



# MPGE GRADUATE STUDENT HANDBOOK

## ABSTRACT

Welcome to the University of Oklahoma Mewbourne School of Petroleum and Geological Engineering! Our faculty and staff are ready to assist and guide you during your journey within our program. This handbook will introduce you to the people, procedures, and resources available to you that will be instrumental as you progress through your degree.

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# 1

## General Information

Welcome to the University of Oklahoma Mewbourne School of Petroleum and Geological Engineering! Our faculty and staff are ready to assist and guide you during your journey within our program. We strongly encourage you to visit OU's [Graduate College](#) website, and begin to familiarize yourself with requirements, forms, and deadlines for your degree. Their website hosts a broad range of information that is relevant to you and should be your first stop when seeking answers to a question. Another resource for you is MPGE's [website](#).

## Meet the Department

The MPGE department consists of 13 faculty members and 5 staff members which hold offices on the 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> floors of Sarkeys Energy Center (SEC). The Graduate Liaison and the Graduate Program Coordinator are the faculty and staff members that will help guide you through your graduate degree. Any questions you may have about your degree, or the university can be directed to them.

You can find more information about our faculty and staff on the MPGE [people page](#) on our website.

## Laptop Requirements

MPGE students are responsible for bringing and maintaining a working laptop throughout their studies. The laptop should be able to handle the following tasks:

- Ability to send and receive e-mail, including attachments.
- Ability to browse the network and download files.
- Ability to communicate to external devices over a USB 2.0 port.
- Ability to read and write documents in Microsoft Office format (version 2013 or higher).

University students are eligible to download Microsoft Office for free at [portal.office.com](http://portal.office.com).

The minimum recommended laptop specifications are listed on the College's [website](#).

## Arriving at OU

When you first arrive, you are required to check-in with our Graduate Programs Coordinator located on the 12th floor of Sarkeys Energy Center. The Graduate Programs Coordinator will give you

further instruction as well as direct you to your faculty advisor.

If you are an international student, upon arrival, you must check-in with International Student Services (ISS) located in 144 Farzaneh Hall. Not checking in with ISS places your visa in jeopardy. As an international student, [ISS's website](#) is another very important resource to reference often.

## Communications and Mail

It is policy to send e-mail communications only to a student's OU e-mail address, no other e-mail address will be used. If you prefer using another e-mail address, make certain to configure your settings so that your OU e-mails are forwarded. When e-mails are received from the university or department, read them in a timely manner and respond accordingly. Information concerning deadlines, degree requirements and opportunities are sent via e-mail. Not reading an e-mail is not a valid excuse for missing a deadline.

MPGE is not responsible for any personal mail received for students.

Please, have all personal mail delivered to your home address.

### Offices, Rooms, and Access

MPGE provides office space to graduate students who are employed by MPGE as Graduate Research Assistants (GRA) or Graduate Teaching Assistants (GTA). Space is limited and accommodations are made based upon availability and the criteria within this policy.

The Graduate Liaison will provide to staff a list of students accepted as GTA and GRA each semester. Staff will then assign offices as available and notify students.

Only current GRA & GTA will be eligible for an office. Undergraduate students, even if they are accepted into the accelerated program, are not eligible for office space.

GTA offices are assigned per semester. Once a semester is complete, GTA's must vacate their assigned offices.

GTA's in courses that will require them to grade papers are given priority in GTA assignments.

Offices are only for those assigned. At no time shall access codes or keys be given to individuals who are not assigned to that space.

Graduate students will only be allowed one office. Students who have offices at WCTC or other facilities will not be allowed office space in SEC.

Students are expected to keep their offices clean and free of debris, adhere to OU policies regarding prohibited items and respect their peers by keeping noise and distraction to a minimum. All sensitive materials, such as those covered under FERPA, must be placed out of sight when away from the desk.

Upon termination of the office contract:

- All assigned materials will be returned to MPGE free of damage.
- Personal items will be removed from the space.

