

Graduate Student Handbook

M.S. and Ph.D.



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

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Student Information

Sooner/OU ID: _____ (9-digit # included in Graduate College Admissions letter)

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

Employee ID*: _____ [5-digit #]

Email Address: _____ @ ou.edu

Research Advisor: _____

_____ @ou.edu

Notes

Department Information and Contacts

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

Part I: Post-Admission and Pre-Arrival

1.1 Activate Your OU Account

- <https://one.ou.edu/activate>
- Click on 'What's this?' next to the OU username (OU Net ID) field.
- Enter your 'Sooner ID' (this is your 9-digit Sooner ID # included in your admission letter) and 'Date of Birth.'
- Click 'Continue' This will give you your OU Net ID:
 - OUNET (4x4) ID: _____ [4 letters + 4-digit #]
- Return to the activate site, enter your OU Net ID and date of birth and then click 'Identify Account' to complete activation.
- You can also edit/add emergency numbers, emails, addresses, etc. from this page as well. See the next step for retrieving/setting up your email address.
- If you need assistance, call OU IT at 405-325-4357.

1.2 Retrieve Your Email Address and/or Setup Email Alias

- <https://account.ou.edu>
- Scroll down to 'Email Information.'
- The system assigns you an email address, but you can enter an 'alias' to replace the assigned account name.
 - For example, assigned email addresses are usually formatted as [First].[MI].[Last]@ou.edu but you can change it to an alias account if you wish, i.e., [First Initial][Last]@ou.edu.
- Once your OU email has been activated, the university and department will no longer forward emails to your personal email address. PLEASE be sure to start checking your OU email IMMEDIATELY and REGULARLY!

1.3 Outlook (for email) and Microsoft Office

- <http://office.com>
- This is FREE for OU students. Please take advantage of the free software and set up Outlook with your new email account information. You can use Outlook online or download the program to your computer.
- To set up your email account using Outlook online:
 - Your email account should be automatic when you sign into Office with your OU credentials. If it is not, please call OU IT for assistance at 405-325-4357.
- To set up your email account using the Outlook desktop app:
 - After you download the app and open the program the account wizard will open.
 - If the **wizard does not open**, click on 'File' and then 'Account Settings'
 - Select 'Next' then on the 'Email Accounts' page, click 'Next.'
 - Click on '+ Add Account.'
 - Enter your OU e-mail address and click 'Connect.'
 - Enter your name, email address, and password and then click 'Next.'
 - Click 'Finish.'

1.4 International Students

- College of International Studies, International Student Services (ISS)
 - <https://www.ou.edu/cis/iss>
 - Farzaneh Hall, 729 Elm Ave, Room 144
- Official Transcripts – you will turn in your official transcripts after you arrive on campus.
- VISA and NISO Orientation
 - Every effort has been made to keep this document up to date. However, please check the ISS website at <https://ou.edu/cis/iss> to verify!
 - Step 1: Acquire I-20
 - You will receive an email from the ISS office regarding your I-20.
 - You will need to request an I-20 using the form found at the link below:
 - <https://www.ou.edu/cis/iss/forms/initial-i-20-or-ds-2019-request>
 - For more information on financial documentation and the amount you must show, please visit the link below:
 - <http://ou.edu/cis/iss/students/maintaining-your-status/financial-documentation>
 - Step 2: Apply for F-1 Visa
 - <https://ou.edu/cis/iss/students/new-students/i-20>
 - Pay I-901 SEVIS (Student and Exchange Visitor Information System) fees.
 - Apply for F-1 Visa at a US embassy/consulate.
 - <https://usembassy.gov/>
 - Step 4: Participate in NISO (New International Student Orientation)
 - You should receive an email from ISS in mid-July with more details.
 - Download the app.



