplines are better able to understand these issues. Each of the colleges has a committee that reviews grade petitions. After reviewing the student's petition, the committee returns it to the Graduate School with their decision. Traditionally committee decisions have stood.

### **Incompletes:**

An I (Incomplete) grade indicates that some portion of the student's work is lacking, for an acceptable reason, at the time grades are reported. It is the responsibility of the student to fulfill the requirements for the course within a maximum of one calendar year from the date on which the course was originally to have been completed, or within a more restricted period of time as designated by the instructor on the Contract for Graduate on Incomplete. If the student is unable to do so because of circumstances beyond his or her control, the student may petition the instructor of the course and the Dean of the Graduate School for an extension of time.

When the instructor grants an incomplete, a Contract for Graduate on Incomplete form must be completed and filed in the Graduate School Office (see Appendix A). This form, to be signed by the instructor and by the student, should specify what must be done to remove the incomplete and give a deadline for completion of the unfinished work. The faculty may give a maximum of one calendar year for completion of the work or specify less than one calendar year on the contract. Following the expiration of the contract deadline or one calendar year, if an earlier deadline is not specified, a symbol (IZ) will be added to the transcript indicating that the course is no longer valid and the incomplete may not be removed.

These regulations do not apply to theses, dissertation, or non-coursework enrollments (which includes enrollment in Practicum, Advanced Practicum, Internship, Externship, Project Report, Research and Paper, Pre-Dissertation Research, Research Experience, Independent Study, Directed Reading, or Qualifying Exam Prep) in which completion of the work necessary to satisfy that enrollment is not required at the end of the semester. An I (Incomplete) is assigned at the end of each semester when thesis, dissertation, or non-coursework enrollments are in progress and adequate progress has been made for that semester. The thesis, dissertation, or non-coursework supervisor will submit a grade change form when the student has successfully completed the work necessary to satisfy that enrollment.

### **Transfer of Credits:**

The Graduate Program Advisor is responsible for determining the applicability of transfer work to the student's program. Any such credit must be from an accredited graduate school, and the course work must be current (usually within the student's six-year Statute of Limitation). Under no circumstances can undergraduate credit be transferred as graduate credit. In addition, course work used to satisfy requirements for one graduate degree **may not** be transferred to meet the requirements for a second graduate degree.

Graduate credit for transfers will be recommended by the Graduate Program Advisor to the Graduate School only after the student has completed the same number of credit hours at The University of Tulsa with at least a 3.0 grade point average. Transfer credit is limited to six hours (with an "A" or "B" grade) at

the Master's level and twelve hours (with an "A" or "B" grade) at the Doctoral level. All transfer credit is subject to final approval by the Dean of the Graduate School. The "Request for Transfer of Graduate Credit" form must be used for requesting transfer of credit hours (see Appendix A).

The number of hours transferred will be reflected on the student's University transcript. The grades associated with the transfer credit will not be used in calculating The University of Tulsa grade point average. Thus, a probationary status cannot be removed by transferring hours taken in residence at another school.

### **Undergraduate Courses for Graduate Credit:**

In the Graduate School, no more than 40 % of the courses taken for a graduate degree can be at the 6000 level. Exceptions to this rule must have the written approval of the Dean of the Graduate School. Undergraduate courses acceptable for graduate credit for each program are indicated in the *Graduate Bulletin*.

## **STUDENT RECORDS**

The Graduate School maintains a file on each student and is the official repository for the student's official records. It is absolutely essential that each program maintain a file on each of its students for purposes of advising and making financial award recommendations. This file should contain a copy of:

1. The student's application,
2. All transcripts of previous undergraduate, graduate, and/or certificate coursework
3. All Letters of Reference (3 letter minimum)
4. Copies of test scores (GRE, GMAT, TOEFL, etc.)
5. Letter of admission which documents any conditions of admission
6. All materials relating to the student's program of study (i.e., course requirements, exam requirements and actions, advisory/thesis/dissertation committee members).

Program files should be treated as absolutely confidential and be carefully secured. If students desire access to materials in their files, they must access those materials in their file maintained by the Graduate School and they must complete the appropriate form(s). Students requesting access to transcript information must complete a "Request for Inspection and Review of Transcripts" form and have it approved by the Registrar's Office. To review any other documentation in the student's file, the student must complete a "Request for Inspection and Review of Education Records Form" and have it approved by the Associate Vice President for Enrollment & Student Services. Both forms must be submitted to the Graduate School and only the Graduate School will make these materials available to the student. Letters of recommendation will be treated as confidential; students will not be allowed to review their recommendations regardless of presenting a valid request form. The only exception to these rules is access to course and exam requirements.

The Graduate Program Advisor is responsible for having knowledge of all students, both active and inactive, in his/her program. After the end of each semester, the Graduate School will provide a copy of transcripts for each student enrolled in that semester.

## **CREDIT HOURS REQUIRED FOR DEGREES**

In situations where a student has acquired a Master's degree and is continuing on for a Doctoral degree, the course work completed for the Master's may be evaluated and recommended by the Graduate Program

Advisor as contributing to the post-Bachelor's credit hours required for the degree. The Graduate Program Advisor may choose to validate only specific courses as applicable.

