

# **Graduate Student Handbook**

**M.S. Accelerated Degree Program**



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

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## Student Information

Sooner/OU ID: \_\_\_\_\_

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

Employee ID\*: \_\_\_\_\_ [5-digit #]

Email Address: \_\_\_\_\_ @ ou.edu

Research Advisor: \_\_\_\_\_  
\_\_\_\_\_ @ou.edu

## Notes

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## 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](mailto:detamore@ou.edu))
- Graduate Liaison: Wei Chen, Ph.D. ([wei-r-chen@ou.edu](mailto:wei-r-chen@ou.edu))
  - Advising
  - Questions regarding courses and degree requirements.
- Graduate Coordinator: Nicole Palmeter, M.A. ([npalmeter@ou.edu](mailto: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](mailto:shaylaglover@ou.edu))
  - Payroll
  - Tuition Fees and Waivers
- Graduate College Degree Management Specialist: Tierra Hurley ([tierrahurley@ou.edu](mailto:tierrahurley@ou.edu))
- Teaching Assistant Assignments: Dr. Rebecca Scott ([rebecca.scott@ou.edu](mailto:rebecca.scott@ou.edu))

## Part I: Post-Admission

### Accelerated Degree Program (ADP)

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

### Accelerated Degree Graduate Coursework Plan (ADGCP)

- Due **BEFORE the beginning of the fall semester after you are admitted to the program.**
- **Immediately** download the ADGCP form.
  - <https://www.ou.edu/content/dam/gradcollege/docs/forms/adgcp/gc-adgcp-bsbme-msbme-su21.pdf>
- Schedule a meeting with your faculty advisor to discuss and complete the ADGCP form. You may want to use the following electives list to assist with your course selection:
  - BME Electives List  
<https://www.ou.edu/content/dam/coe/docs/sbme/SBME%20Undergraduate%20Pre-Approved%20Electives%20Updated%202007-2023.pdf>
  - Pre-Approved MS Electives List  
<https://www.ou.edu/content/dam/CoE/BME%20MS%20Program%20Electives%20Updated%202002-04-22.pdf>
- After you and your advisor have completed the form, please email to Nicole ([npalmeter@ou.edu](mailto:npalmeter@ou.edu))

### Apply to the Graduate College

- During the **final semester** of your undergraduate (Bachelor's) degree, you will have to officially submit an Addition or Change of Program (ACOP) with the Graduate College to be admitted as a graduate student. You will do this visiting <https://www.ou.edu/gradcollege/apply>
  - NOTE: The term of admission must be the semester after completion of the bachelor's degree. You may not skip a fall or spring semester between the degrees.

## Part II: SBME Graduate Student Requirements

### SBME New Graduate Student Orientation

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

### Complete Training

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

### Graduate Teaching Assistant (GTA) Duties and GTA Orientation

- **Accelerated BSMS students are encouraged to TA.**
- The time commitment averages 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 2<sup>nd</sup> 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 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.'

## Part III: Reoccurring

### 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 audit a course: <https://www.ou.edu/registrar/enrollment-services/audit>
  - \*To drop a course: <https://itsupport.ou.edu/TDClient/30/Unified/KB/ArticleDet?ID=465> or visit <https://www.ou.edu/registrar/enrollment-services/add-or-drop#Graduate>
- If you receive an error when enrolling, you will need to contact the office to receive permissions/overrides to enroll.
  - If the class is a **BME** course, please email the following to [npalmer@ou.edu](mailto: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.
- 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
- Thesis Research hours: Once you begin enrollment in research hours, you must be continuously enrolled each semester until you graduate. However, you do not have to enroll in the summer semester unless it is your first or last semester.

### Seminar (BME 5971)

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

## 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](mailto:besa@ou.edu)
- Monthly Graduate Student Lunch sponsored by BESA



## Part IV: Academic Planning and Milestones

### OU

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

### SBME

- Course Requirements
  - <https://www.ou.edu/coe/sbme/graduate/programs>
- Policies and Forms
  - <https://www.ou.edu/coe/sbme/graduate/forms---documents>
- Annual Student Progress Report
  - The report is due to the department on August 16<sup>th</sup> 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.

### 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>
- Checklist
  - <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.7>
- 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>
- 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>

- 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>
  
- 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>
  
- 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>
  
  - 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>
  
  - Approval for Thesis Submission to SHAREOK
    - See deadline and form at: <https://www.ou.edu/gradcollege/forms-and-policies/steps-to-degree>
    - Graduate College Bulletin: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#7.2.5.8>

## Part V: Resources

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

- Emergency Phone Numbers
  - <https://www.ou.edu/police/emmerphon>
- Police Department
  - <https://www.ou.edu/police>
- Goddard Health Services
  - <https://www.ou.edu/healthservices>
- University Counseling Center at Goddard Health Center
  - <https://www.ou.edu/ucc>
- Accessibility and Disability Resource Center
  - <https://www.ou.edu/adrc>
- 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/>