- Desk, drawers, and cabinets will be left clean.
- Cabinets and drawers will be unlocked.

Students who do not return assigned materials or leave their offices in unsatisfactory or damaged condition will be charged fees equal to the replacement cost and administrative fees and charges.

### **ID Card Access to Rooms**

Your OU ID card can be used to access rooms that have access card readers. To receive access, email the Graduate Program Coordinator.

### **Room Reservations**

MPGE has rooms available for use:

- MPGE Conference Room (1218),
- Sleeper Team Room (1234),
- Conference Room (1343),
- Classroom 1410.

To schedule one of these rooms, send an email to the Graduate Program Coordinator. Sarkeys

Plaza room reservations are made through the [Mewbourne College of Earth and Energy Dean's Office.](#)

Reservations for a thesis or dissertation defense must have prior approval from the Graduate Programs Coordinator before making the reservation.

When utilizing a reserved room, one is expected to:

- Leave the room clean. This includes wiping spills and throwing away all trash.
- Turn off all electronics (projectors, televisions, etc.)
- Return projector screens to their rolled-up position.
- Erase chalk/dry erase boards.
- Push chairs in and turn off the lights.

Not following these rules may result in revocation of room reservation privileges.

### **Graduate Student Lounge**

With much thanks to generous alumni and friends, graduate students within our programs have

been provided a private lounge with kitchenette to enjoy. Located in SEC 1368.

Students are expected to keep this room clean, and MPGE provides cleaning supplies for this purpose. MPGE does provide coffee pods, tea, and cups. Please contact the Program Coordinator or the Staff Assistant if the coffee or any other supplies have run out. Food placed in the refrigerator or freezer should have your name and the date it was placed in there on it. Items found without name and date, or dates extended beyond a week will be thrown out.

Be mindful of your peers when using the lounge. Anybody who is not a part of MPGE should not be given access to the room.

The kitchenette located on the 12th floor of Sarkeys is for only for MPGE faculty and staff use. Students are not allowed to use the microwave, coffee maker, refrigerator or take beverages or other items from this room.

## Equipment Check-out

The Mewbourne School of Petroleum and Geological Engineering makes every effort to stay technologically aware and to make available items to assist in learning and teaching. Equipment is available for MPGE faculty, staff and students to check out from the reception area of our main office.

Equipment is for MPGE use, not personal use.

Equipment check-out is short term (less than one day). If an item is needed longer, permission must be obtained first. If a computer is needed longer than a day, the individual in need should contact OU IT about their computer availability.

All equipment check-outs require an OU ID. The ID is collected by MPGE staff and held until the checked-out item is returned.

All items that are checked out from MPGE are to be returned free of damage. If an item is damaged, replacement charges and



administrative fees may be assessed and charged against the OU Bursar account of the person who checked the equipment out from MPGE.

There will be no downloading of programs or saving of files to the hard drive of MPGE computers.

### Supplies

Supplies are kept on-hand and are kept in the Copy Room (1210). These supplies are for classroom use only, which means that those serving as GTA's may occasionally be asked by faculty to collect items for class. Please see the Staff Assistant prior to taking any supplies.

For those working as GRA's, your faculty advisor may require you to order supplies relevant to the research being performed. Bring written consent (an e-mail will suffice) verifying that permission has been granted by your research advisor to order supplies or technologies. Make certain that the consent also states 1) which account should be charged and 2)

where it should be delivered. MPGE's staff assistant, or designee, will place the order and e-mail you once it arrives. Please be timely when picking up items that have arrived.

### Copies

Use of MPGE's copier and printers is reserved solely for departmental academic and research purposes, personal copying is prohibited. There are printing kiosks, computer labs and professional printing services available across campus for students to utilize.

For GRA's or GTA's that have been asked to make copies, obtain your research advisor or teaching faculty's copier code. This will be entered as "ID" on the copier screen, password is not needed.