The maximum number of hours from the Master's degree that can be counted toward the Ph.D. is the number of hours for the Master's degree in that program at The University of Tulsa. So, for example, if the Master's program is 36 hours, then up to 36 hours from the Master's program may be counted toward the 72 hours required for the Ph.D. The department, however, recommends how many of the hours from the Master's program should be counted towards to the Ph.D. based on the quality and relevance of the course work. Note that the hours from the Master's degree are not transferred to The University of Tulsa, but may be counted towards the Ph.D. However, if additional hours were taken beyond what was required for the Master's degree, a maximum of twelve (12) hours may also be transferred to The University of Tulsa.

If a student has more than one Master's degree, only credits from one Master's program may be applied to the Doctoral program.

## **RESIDENCY REQUIREMENTS**

### **Doctoral Degrees:**

In any Doctoral program, a minimum of one year of residency (two consecutive semesters) at The University of Tulsa as a full-time student is required. To be classified as a full-time student, a student must enroll in a minimum of nine hours per semester. For students involved in instructional and/or research responsibilities at the University, the normal course load is nine hours per semester.

### **All Graduate Students:**

#### ***Residency 7961:***

All graduate students must be enrolled during their final semester in order to graduate. Students who have enrolled in the required number of hours for their degree, but who have not completed all requirements for the degree, must be enrolled by the Graduate School in Residency 7961 if they wish to be considered for graduation in that term, take qualifying or comprehensive examinations, make an oral defense of a thesis or dissertation, and/or if they wish to make use of University resources (such as libraries, computers, or faculty) during a given semester. Therefore, this requirement is not restricted to the semester in which the student completes his/her work. Credit hours from Residency may not be used to meet the credit hour requirement for a degree.

#### ***Final Enrollment 7990:***

Student who enrolled in a semester and complete their degree requirements after the end of that semester, but before the start of the next semester are required to enroll in Final Enrollment (7990). There is no charge for enrollment in 7990. Students may only enroll in 7990 after all of the requirements for the degree have been met.

Circumstances where enrollment in Final Enrollment 7990 is applicable:

Student who submits their thesis or dissertation after commencement but before the beginning of classes for the next semester.

Non-thesis students who have taken all required courses for the degree but received an "Incomplete" in one or more courses.

Students who are transferred by their employer prior to their last semester at the University of Tulsa, and successfully petition the Graduate School to attend another accredited institution to complete their degree program. The credits are then transferred to appear on the student's University of Tulsa transcript as prescribed in the transfer credit policy.

If the student does not satisfy any of the above three conditions for enrolling in Final Enrollment, they will need to enroll in at least one hour of Graduate Residency or Thesis/Dissertation.

## **THESIS AND DISSERTATION PROGRAMS**

### **Managing Thesis and Doctoral Students:**

Management practices vary widely across disciplines and departments are, to a certain extent, in the purview of the dissertation advisor. However Graduate Program Advisors can facilitate in many ways and help to ensure that students are making good progress towards the completion of the degree. While early creation of thesis and doctoral committees can be of considerable value in this effort (please see the next section on this subject) early enrollment in dissertation hours is discouraged. In particular, it is recommended by the Graduate School, that students enroll in pre-dissertation research or independent study until the semester they are expected to defend their proposal. It is recommended that students defend their dissertation proposal as soon as possible, rather than waiting until the bulk of the research is done. If the latter path is taken, the student is put at risk because the dissertation committee may not be supportive of the research.

Time to degree completion is a chronic issue in graduate education and the Graduate Program Advisor can help reduce the severity of this problem in his or her department. In particular, the thesis and dissertation advisors and the graduate program advisor should work with students who are not making adequate progress and the thesis or doctoral student should be informed in writing when progress towards completion of the dissertation has become inadequate. Students who have started work without completing their dissertation should be contacted frequently and encouraged to finish. All students should be reminded of the six-year statute of limitations and encouraged to make consistent progress towards degree completion. The Graduate School would be pleased to assist in these efforts as requested and will intervene through the department advisors and chairs as necessary.

To help with the management of doctoral students the Graduate School has developed the "Report on Progress Toward Completion of the Doctoral Degree" form. Each Spring students are required to submit the form, which describes the progress that they have made toward the completion of their degree. They are also asked to describe their plans for the future year. Dissertation advisors are then asked to comment on the student's remarks and plans. The final step before the form is submitted to the Graduate School is for the students to sign the form acknowledging their advisor's comments. Forms should be submitted to the advisor by April 15 and to the Graduate School by May 1.

### **Committees:**

Special requirements apply to students who are completing a thesis or dissertation. Written notice of the student's oral and/or written examinations should be forwarded to the Dean of the Graduate School at least two weeks prior to the date of the examinations. Please note that the thesis or dissertation committee should be submitted to the Dean of the Graduate School for approval when the student begins work on his thesis or dissertation, not at the time of its completion. The justification for this is that the committee serves in an

advisory capacity throughout the time that work is being done on the thesis or dissertation. Therefore, the committee should be formed when work on the thesis or dissertation begins.

A non-faculty member may co-chair a student's committee, but this is not the normal practice. There must be a full-time University faculty member from the degree program as the chair or co-chair of a student's Master's or Doctoral committee. Co-chairing by an outside (non-TU faculty) member has traditionally been permitted in specific circumstances: 1) a former TU faculty member has taken a job elsewhere and no longer has a TU appointment, or 2) there is a long-term relationship between the individual and the University (such as research associate, consistent adjunct faculty member), and this is the prime person leading the student's research. Approval of the student's committee must also be requested of the Graduate School. The other co-chair must be a full-time TU faculty member in the department awarding the degree because TU faculty are responsible for having the student follow the University's and departmental policies, procedures and expectations.