- This orientation includes a **MANDATORY** pre-arrival internet orientation (MIO), airport transport, **required** ISS meeting, and a **required** two-day in-person orientation.
 - MIO
 - <https://canvas.ou.edu>
 - Click 'Login to OU Canvas.'
 - Sign in using OU email and password.
 - You can find more information here: <https://www.ou.edu/cis/iss/students/new-students/niso>
- Step 5: Travel
 - Plan your arrival date for no more than 30 days in advance of the 1st day of the semester.
- English Proficiency Certification
 - Must be completed during your **FIRST** semester. The department will cover the fee.
 - If English is not your first language or if you are not a native speaker you will need to be certified. Please visit <https://ou.edu/gradcollege/student-life/etcs> to see if your country is listed as an OU Approved English-Speaking Country.
 - Please email the English Training and Certification Services (ETCS) office (etcs@ou.edu) as soon as possible to start the certification process and to schedule your test.
 - You will not be required to instruct so you will NOT need to take the WRITE test.

1.5 Graduate Teaching Assistant (GTA) Duties and REQUIRED GTA Orientation

- This section **applies to Ph.D. Graduate Students ONLY**; however, **MS students are encouraged to TA.**
- Although you are considered a Graduate Research Associate (GRA), Ph.D. students will also be assigned to serve as the teaching assistant for a faculty member for a minimum of two courses during your program. This is a **REQUIREMENT** and is considered part of your educational experience and should average no more than 10 hours per week.
- Please review the SBME TA Requirements Policy
 - <https://www.ou.edu/coe/sbme/graduate/forms---documents>
- Your GTA duties will generally begin your 2nd semester. You will receive an email from Dr. Rebecca Scott later in the semester with more information regarding your duties, course details, and orientation.
- Please be sure to visit the Graduate College Assistantship page to **register as soon as possible for the REQUIRED GTA Orientation.**
 - <https://ou.edu/gradcollege/cost-and-aid/graduate-assistantship#new-gta-orientation>
 - When registering for the orientation, your appointment type is 'Graduate Research Assistant (GRA) with teaching duties.'

1.6 HR – New Hire Paperwork

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- **PLEASE** download the new employee paperwork and fill them out BEFORE you arrive!
 - <https://newemployee.ou.edu/Norman-Campus/New-Employee-Paperwork-Submission>
- Your **first paycheck** may not be available until the end of the following month after your arrival so please plan to bring enough funds to cover your **first two months' expenses.**
- ***International Students**
 - You will not be able to submit your new hire paperwork until AFTER you arrive in the US and receive your I-94 Admission Number.
 - The ISS office will provide you with a letter to get your SSN.
 - <https://www.ou.edu/cis/iss/students/employment/social-security-number>
 - For employment and income verification needed to open a bank account, your admission letter will serve as your employment offer letter.
 - For further information, please visit <https://www.ou.edu/cis/iss/students/employment>

1.7 Travel and Arrival

- You **MUST** arrive on campus by the date stated in your offer letter so that you have time to secure housing, register for classes, turn in paperwork and documents, attend training, etc. It is highly recommended that you arrive one week BEFORE the first day of classes.
 - If you are unable to arrive before the second week of the semester, please email Nicole (npalmer@ou.edu) to have your admission deferred to the next semester.
- Please make sure you update all records with your new mailing address.

1.8 Advising

- Please email Dr. Wei Chen (wei-r-chen@ou.edu) to schedule an advising appointment to prepare for enrollment in your first semester.
- After finalizing your schedule, please see the 'Enrollment and Overrides' instructions under 'Part III: Ongoing.'