If you are unfamiliar with the copier, or any of its functions or if you encounter errors or experience difficulties while copying, please see any member of staff for assistance.

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## Academic Information

The University of Oklahoma, Graduate College and the Mewbourne School of Petroleum and Geological Engineering hold students to the highest academic standards. MPGE is renowned for the excellence of its programs, research, and graduates. To maintain this standard, we rely on [The Graduate College Bulletin](#) of the University of Oklahoma as the official source record in relation to graduate studies and policies at OU. It lays out degree requirements, admissions criteria, enrollment and retention standards and graduation.

### Master's Programs

We offer master's programs in Petroleum Engineering, Geological Engineering and Natural Gas Engineering and Management (NGEM). NGEM is available 100% online.

Each program, except for the online NGEM, is available as either a thesis or non-thesis option.

Degree requirements are available through Graduate College's website and are linked below:

- [MS Geological Engineering](#)
- [MS Petroleum Engineering](#)
- [MS NGEM](#)

## GPA Requirements

To be in good academic standing, a student must earn a minimum GPA of 3.0 each semester.

If a student earns a GPA below 3.0, they will be placed on probation. The student can return to good academic standing by earning a 3.0 semester GPA for the next two semesters of enrollment.

Should a student earn two consecutive GPA's below 3.0, the student will be stopped from the program.

## Thesis Topic and Committee

No later than the semester in which you plan to begin work on your thesis (check Graduate College deadline), a thesis topic will be selected and a committee will be formed in conjunction with your advisor. The [Program of Study](#) form and the [Master's Thesis Topic and Committee Membership](#) form must be submitted to the Graduate College the semester before you plan to defend; Committee members must be members of the MPGE graduate faculty.

Obtain all the required signatures for both forms and submit them to Graduate College.

If any changes to thesis committee membership become necessary, a [Request for Change in Committee \(online form\)](#) must be submitted. Changes must be filed with Graduate College no less than fourteen days prior to the defense.

[Thesis Checklist](#)

[Thesis Instruction Packet](#)

[Non-Thesis Checklist](#)

[Non-Thesis Instruction Packet](#)

## Research Hours

Students will enroll in PE 5980/GE 5980 Research for Master's Thesis leading up to their defense. The first semester in which a student is ready to enroll in this course, these hours must be requested by the Graduate Programs Coordinator. Following their initial hours, students must maintain continuous enrollment during each regular semester, at a minimum of two credit hours, until the requirements for the degree are completed or candidacy is

discontinued.

### Time Limit for Completion of Master's Degree

A master's student is normally expected to complete all the degree requirements within two years. An extension can be requested for up to five years.

### Graduation

Students graduating from the University of Oklahoma must complete a [Graduation Application](#) prior to the due date:

- May 1st for December graduation,
- December 1<sup>st</sup> for May, and
- March 1st for August.

All fees and tuition charges must be paid before a degree is officially conferred and a diploma issued.

Requirements for graduation are to have been completed and the appropriate paperwork filed with Graduate College by the posted deadlines. This includes grade changes for grades listed as "I". If all requirements are not completed by

the posted deadline, graduation will be delayed.

### Comprehensive Exam / Defense

All comprehensive exams and thesis defense must be scheduled through the Graduate Programs Coordinator.

The student will prepare and distribute copies of the thesis to each committee member at least one month prior to the defense.

The reading copy should be in an acceptable thesis [format](#) and include numbered pages, all figures and tables referenced within, a complete bibliography and be free of grammatical and spelling errors.

The committee must read and determine if the thesis demonstrates the student's ability to conduct original research and makes a significant contribution to the student's chosen discipline.

The committee may accept or reject the thesis.

If the thesis is rejected by the committee, the student will have

another opportunity to submit an acceptable thesis.

An accepted thesis may require changes and corrections.

When the reading copy has received preliminary approval by the major professor and the other members of the committee, the student will complete the [Request for Authority for Defense of Thesis/Dissertation](#) at least 10 days prior to the defense.