### **Doctoral Program Admission to Candidacy:**

After a doctoral student has successfully defended their dissertation proposal and passed the comprehensive examinations, the advisor should recommend that the student be admitted to doctoral candidacy. The student must be enrolled during the semester when he/she is admitted to candidacy. The names of the individuals serving on the student's committee are also to be listed on the form.

### **Public Defense:**

In each of the graduate programs, except for the Doctoral program in English, students are generally required to make a public defense of their thesis or dissertation. The membership of the thesis or dissertation committee must be approved by the Graduate School, and members should be given a copy of the thesis or dissertation at least two weeks in advance of the defense. Since the defense is public, except for exceptional circumstances and with the approval of the Dean of the Graduate School, a public notice of the defense should be posted on campus and faculty and students should be encouraged to attend.

### **Copyright Restrictions for Items in McFarlin Library Special Collections:**

A Special Collection may be owned by a library but that does not mean that the library controls the copyright. You need to check with both McFarlin Library and the Copyright Clearinghouse regarding copyright permission in regards to items you wish to use in a thesis, dissertation, or future publications.

### **Intellectual Property:**

A student's research project for the master's or doctoral degree may result in a patentable discovery, whereby the inventor may be a student or a student and an advisor. Timely disclosure of the findings to the University of Tulsa Intellectual Property Committee will not delay a student's graduation. The University of Tulsa recognizes the potential benefits of the intellectual capital of its faculty, staff and students: to society, to the University, and to themselves. The University has placed a high priority on realizing those benefits.

Technical information, discoveries, inventions, computer algorithms and patents results from investigation or research conducted by employees or students of the University of Tulsa which is financed in whole or in part from funds administered by the University, or as a direct result of an employee's duties or a student's academic pursuits with the University, or made in whole or in part by the utilization of University resources or facilities, are the property of the University of Tulsa. The intellectual property

shall, on request, be assigned to the University of its designee, unless the University relinquishes its rights therein to the inventor. Creators of intellectual property at the University of Tulsa share in the recognition and rewards derived from these works.

Disclosure occurs when doing an open presentation at a national meeting or even on campus (e.g., a thesis or dissertation defense). In the United States, we have one year in which to file for a patent after disclosure (i.e., file versus receive a patent.) Foreign patents must be applied for prior to disclosure. If disclosure occurs before patent application, international patent rights are forfeited. Therefore, if the intellectual property is of great potential, the University may choose to file for a foreign patent as well as a U.S. patent. This means there should be no disclosure. An intermediate step would be to file a provisional patent where the intent is to file a full patent application later. The date of the provisional patent application becomes the date of filing, hence generating the one-year window. Best practice would be to avoid the problem. But if it cannot be avoided, one may opt to be careful during the thesis defense. Ideally there is enough other information in a thesis to avoid disclosing the "intellectual property" and the problem is avoided. Again, best practice is to avoid the problem.

The University is permitted to hold a thesis or dissertation from public domain (shelf in the library and digital submission) for a limited time to allow for patenting. Approval of the Dean of the Graduate School is required and approval should be obtained before the student begins the research. For more information regarding our Research and Intellectual Property Policy, please refer to the website: <http://www.utulsa.edu/research/Office-of-Research-and-Sponsored-Programs/Intellectual-Property.aspx>..

### **JOINT DEGREE PROGRAM ADVISING**

If your department offers joint degree programs with the College of Law, you will advise students in your joint-degree program. Joint-degree program students are admitted by both the graduate degree program as well as by the College of Law. They are also advised by both entities concerning enrollment in courses and progress towards degree completion.

Although joint-degree students generally only take law courses during their first year of study, it is essential that you meet with your joint-degree students early in their first semester of study, as well as in each subsequent semester – even if the student is not intending to enroll in graduate courses that semester. Successful completion of a joint-degree program by any student requires careful and coordinated advising by both the graduate program and the College of Law. If you have any questions about enrollments and progress towards degree completion for joint-degree students, please contact the Associate Dean of the Graduate School and/or the Associate Dean for Academic Affairs in the College of Law.

Additional information about joint degree programs is available in the “Joint Degree Programs” section of the Graduate Bulletin.

### **COMBINED DEGREE PROGRAM ADVISING**

If your department offers combined bachelors/masters degree programs, you will want to begin advising students in these degree programs early in their undergraduate careers. Successful completion of combined degree programs requires careful advising of undergraduates, generally beginning sometime in their sophomore year. Please assist combined degree students in developing an enrollment strategy for the timely completion of both their undergraduate and graduate degrees, including the enrollment of students in appropriate courses to be cross-counted for both degrees.

For more information about combined degree programs, refer to your department's specific guidelines concerning admission and enrollment requirements in combined degree programs. General guidelines for all combined degree programs are available in the "Combined Bachelor's/Master's Degree Programs" section of the Graduate Bulletin.