1.9 Other Items to Consider

- Housing and Dining
 - <https://www.ou.edu/housingandfood>
- Parking Pass
 - <https://www.ou.edu/parking>
 - Please note that even though you are a Graduate Student, you cannot get a Graduate Student parking permit, you will have to get a general student **Commuter** parking permit.
- Campus Map
 - <https://www.ou.edu/content/dam/Parking%20Services/documents/parking-map.pdf>
- OU Virtual Campus Tour
 - <http://www.ou.edu/go2/virtualtour>
- Immunization Requirements
 - <https://www.ou.edu/healthservices/services/immunizations>
- Funding and Financial Aid
 - Scholarships
 - <https://ou.edu/sfc/scholarships>
 - <https://ou.edu/sfc/scholarships/cash> (open to international students)
 - National Fellowships
 - <https://ou.edu/coe/resources/costs-and-funding/national-fellowships>
- Non-OU Employment/Internships
 - <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>

Part II: Post-Arrival

2.1 Submit Official Transcripts

- If you have not done so, please submit your official transcripts to the Graduate College as soon as you arrive. For more information, please visit: <https://www.ou.edu/gradcollege/apply/before-you-apply#transcripts-required>
 - Robertson Hall, Room 213, 731 Elm Avenue

2.2 Sooner Card

- <https://www.ou.edu/soonercard>
- Offices are at the following locations:
 - Oklahoma Memorial Union, 900 Asp Ave, Room 127
 - Cross Village, 116 4th St, Ste D138
- You will need a valid, non-expired government issued photo ID with your name, date of birth, and a picture.

2.3 HR – New Hire Paperwork

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- After arriving in Norman, please take your required paperwork and documents (including your original Social Security Card) to the HR office located in the Nuclear Engineering Lab (NEL) building, 905 Asp Ave, Room 122.
 - <https://newemployee.ou.edu/Norman-Campus/New-Employee-Paperwork-Submission>
 - ***International Students:** You must have your I-94 Admission Number!
- After your paperwork has been processed by HR they will give you a receipt. You can either bring the form in to the office (GLG 101) or forward a picture/scan of the receipt to Nicole (npalmer@ou.edu).

2.4 Health Insurance

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- <https://ou.myahpcare.com>
- You are automatically enrolled in student health care.
- You can add dental, spouses, and dependents for additional costs.
- If you would like to opt out, you may do so here: <https://ou.myahpcare.com/waiver>

2.5 Employment Information

- This section **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- **Reminder:** Your first OU paycheck may not be available until the end of the following month after your arrival so please plan to bring enough funds to cover your first two months' expenses.
- Employee Self-Service: <https://selfservehc.ou.edu/>. This portal can be used to access paystubs, health insurance coverage, and other payroll information.
- Payroll and Employee Services: <https://www.ou.edu/payroll/my-pay>
- Reporting Time and Attendance
 - <https://time.ou.edu>
 - Additional information can be found at <https://www.ou.edu/payroll/workforce-time-system>
 - Timesheets for the previous month are due by the first Friday of every month.

2.6 Complete Training and Employee Orientation

- This portion **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
 - New Employee Orientation
 - <https://newemployee.ou.edu/Norman-Campus>
 - OU Employee Required Training
 - You should receive an email from OU prompting you to complete all required training. However, if you do not, you can complete them using the following directions.
 - Visit <https://onpoint.ou.edu>
 - Log in with your OU Net ID and Password.
 - Enter the training title in the 'Learning' Search bar:
 - Preventing Harassment and Discrimination for Non-Supervisors (Title IX)
- This portion **applies to ALL Graduate Students.**
 - SBME Required Training
 - Visit <https://onpoint.ou.edu>
 - Log in with your OU Net ID and Password.
 - Enter the following training titles in the 'Learning' Search bar to access:
 - General Hazard Communication/General Safety Training
 - Sooner Fire Safety
 - Laboratory Safety
 - Bloodborne Pathogens
 - General Biosafety Training
 - Introduction to PeopleSoft
 - Additional Trainings
 - Your faculty advisor may require additional training. The assigned training can be found using the instructions above.
 - Lab Access
 - Please send all completion certificates to your faculty research advisor to receive Sooner Card access to labs in Gallogly Hall.
 - Save all completion certificates for your records.

2.7 SBME New Graduate Student Orientation

- Orientation will be scheduled during the first Friday seminar of the year.