A unanimous vote at the Defense of the thesis is expected. However, if dissenting votes are cast, Graduate College will utilize the following procedure: if one member dissents, the dissent is recognized as a minority report; if two members dissent, Graduate College's Dean investigates and his/her decision will be final; if more than two members vote Unsatisfactory (failure), the performance is judged to be a failure.

Only one attempt is granted to the candidate in defending his/her

thesis. If the defense is deemed unsatisfactory (failure), the decision is final, and the defense cannot be repeated.

### Deposit Thesis to SHAREOK

Within sixty (60) days following the defense, all required edits must have been made and approved by the committee. The students will submit the [Approval of Thesis/Dissertations submission to SHAREOK](#) form. Once the committee has signed the form, the candidate shall submit an electronic copy of the dissertation to SHAREOK.org. He/she will also submit an electronic copy of his/her dissertation to their advisor, and the Graduate Programs Coordinator.

Upon successfully defending your thesis and making corrections or completing your non-thesis exam/presentation, you must complete the mandatory [Graduate Exit](#) form.

### Doctoral Programs

MGPE offers doctoral degrees in both Geological Engineering and

Petroleum Engineering. Doctoral applicants must satisfy all requirements for the Ph.D. degree in engineering, including ninety post-baccalaureate credit hours of course work, of which the dissertation is a part. Each candidate must meet the general requirements as specified in the [Graduate College Bulletin](#), as well as all requirements as specified in the General Requirements for the master's degree in [Petroleum & Geological Engineering](#).

Students should expect the equivalent of three full academic years beyond the master's degree when studying for the doctorate. As a general rule, either his/her bachelor's degree or master's degree (or both) will be in PE or GE. All such hours may, on recommendation of the student's Advisory Conference, be applied to his/her doctoral program.

Exceptional applicants who have bachelor's and master's degrees in other engineering and science fields may be admitted to the program; course work deficiencies

may be necessary (such as geology), depending upon the applicant's background. Course work deficiencies will be determined by the Graduate Liaison and will not be counted as part of the student's Ph.D. program.

A minimum of 36 and a maximum of 48 credit hours are allowed for dissertation work. Prior to graduation, an applicant must publish or have in press one refereed paper and have made a presentation at a professional society meeting or given a department seminar.

Plans of study are individually structured to make the best use of each student's background and to meet his/her specific needs and research interests.

Candidates for a doctoral degree in MPGE must satisfactorily complete the Qualifying Exam (if not waived) and the General Examination. Students working on a doctoral degree who have not previously received a master's degree in the same field can request to be

admitted to candidacy for the non-thesis master's degree provided they meet the following requirements:

- Apply for the MS the semester before taking the General Exam.
- Submit MS paperwork (program of study) by the deadline.
- Meet all the MS requirements (36 credits).
- Apply for graduation.

### GPA Requirements

To be in good academic standing, a student must earn a minimum GPA of 3.0 each semester.

If a student earns a GPA below 3.0, they will be placed on probation. The student can return to good academic standing by earning a 3.0 semester GPA for the next two semesters of enrollment.

Should a student earn two consecutive GPA's below 3.0 or more than 9 hours of grades of C or below, the student will be stopped from the program.

### Advisory Conference

During their first year of enrollment, applicants are to request an Advisory Conference in order to establish a plan of study. Advisory Conference Committee members will be selected with the intent of that committee to become the Doctoral Advisory Committee for that student; where deemed desirable, the Advisory Conference Committee may suggest alternate faculty members for the Doctoral Advisory Committee.

The Doctoral Advising Committee shall consist of three MPGE graduate faculty and one OU graduate faculty member from outside of MPGE.