## **DEGREE COMPLETION AND GRADUATION**

It is the responsibility of the Graduate Program Advisor of non-thesis students, or the Committee Chairperson in the case of thesis or dissertation students, to assist the student in ensuring that all of the requirements for graduation are met. All necessary documents in the student's file should be signed, all necessary "Incompletes" removed, all indebtedness to the University satisfied, and the Graduation Check Form signed and returned to the Graduate School. In addition, the student must be enrolled the semester they graduate. These requirements must be satisfied by April 15 for graduation in the spring, December 1 for graduation in the fall, and the last day of the summer session for graduation in August.

One of the more common problems that delays a student's graduation is the failure of the Graduate Program Advisor, Committee Chairperson, or other faculty to remove "Incompletes". This is especially true for "Incompletes" associated with a thesis or dissertation. It has even been the case where a student made no inquiry that the official graduation did not take place for an extended period of time (a year or more in some cases). When problems are eventually corrected, the transcript and records will show the proper date for graduation, but this is a situation that we should all strive to avoid.

### **Commencement Policy (Petitioning to Walk):**

If a student wants to walk in a December or May graduation but has not completed all their degree requirements, they must petition their advisor and the Graduate School for permission to walk. For inclusion in spring commencement, the student must submit the petition to walk by April 15<sup>th</sup>. For winter commencement, the petition must be submitted by December 1<sup>st</sup> for review. This does not guarantee a student's name will be listed in the graduation program but allows students with special circumstances an opportunity to coordinate their commencement ceremony for more convenient times. The circumstances under which a student qualifies for this exemption to policy are explained below.

Deserving non-thesis graduate students who have only six (6) credit hours remaining to complete all the requirements for their degree by the end of the summer session will be permitted to take part in spring graduation ceremonies, including having their names printed in the commencement program. However, the student must petition both the advisor and the Graduate School in writing. The student must not have a marginal GPA and must be enrolled in the necessary summer courses before the petition will be considered. Documentation of summer enrollment and present GPA must be submitted to the Graduate School at the time the petition comes forward from the advisor. Exceptions will be considered, but only under extraordinary circumstances.

Enrolled students who complete all degree requirements and deposit the final drafts of their thesis or dissertation in the library after the December 1<sup>st</sup> or April 15<sup>th</sup> deadline, but before the fall or spring commencement dates, may graduate that semester upon review and approval of the Dean of the Graduate School. In such cases, students who wish to participate in commencement exercises must petition their advisor and the Dean of the Graduate School in writing by December 1<sup>st</sup> for fall and April 15<sup>th</sup> for spring although the petition may arrive too late for their names to appear in that semester's commencement program. If all approvals are received, the student is then eligible to participate in commencement. If a student fails to petition their advisor and the Graduate School for permission to walk early, they will have to wait until the next commencement ceremony to participate.

## **STATUTE OF LIMITATIONS**

The purpose of the Statute of Limitations is to ensure that when a student graduates from this University, they are current in their field and competent in their area. The work for a degree must be completed within six years. This policy holds even if a student was absent or not enrolled during several semesters. A student who allows the time limit to expire and is subsequently readmitted must also meet the new requirements for the degree as stipulated in the program at the time of readmission. Graduate work more than six years old must be validated for currentness in the discipline, and the student must be current and competent as determined by examinations or other means of evaluation given at the discretion of the major program department. When all work toward the degree is out of date, it is possible to validate six of the out-of-date hours to be applied toward future work on the degree. All petitions for extension must be recommended by the student's advisor and approved by the Dean of the Graduate School.

For doctoral students the six year limit is not applied to credits that are applied to a Master's degree in the field. The exception to this rule is for doctoral students in clinical psychology who are admitted directly to the Ph.D. program. In this case, if the student chooses to earn a Master's degree, the hours for the Masters will be subject to the six year Statute of Limitations.

A more stringent statute of limitations may be imposed under the particular requirements of individual programs.

## **GRIEVANCES AND PETITIONS COMMITTEE**

Graduate students who have grievances against another student, staff, faculty, or an administrator may seek the advice of their Graduate Program Advisor, Chairperson for the department, the Dean of the Graduate School or other University personnel. Graduate Program Advisors who become aware of a potential grievance situation involving a graduate student should bring this to the attention of the Chairperson of the department or the Dean of the Graduate School.

It is important for University personnel to inform students of their right to appeal decisions that may affect them. It is preferable that problems be resolved in an informal manner, and students should be informed that they may discuss problems with their Graduate Program Advisor, the Chairperson of the department, the Dean of the Graduate School, or other University personnel.

For academic issues involving procedures and affecting status in the graduate program, the student may submit a written petition to the Graduate School. If no resolution can be found through informal means, the petition will be sent to the Committee for Petitions of the Graduate Council. The committee makes recommendations to the Dean of the Graduate School regarding the disposition of:

1. Student petitions requesting departure from established Graduate School policies,
2. Petitions involving charges of academic misconduct involving graduate students; these cases may be brought by the student or by the faculty member involved, and
3. Petitions involving a perceived academic impropriety arising from an action taken by an instructor, a department, or a committee charged to administer academic policies of a particular department or college.

Petitions should be submitted within the semester following the issue in question.

## **POLICY ON HARASSMENT**

An incident of Prohibited Harassment may be reported to any University official or faculty member, including an individual's supervisor, department chairperson or dean, the Director of Personnel Services, or the Dean of Students of The University of Tulsa. Students who need to report an incident of Prohibited Harassment after regular business hours of the University should report the incident to the Campus Security Office if the student's supervisor is unavailable and/or other administrative offices are closed. The Campus Security Office will take appropriate action and will notify the appropriate administrative office at the beginning of the next business day.