2.8 University-Related Travel (Travel Card)

- <https://www.ou.edu/travel>
- A travel card will be needed for all university-related travel.
- To receive a travel card, you must take the travel card training.
 - <https://onpoint.ou.edu/> and type 'Travel' in the search bar.
 - Select 'Travel Card Training' to begin.
- Once you have completed the Travel Card Training, you will complete the Travel Card Application
 - <https://apps.ouhsc.edu/FinancialServices/TravelCard>
 - Information needed for application. Business Officer: Kelly Wilcox; kwilcox@ou.edu
- **DO NOT USE YOUR PERSONAL CARD FOR UNIVERSITY PURCHASES!**

Part III: Reoccurring

3.1 Tuition Waivers

- This portion **applies to Ph.D. or funded M.S. Graduate Students ONLY.**
- To be eligible for a tuition waiver, you must have a Graduate Research Associate (GRA) or Graduate Teaching Associate (GTA) appointment and you MUST enroll for a minimum of 5 credit hours (fall and spring semesters).
- Tuition waivers are automatically applied. However, it can take up to 3 weeks for them to process. Sometimes this comes AFTER the first due date posted in your account (August or January 25th). You will most likely receive emails about deadlines and extra charges. However, if your waiver has not been posted by September or February 25, please contact the Graduate College.
- If you are enrolled in OUHSC courses, please email Shayla (sglover@ou.edu) and Nicole (npalmer@ou.edu) immediately.

3.2 Fees

- You are responsible for all fees associated with your account UNLESS your advisor has agreed to pay them. They can be paid by going to <https://one.ou.edu>.
 - Note: Please wait until after the add/drop deadline for the semester before paying fees as rebates will be applied on that date.
- If your advisor has agreed to pay your fees, please email Shayla (shaylaglover@ou.edu).

3.3 Enrollment and Overrides

- Please visit the SBME Graduate Programs page to plan your class schedule.
 - <https://www.ou.edu/coe/sbme/graduate/programs>
- To enroll:
 - Visit <http://one.ou.edu>
 - Click on 'Resources' then click on 'Registration.'
 - Click on 'Register for Classes.'
 - Select the term you are enrolling for and then click 'Continue.'
 - Click on 'Subject' and select the subject of the selected course.
 - Enter 'Course Number' and then click 'Search.'
 - Click 'Add' for the correct course. Do this for every course you would like to enroll in.
 - After you are done, click 'Submit.'
 - To change credit hours on variable credit hour courses and more information on the waitlist: <https://ou.edu/content/dam/gps/docs/enrollment-screenshots/HowToEnroll.ChangeVariableCreditHours.pdf>
 - *To drop a course: <https://itsupport.ou.edu/TDClient/30/Unified/KB/ArticleDet?ID=465> or visit <https://www.ou.edu/registrar/enrollment-services/add-or-drop#Graduate>
 - *To audit a course: <https://www.ou.edu/registrar/enrollment-services/audit>
- If you receive an error when enrolling, you will need to contact the office to receive permissions/overrides to enroll.
 - If the class is a **BME** course, please email the following to npalmer@ou.edu. Please be sure to also cc the instructor in your email.
 - Name
 - OU ID Number
 - Term
 - Course numbers including the Section number (ex. BME 6980-001)

- If the class is **NOT** a BME course, you will have to contact the professor of the course for permission.
- Thesis/Dissertation Research hours: Once you begin enrollment in research hours, you must be continuously enrolled each semester until you graduate. However, you do not have to enroll in the summer semester unless it is your first or last semester.
- If you **do** have a GRA or GRA appointment, you must enroll in a minimum of 5 hours each semester.
- If you **do not** have a GRA or GTA appointment, you must enroll in a minimum of 9 hours each semester.
- You must be enrolled no later than the first day of classes, however, it is important to enroll early to avoid late fees. Please enroll no later than the following department deadlines:
 - Fall semester – August 1
 - Spring semester – December 1

3.4 Transfer Courses/Credit

- Please list any courses that you would like to transfer on your Advisory Conference Report (ACR) (see detailed instructions in Part IV: Academic Planning and Milestones)