A student who has enrolled in a master's degree program and is interested in and has received encouragement from his/her faculty advisor to continue into a doctoral program should apply for an Advisory Conference as he/she nears completion of the master's degree program. The student

should have an Advisory Conference before enrolling for course work beyond the master's degree requirements since such course work must be approved by the Advisory Conference Committee. Enrollment without proper counseling and advising might require the student to take more course work than necessary for the intended doctoral program.

The Advisory Conference should be held during the students' first year of enrollment.

MPGE requires a minimum of 90 credit hours for a Ph.D. Those 90 hours are composed of:

- 30 credit hours from the master's degree.
- a minimum of 12 credit hours of coursework beyond the master's; and
- 36 to 48 credit hours of dissertation research.

Students must have a master's degree in PE, GE or the equivalent and/or must have satisfied all deficiencies.

Prior to graduation, the student must have published, or have in press, one refereed paper which pertains to the dissertation research, and have made a presentation at a professional society meeting or given a department seminar.

The number of transfer hours accepted for each student is determined on an individual basis during the advisory conference. No more than 44 transfer credit hours will be applied toward a doctoral degree.

A student may apply no more than 12 credit hours of 4000-level graduate coursework toward the 90 credit hours. 3000-level courses or lower are not acceptable.

Students with a master's degree from outside of OU are required to take the Ph.D. Qualifying Examination during the first year of enrollment in the Ph.D. program. A General Examination is required of all students upon completion of their coursework.



Students should complete the [Advisory Conference Report](#) form in consultation with their research advisor (chairman of Doctoral Committee) who will assist in selecting the committee.

MPGE requires that, at minimum, three members of the Doctoral Committee (including the chairman) must be from MPGE.

Following the conference, the report will be amended as needed and signed by all committee members. The Graduate Liaison will review and approve the report prior to sending it to Graduate College.

Students are responsible for giving a copy of all program documents sent to the Graduate College to MPGE's Graduate Program Coordinator.

### Transfer Credit

In determining the acceptability of transfer credit that may be applied to doctoral degree requirements, MPGE recognizes that master's

degree programs range from 30 to 36 credit hours. Where applicable, a student may transfer up to 36 credit hours of master's degree work (or the equivalent) toward a doctoral degree, provided that: all transfer credits were earned at an accredited institution, carried a grade of A, B or S (Satisfactory) and are approved by the department and the Dean of Graduate College.

A student may transfer up to 12 credit hours of post-master's coursework (but not more than a total of 44 hours) toward a doctoral degree program, provided that such transfer credit:

- Represents valid graduate credit earned during a graduate level course from an accredited university.
- Carries a grade of A, B, or an S (Satisfactory)
- Is not more than 5 years old at the time of admission to the Ph.D. program.
- Is applicable to the degree program.
- Is approved by the MPGE Graduate Liaison and the

Graduate College Dean.

In special cases, credits older than 5 years may be transferred if recommended by the student's Doctoral Advisory Committee and approved by the Dean of Graduate College. MPGE will use the results of the Ph.D. Qualifying Exam to determine the student's knowledge and competency.

Transfer credit is considered neutral in the computation of the University of Oklahoma grade point average for the purpose of determining continued admissibility and graduation.

### 3000 and 400 Level Courses

Petroleum Engineering students may apply no more than a total of 12 credit hours of 4000 level courses (excluding PE courses) toward the 90 credit hours required for the Ph.D. Geological Engineering students may apply up to 15 credit hours of 4000 level courses (including at least 6 credit hours of PE) toward their course work. No 3000-level course may be applied toward any MPGE graduate

degree.

### S/U Graded Courses

No more than nine credit hours of post- master coursework for a doctoral degree (excluding dissertation hours) may be S/U graded courses.

### Ph.D. Qualifying Examination

The Ph.D. Qualifying Examination is a comprehensive exam of the student's major field of study. The intent of the examination is to determine whether the student has the necessary background to undertake a doctoral program; and, further, to reveal such deficiencies as may exist in his/her academic preparation for the doctoral program.