Students will have the opportunity to attend a Policy on Harassment training session during their orientation session and at other times during the academic year. The policy on harassment for The University of Tulsa is located in The University of Tulsa Policies and Procedures Manual which is located at <http://www.utulsa.edu/personnel/policies/>.

## **FINANCIAL SUPPORT POLICIES AND PROCEDURES**

Graduate student financial support at The University of Tulsa, awarded through the Graduate School, falls into three categories: Assistantships, Fellowships, and Tuition Scholarships.

Assistantships combine a scholarship for tuition and a monthly stipend in return for a specified number of hours of duties performed. These stipends are subject to taxation because they are remuneration for duties.

Fellowships have no associated duties, and the award is based on academic achievement. While no duties are required, the student may still be liable for federal and/or state tax to the extent that the amount of the fellowship exceeds tuition and certain educational expenditures (such as text books). Room and board are not excluded expenditures. However, determining tax liability is the responsibility of the student and their tax consultant.

Tuition scholarships are non-service awards given on the basis of academic achievement and are currently not subject to taxation.

Graduate students who are full-time students should not have awards that require more than 20 hours per week of duties. A student desiring more than 20 hours of duties per week must request an exception to the policy. A written petition must be submitted to the Graduate Program Advisor and must receive the approval of the Graduate Program Advisor and the Dean of the Graduate School.

Please note that international students with F-1 or J-1 Visas are not permitted to work more than 20 hours per week. Exceptions to this rule cannot be made by the Graduate School since this is a Federal law. Students with questions concerning this rule or any other issues related to their Visa status should be directed to the International Student Services Office.

## **RESOLUTION OF THE COUNCIL OF GRADUATE SCHOOLS REGARDING GRADUATE SCHOLARS, FELLOWS, TRAINEES, AND ASSISTANTS**

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both the student and the Graduate School are expected to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer made by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to this Resolution that a copy of the Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

## **ASSISTANTSHIPS**

In order to be eligible to receive an assistantship, a graduate student must be admitted to a degree-seeking graduate program, be in good academic standing, and must be a full-time student. Students must maintain a 3.0 cumulative grade point average and be on track with their degree program. Students on probation are not eligible for consideration. Full-time enrollment is defined as nine credit hours per semester. Enrollment in zero to eight credit hours is acceptable for full-time status for two sequential regular semesters in a Master's program or four sequential regular semesters in a Doctoral program when the student has completed at least nine credit hours per semester for the prior two sequential regular semesters. These reduced-credit-hour semesters are to be the final semesters in a student's degree program. In order to be eligible for assistantship support during the summer, a student must be enrolled in at least one hour of graduate credit for the following fall semester. The object code to be used on the student's Payroll Authorization which is submitted to the Graduate School is 51000, whether the student is enrolled or not.

Applicants for TA, RA, and GA positions must also meet any eligibility requirements of the specific appointment and perform their graduate assistantship duties satisfactorily, as defined by their immediate supervisor or department. These requirements include maintaining appropriate standards of academic and professional conduct and honoring all terms of the assistantship contract. Graduate students who are involved in academic or professional misconduct either as a student or in their assistantship duties, or who are otherwise involved in conduct that undermines the integrity of The University of Tulsa, are subject to sanctions that could include immediate termination of the assistantship and dismissal from the Graduate School, as well as other appropriate sanctions.

Allocation of Teaching Assistantships to departments will be completed by the Graduate School as early in the Spring term as allowed by the budget process. Using the spreadsheet provided by the Graduate School, departments should award the majority of their Teaching Assistantships by late February or early March and forward these to the Graduate School. The Dean of the Graduate School will review the awards and provide prompt notification to the recipients. The awardees will be given two weeks, or up to April 15, to accept the assistantships. The best opportunity to recruit new students with assistantship awards is by notifying in February or March. Programs are doing a disservice to themselves by submitting recommendations for awards late in the spring semester.

**A graduate assistant may not work an additional position on campus that pays hourly.** According to federal law, one may not be classified as both monthly and hourly. An hourly appointment would need to be converted to monthly and the total hours on the combined awards may not exceed 20 hours per week during the regular semesters and 40 hours per week during the summer session. Violation of this policy may result in termination of the assistantship.

It is the responsibility of the Graduate Program Advisor to provide the graduate assistant with careful directions regarding his/her assistantship assignment and responsibilities, as well as to monitor the student's performance. When shortcomings or weaknesses in performance are identified, the assistant should be immediately advised and recommendations for improvement should be provided. A record of such communication should be maintained in the departmental file and a copy sent to the Graduate School. Students should be advised that reappointment to an assistantship is **not** automatic. **Annual reapplication is required**, and their current performance will affect the likelihood of reappointment.

In the case of an assistantship funded by departmental funds or from research grants and contracts, the Graduate Student Payroll Authorization form should be used. The authorization should be sent to the collegiate dean's office for signature and then to the Graduate School for approval. Please be sure that the authorization contains the account number to be charged for the award, the beginning and end dates of the award, the amount of the award, and contains the appropriate authorization signature(s).