3.5 Seminar (BME 5971)

- All students are required to enroll in and **ATTEND** the 1 credit hour BME 5971 Seminar in Biomedical Engineering Research.
- The seminars are held every Friday at 1:30 PM in Sarkeys Energy Center (SEC), Room M204. If there is not a seminar scheduled or if it is canceled, you will receive a notification by email no later than 10:00 am the day of.
- Required total number of credit hours:
 - **Ph.D.** – 3 credit hours within the first 2 years
 - **M.S. Poly Dual** – 3 credit hours
 - **M.S.** – 1 credit hour (you do not need to enroll however, please email Nicole (npalmeter@ou.edu) which semester you intend to attend so that your name can be added to the attendance list.)
- All students are allowed 1 non-excused absence. However, if you need to request an excused absence, please email Nicole (npalmeter@ou.edu).
- *Ph.D. students will be required to make a research presentation during their last year. See more information in Part IV: Academic Planning and Milestones.

3.6 Department Student Organizations and Events

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

Part IV: Academic Planning and Milestones

4.1 OU

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

4.2 SBME

- 4.2.1 Course Requirements
 - <https://www.ou.edu/coe/sbme/graduate/programs>
- 4.2.2 Policies and Forms
 - <https://www.ou.edu/coe/sbme/graduate/forms---documents>
- 4.2.3 Annual Student Progress Report
 - The report is due to the department on August 16th of every year.
 - More information and instructions along with the report form can be found at the 'BME Annual Student Progress Report Form' link located on the Policies and Forms webpage.
- 4.2.4 Faculty Research Advisor Selection/Pairing
 - If you were paired with an advisor in your offer letter from the program, no further steps are required.
 - If you were NOT paired with an advisor, you will need to follow the instructions set forth by the policy located on the Policies and Forms webpage.
 - The policy can be found at the 'BME Student Advisor Pairing Policy'
 - The form can be found at the 'BME Advisor Declaration Form'
- 4.2.5 Seminar Presentation
 - Ph.D. students are required to make a research presentation during their last year.
 - More information and instructions can be found at the 'BME Graduate Seminar Policy' link located on the Policies and Forms webpage.

4.3 Graduate College

- The following information was created for your convenience. Please visit the Graduate College's Steps to Degree and the Graduate College Bulletin website **OFTEN as you and your advisor are ultimately responsible for making sure all deadlines are met and that the correct forms/documents are submitted at the correct time(s).**
 - Steps to Degree with detailed deadline dates: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin>

- 4.3.1 M.S. Students
 - 4.3.1.1 Checklist
 - <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.7>
 - 4.3.1.2 Program of Study
 - Due the semester before you plan to graduate.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.1.7.1>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#pos>
 - 4.3.1.3 Master's Thesis Topic and Committee Membership
 - Due the semester before you plan to graduate.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.1>
 - Form: <https://www.ou.edu/content/dam/gradcollege/grad-college-new/pages/student-forms/gc-thesis-topic-committee.pdf>
 - 4.3.1.4 Apply for Graduation
 - Due the semester before you plan to graduate.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.6>
 - Graduation Website: <https://www.ou.edu/commencement/graduates/norman-graduate-students>
 - 4.3.1.5 Final Semester Declaration for Graduate Assistants
 - Only needed if you are receiving funding.
 - Due during your final semester.
 - <https://www.ou.edu/gradcollege/forms-and-policies/forms#general-forms>
 - Under 'General Forms,' you will have to scroll down and select the 'Graduate Assistant Final Semester Declaration' form.
 - 4.3.1.6 Degree Check
 - Due during your final semester.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.4>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
 - 4.3.1.7 Thesis Defense
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2>
 - Master's Thesis Forms: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
 - 4.3.1.7.1 Request Authorization to Defend
 - Due at least 10 working days prior to your defense and no later than the end of semester deadline.

- Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.5>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#masters-thesis-forms>
 - 4.3.1.7.2 Approval for Thesis Submission to SHAREOK
 - See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.8>
- 4.3.2. Ph.D. Students
 - 4.3.2.1 Checklist
 - <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.9>
 - 4.3.2.2 Advisory Conference Report (ACR)
 - Due the semester before you plan to take your General Exam. Be aware that your ACR must be approved by the Graduate College before you can take the General Exam.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.3>
Form: <https://ou.edu/content/dam/gradcollege/docs/forms/gc-advisory-conference-report-upload.doc>
 - 4.3.2.3 Doctoral Committee
 - Selection of Doctoral Committee is done when submitting the ACR.
 - Please note that no changes in the committee membership are permitted 30 calendar days before your scheduled General Exam.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.4>
 - 4.3.2.4 General Exam
 - SBME General Exam Policy and Check Sheet: <https://www.ou.edu/content/dam/coe/docs/sbme/policy-docs/2021-10-15SBME%20GENERAL%20EXAM%20POLICY.pdf>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.5>
 - You must be enrolled in at least 2 graduate credit hours during the semester the General Exam is held.
 - Due no later than the end of the second week of the semester you plan to take the General Exam.
 - Submit the General Examination Application for the Doctoral Degree: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>

- After your application is approved, the Graduate College will email the Authority Report Form for the General Examination to you, your committee, and your graduate liaison. You may not begin work for the exam until you receive the Authority Report Form.
 - The completed Authority Report Form for the General Examination must be submitted within 3 working days after the exam.
- 4.3.2.5 Apply for Graduation
 - Due the semester before you plan to graduate.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.8>
 - Graduation Website: <https://www.ou.edu/commencement/graduates/norman-graduate-students>
- 4.3.2.6 Final Semester Declaration for Graduate Assistants
 - Only needed if you are receiving funding.
 - Due during your final semester.
 - <https://www.ou.edu/gradcollege/forms-and-policies/forms#general-forms>
 - Under 'General Forms,' you will have to scroll down and select the 'Graduate Assistant Final Semester Declaration' form.
- 4.3.2.7 Degree Check
 - Due during your final semester.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.4>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>
- 4.3.2.8 Dissertation Defense
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7>
 - Ph.D. Doctoral Forms: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>
 - 4.3.2.8.1 Request Authorization to Defend
 - Due at least 10 working days prior to your defense and no later than the end of semester deadline.
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.5>
 - Form: <https://www.ou.edu/gradcollege/forms-and-policies/forms#doctoral-forms>
 - 4.3.2.8.2 Approval for Dissertation Submission to SHAREOK
 - See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
 - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#8.7.8>

Part V: Resources

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

- Emergency Phone Numbers
 - <https://www.ou.edu/police/emmerphon>
- Police Department
 - <https://www.ou.edu/police>
- Goddard Health Services
 - <https://www.ou.edu/healthservices>
- University Counseling Center at Goddard Health Center
 - <https://www.ou.edu/ucc>
 - 24/7 access with TELUS Health at <https://myssp.app/us/home>
- Accessibility and Disability Resource Center
 - <https://www.ou.edu/adrc>
- Office of Diversity, Equity, and Inclusion
 - <https://www.ou.edu/diversity>
- Advocates
 - <https://www.ou.edu/gec/gender-based-violence/advocates>
- Veteran Support Alliance
 - <https://www.ou.edu/veterans>
- Student Financial Services
 - <https://www.ou.edu/sfc>
- Student Legal Services
 - <https://www.ou.edu/studentlegalservices>
- Academic Life/Graduate Student Coaching
 - <https://www.ou.edu/alc/graduate-student-coaching>
- Fitness + Recreation
 - <https://ou.edu/far>
- Food Pantry
 - <https://www.ou.edu/foodpantry>
- Bizzell Memorial Library
 - <https://libraries.ou.edu/>

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

Appendix

OU 'Fun' Resources

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

Norman and Oklahoma City Metro 'Fun' Resources

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