### **FELLOWSHIPS**

Recommendations for fellowships, regardless of the source of funding, should be made by memo to the Graduate School. The memo should contain any special conditions of the fellowship, including amount and timing of payment(s), as well as reference to the appropriate account number.

### **TUITION SCHOLARSHIPS**

Tuition scholarship awards, based on academic achievement, should also be made on the Graduate Student Payroll Authorization form and should contain the appropriate account number and authorization signature(s). The form should be forwarded to the Graduate School.

The University of Tulsa offers a two-thirds tuition scholarship to all full-time Oklahoma elementary and secondary teachers and administrators who qualify for admission to the Graduate School and who wish to enroll on a part-time basis. Teachers who want the two-thirds tuition scholarship must submit the "Educator Tuition Scholarship Application" form, signed by their school's principal, each academic year. The form is available in the Graduate School.

### **MULTIPLE AWARDS FROM DEPARTMENTAL OR RESEARCH FUNDS**

If a student is to receive two awards, such as an assistantship stipend and a tuition scholarship, please make recommendations for the awards simultaneously. In addition, if a student is to receive support for the entire academic year or for the entire calendar year, please recommend all of the awards at one time using a single Graduate Student Payroll Authorization.

Please do not submit a Graduate Student Payroll Authorization Form that crosses fiscal year boundaries. If there is some question concerning the appropriate fiscal year, please contact the Graduate School for clarification.

### **OUTSIDE EMPLOYMENT POLICY FOR GRADUATE ASSISTANTS**

The University of Tulsa considers that a full-time graduate student receiving a graduate assistantship has a full-time commitment. Any employment in addition to the assistantship is specifically prohibited. A

violation of this policy may result in the immediate termination of the assistantship. Any request for an exception to this policy must be submitted in writing to the Graduate Program Advisor and must receive the approval of the Graduate Program Advisor and the Dean of the Graduate School.

## STUDENT TRAVEL GRANTS

### *CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARD:*

Financial assistance is available for students to present scholarship in a national or international forum to enhance their career opportunities. Any enrolled graduate student that is senior author on an abstract and orally presenting research conducted at The University of Tulsa may apply. Applications for support during an academic year should be submitted by the end of the second week of classes during the fall and spring semesters; for a summer presentation, the request should be submitted by the end of the second week of the spring semester. The presentation must be made prior to your graduation. For most graduate students, the apex of their graduate research for a scholarly presentation usually occurs during the last two semesters of their degree program. Presentations at professional meetings are usually helpful in the acquisition of jobs, or at least interviews for prospective employment. The maximum amount of an individual award will be \$1,000 for master's students and \$1,500 for doctoral students. Students may submit more than one proposal but will receive no more than the allotted maximum in total funding while enrolled in a degree program (i.e., \$1,000 for the master's program and \$1,500 for the doctoral program). They may not simultaneously receive funds from the Office of Research and Sponsored Programs for assistance for the same professional presentation. For more information, contact The Graduate School, 631-2291.

### *GRADUATE STUDENT ASSOCIATION (GSA) TRAVEL GRANTS:*

The Graduate Student Association (GSA) provides conference travel funds to the graduate student community. In order to receive funds for conference travel, a student must submit an application to the GSA senate and the student's department must be represented in GSA senate. The student must also be presenting at the conference in order to receive funding. If they are not presenting they are not eligible for funds. Student must also be the first or second author of the submitted presentation.

Qualified students are eligible to receive funding in the Fall and Spring semesters. Because funding is limited, students should exhaust all other resources for conference travel funding, including the Graduate School's Chapman Presentation Grants. Students receiving travel funding through the Graduate School or the Research Office for the same semester are not eligible for a GSA travel grant. Funds are dispersed on a first-come, first-served basis. **The maximum amount that can be funded to each student per request is \$400.**

Priority is given to students who have not received funding for conference travel from GSA previously. Students are able to apply for funding for both semesters but they will be given lower priority than those who have not received funding.

Funds will be distributed based on the following criteria: funds available to GSA, cost for conference travel submitted to GSA senate, nature of conference, whether or not the person requesting the funds is presenting (student must be presenting in order to receive funds), location of conference relative to the University of Tulsa, and official conference information (relevant information must be submitted along with application to be considered)

The GSA Research Allocation Committee will meet and make the decision of whether or not to disperse funds for conference travel. Expenses eligible for funding include registration, transportation, food, hotel expenses, and miscellaneous expenses (i.e. baggage expenses).

\*Application information and due dates are available on the GSA website ([www.orgs.utulsa.edu/gsa](http://www.orgs.utulsa.edu/gsa)). Students with questions regarding these travel grants can contact the GSA at [grad-sa@utulsa.edu](mailto:grad-sa@utulsa.edu).

#### ***STUDENT RESEARCH AND TRAVEL GRANTS (OFFICE OF RESEARCH & SPONSORED PROGRAMS):***

The purpose of The University of Tulsa Student Research Grant Program is to provide assistance for students to engage in worthwhile research projects and presentations at professional meetings that otherwise may not be possible as a result of a lack of financial support. It is also hoped this grant program will open new areas of research, and stimulate more students to engage in research activities and to attend professional meetings.

Any graduate student or undergraduate is eligible to apply for research support under this program provided he or she is enrolled in a course for which credit for research is given. These courses include Independent Study, Research, and Thesis or Dissertation. Students in Arts and Humanities are encouraged to consider the definition of "research" in light of their own discipline. Enrolled students who are involved in TURC or other University sponsored research programs are also eligible.

Doctoral students enrolled in Research and Dissertation are eligible for awards up to \$1000, with a cap of \$2000 in total funding as a doctoral student. All other degree seeking students are eligible for individual research awards of up to \$500, with a cap of \$1000 in total funding while enrolled in a specific degree program. The maximum amount for a group research project is \$1000. A grant recipient may hold only one grant at a time, but may seek additional support the following semester if the proposed work is completed and a final report has been submitted.

### **STATEMENT ON THE APPROPRIATE USE OF GRADUATE ASSISTANTS**

The Graduate Council "Policy Statement on the Appropriate Utilization of Graduate Assistants" (March, 1996) is intended to facilitate the interpretation of what constitutes appropriate graduate assistant use and responsibility for all graduate assistants at The University of Tulsa. The Dean of the Graduate School, in consultation with the collegiate deans, assumes the ultimate responsibility for interpretation and administration of the policy statement.

One consideration guiding the activities of assistants is the title and level of their assignment. For the purpose of this policy, graduate student assistants will be broadly classed as "Teaching Assistants" (TA's) or "Research Assistants" (RA's), depending upon their major assigned responsibility and source of funding, whether it be internal or external to the University. In the case of TA's (i.e., those primarily assigned to teaching functions), there is an internal source of funds, and the graduate students are primarily assigned to teaching functions.

All activities directly related to the teaching function and to the satisfactory accomplishment of the teaching process are appropriate duties for the TA's. These activities include research for lecture notes, grading student performance, and other teaching-related activities for the class or classes assigned to the TA. Grading, for example, for the TA's assigned classes is acceptable. However, grading for a faculty member is not implied or intended **unless** justification for such an activity is provided by the faculty in

terms of academic or professional growth on the part of the TA (i.e., conducted with the faculty in an instructional situation).

RA's have the responsibility of performing all tasks related to research for which they have primary responsibility and for which they may possibly receive credit via a single author publication (article, presentation, thesis, etc.). When assisting faculty with research projects, activities should be beneficial in furthering the RA's knowledge of, and skills in, the research process, and/or which will enhance his/her understanding of the content or object of the research. Activities such as library research on the availability of source material, data collection, statistical analysis, and data processing tasks are examples of appropriate activities.

Use of RA's by faculty, intended or unintended, that is of questionable value to the RA's understanding of research processes or the content being researched, and that will be primarily of personal or professional benefit to the faculty, is inappropriate. For the preparation of publications or presentations of a scholarly nature, joint efforts between faculty and graduate students are encouraged. However, ethical standards of the discipline should govern the publication credits, and the majority of the RA's activities should be of educational or professional value to the assistant.

Faculty members may not be aware of other duties that assistants are fulfilling for other faculty members, in cases of multiple faculty assignments. Consequently, when assistants are working with more than one faculty member, one of those faculty members or the Graduate Program Advisor should be responsible for coordinating the assistant's functions. The role of the coordinator would be to organize the functions of the assistant relative to priority of functions and time constraints. The purpose of this recommended procedure is that the coordinator would be aware of all the responsibilities of the assistant, and a faculty member is in a better position to communicate priorities and time constraints to other faculty than is an assistant.

In all cases, the utilization of graduate student assistants should represent a balance between University, department, or faculty needs and pertinent student learning needs related to their professional academic achievement.

It is imperative that assistants know to whom they should report and the duties for which they are responsible. Assistants' tasks should be commensurate with their abilities and experience, and their duties should be so structured and designed as to enhance and enrich their educational experience. The dual role of student and assistant should be complementary and should provide the assistants with opportunities for learning and for professional enrichment, especially if the apprenticeship is carefully and deliberately designed and effectively administered by faculty and administration.

**APPENDIX A**



**CONTRACT FOR GRADE OF INCOMPLETE**  
**[Not required for Thesis or Dissertation]**

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This form must be turned in to the Graduate School when an “Incomplete” is entered for any student. The entry of an “Incomplete” and submission of this form is required *before* the end of the grading period. The instructor is responsible for retaining one copy, for providing the student with a copy, and for providing one copy for filing in the student’s academic file in the Graduate School. **International students on student visas must also submit a copy of this form to the International Student Services Office.**

**Student Name:** \_\_\_\_\_ **Student I.D. #** \_\_\_\_\_

**Course #:** \_\_\_\_\_ **Section #:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Semester / Term:**     **Fall**                      **Year:** \_\_\_\_\_  
                                   **Spring**  
                                   **Summer**

**Extenuating Reason(s) for Incomplete:**

Related to:     Family         Medical         Job-Related         Military     Other

Please explain:

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**Course work required to remove the Incomplete (*specify tasks to be completed*):**

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**If the required work listed above is not submitted, how will the grade be calculated?**

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**Time allowed for completing the work required** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Faculty name (print)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature (if possible)

\_\_\_\_\_  
Date

# APPROVAL OF THESIS OR DISSERTATION COMMITTEE FORM

STUDENT'S NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_

*Please check the appropriate degree program:*

Ph.D.                      M.S.                      M.S.E.                      M.A.                      M.F.A.                      J.D./M.A.                      J.D./M.S.                      Other

- |   |   |   |   |                                   |   |                                      |                                |
|---|---|---|---|-----------------------------------|---|--------------------------------------|--------------------------------|
| <input type="checkbox"/> English Language & Literature<br><input type="checkbox"/> Clinical Psychology<br><input type="checkbox"/> Industrial/Organizational<br><input type="checkbox"/> Anthropology<br><input type="checkbox"/> Biological Science<br><input type="checkbox"/> Chemical Engineering<br><input type="checkbox"/> Chemistry<br><input type="checkbox"/> Computer Science<br><input type="checkbox"/> Geosciences<br><input type="checkbox"/> Mathematics<br><input type="checkbox"/> Mechanical Engineering<br><input type="checkbox"/> Petroleum Engineering<br><input type="checkbox"/> Physics | <input type="checkbox"/> Speech/Language Pathology<br><input type="checkbox"/> Applied Mathematics<br><input type="checkbox"/> Biological Science<br><input type="checkbox"/> Chemistry<br><input type="checkbox"/> Computer Science<br><input type="checkbox"/> Engineering Physics<br><input type="checkbox"/> Geophysics<br><input type="checkbox"/> Geosciences<br><input type="checkbox"/> Physics<br><input type="checkbox"/> Finance | <input type="checkbox"/> Chemical Engineering<br><input type="checkbox"/> Electrical Engineering<br><input type="checkbox"/> Mechanical Engineering<br><input type="checkbox"/> Petroleum Engineering | <input type="checkbox"/> Anthropology<br><input type="checkbox"/> Art<br><input type="checkbox"/> Education<br><input type="checkbox"/> History | <input type="checkbox"/> Fine Art | <input type="checkbox"/> Anthropology<br><input type="checkbox"/> Clinical Psychology<br><input type="checkbox"/> History | <input type="checkbox"/> Geosciences | <input type="checkbox"/> _____ |
|---|---|---|---|-----------------------------------|---|--------------------------------------|--------------------------------|

Is this request a modification of the committee?     Yes     No

COMMITTEE MEMBERS:

	<u>Print Name</u>	<u>Signature of Chair and any Co-Chair</u>
Chair:	_____	_____
Co-Chair (if any):	_____	_____
Members:	_____	
	_____	
	_____	
	_____	

Any non-Tulsa University faculty committee member must have a vitae/resume attached or on file in the Graduate School Office and be approved for Graduate Faculty status. Individuals with curriculum vitae or resumes that are more than three (3) years old will need to submit a new one and be reviewed for Graduate Faculty status.

Date of Proposal Defense: \_\_\_\_\_

Date of Anticipated Thesis/Dissertation Defense: \_\_\_\_\_

Date of Anticipated Graduation: \_\_\_\_\_



## **Policy for Use of 5000/7000 Courses**

### **Rationale**

Faculty have requested that the University of Tulsa begin to use 5000 numbers for undergraduate students who want to take 7000-level courses and have those courses count toward their undergraduate degree. We are recruiting some of the best students in the country and many students arrive with advanced placement standing. Providing these exceptional students the potential opportunity to participate in graduate-level classes while still an undergraduate could be a powerful recruiting tool. In addition, students who are doing undergraduate research may need access to specialized courses that are only offered at the graduate level.

### **Credit and Tuition**

Graduate credit would be given for courses at the 6000-level and up and undergraduate credit for courses at the 5000-level and lower. Because undergraduate credit would be earned for a 5000-level course, the student would be charged undergraduate tuition.

### **Implementation**

It is important that certain safeguards be put in place to protect the integrity of the Graduate School and graduate-level courses.

1. A course being taught as a 5000/7000 level may only have a minority of the students at the 5000 level. It is the duty of both the graduate program advisor from the discipline that is offering the 7000-level course and the instructor of the 5000/7000 level course to ensure that the majority enrollment in the course is at the 7000 level.
2. Students who wish to take 5000-level courses must have at least a 3.0 cumulative GPA, a minimum of a 3.5 GPA in the college in which the major resides, and at least junior standing.
3. Students would need to have the signature of their undergraduate advisor, instructor of the 5000/7000-level course, and the graduate program advisor from the discipline offering the 7000-level course.
4. Appeals from students that were denied admission to a 5000-level course must be submitted to the chair of the department in which the course resides. In no case will a student be admitted to a 5000-level course without permission of the instructor.
5. Students in a 5000-level course must meet all the requirements and complete all the assignments for the course, the same as required for the graduate students in the 7000-level course. The undergraduate students are evaluated in exactly the same way as the graduate students in that course. If the undergraduate students are not strong enough to be evaluated in this way, they should not take the 5000-level course. This is not a two-tiered system of evaluation as is found in 4000/6000 level courses.
6. Undergraduate colleges or departments may choose to not participate in the use of 5000 numbering, and may choose to be selective in which 7000-level courses will be given 5000-level numbers.
7. Students may not receive credit at the 5000-level and then later retake the same course at the 7000 level.

### **Numbering**

If possible, each 5000-level number will correspond to the last three digits to the appropriate 7000-level number. No 5000-level number should exist without a corresponding 7000-level course. No 5000-level course will be created that corresponds to an 8000 or 9000-level course. These course numbers are used exclusively for doctoral level courses and it is inappropriate to have advanced undergraduate students in these higher-level courses.