The Graduate program coordinator will reach out to you after your first semester to confirm when you will be taking the exam and what topics you have chosen. A study guide will also be provided.

Graduates of the OU MPGE master's degree program are exempt from this exam.

### Rules and Procedures for the Exam

The examination is closed book (unless otherwise stated) and held once per semester. The Spring exam will take place on the 2<sup>nd</sup> Friday of January and the Fall exam will take place the 1<sup>st</sup> Friday of the term (in August). The exam results will be provided within two weeks of the conclusion of the exam. Incoming Ph.D. candidates will need to take the exam prior to the completion of their third semester at OU. The examination will consist of four sections:

- Two (2) sections from Category 1
- Two (2) sections from Category 2 or 3 depending on the major

Students, in consultation with their Advisory Committee, select which sections they will be tested on. The advisor to the student will inform the Graduate Liaison of the sections that have been selected. The Graduate Liaison will provide syllabi of selected sections to the candidate. The total time allowed for the exam will be eight (8) hours; two (2) hours for each section.

### Qualifying Exam passing criteria:

Each section will be graded on a scale of zero through ten.

- A student achieving a score of six or higher in each of the four sections earns an Unconditional Pass.
- If a score of less than six is earned in one section, but the average score across all four sections is six or greater, the result is a Remedial Pass, and the student is required to retake the failed section of the exam in the next semester.
- If a score of five or lower is earned in more than one section or the average score is below six, the result is Unconditional Fail, and the student must retake the entire exam.

List of topics for the Qualifying Exam:

**Category 1:** Common to both PE and GE Students

- Fluid and Solid Mechanics
- Thermodynamics
- Rock & Fluid Properties
- Applied Mathematics

**Category 2:** PE Students

- Reservoir Characterization (Formation Evaluation, Petroleum Geology)
- Reservoir Engineering
- Drilling and Completion
- Production Engineering

**Category 3:** GE Students

- Exploration Geophysics/Signal Processing
- Geomechanics/Poromechanics
- Reservoir Rock & Fluid Properties
- Geostatistics

**General Examination**

Candidates must initiate their General Exam within the period time set during the Advisory Conference, nearing the end of the completion of their course work. The exam must be completed before Graduate College will formally admit an applicant to candidacy for the doctoral degree, which, at minimum, must be seven months before the degree is to be conferred.

Candidates are required to apply for the General Examination within the first two weeks of the semester when the exam is being held. The

Application for the General Examination for the Doctoral Degree must be completed by the applicant with the assistance of his/her chairman, signed by the applicant and all members of his/her Doctoral Advisory Committee and submitted to Graduate College.

The Doctoral Advisory Committee is responsible for preparing and conducting the General Exam, which consists of an oral defense of a written report or proposal that has been prepared by the student. The report or proposal is to be an original analysis and solution of a significant petroleum or geological engineering problem that lies within the scope of the student's area of specialization or an in- depth proposal for research into a field of current scientific and/or technological importance.

The topic for report/proposal shall be provided to the candidate by the Doctoral Advisory Committee chairperson after obtaining input and written approval from other members of the committee.

The examination report will be submitted to Graduate College by the committee chair. A copy of the candidate's report, along with any additional papers from the examination, will be filed with the Graduate Liaison.

If a majority of the committee decides that the student's performance is marginal but not failing and wishes for student to perform additional reading, courses, investigations, etcetera, the results of the examination will be held in abeyance by the committee and sent to the Dean of Graduate College for final approval. A reasonable time limit for additional work must be established (a semester seems sufficient to permit a student to complete additional work), and Graduate College will receive a report from the Committee at the conclusion of this time frame.

**Only one re-examination is permitted.**

Instructions for Preparing the  
General Exam Report

Applicants are to complete an analysis of and solution to a specified problem, and then submit an engineering report to present their findings along with any specific recommendations that may have been requested.

The report should provide detailed supporting information of the results, which may include, along with other sections, a brief review of pertinent literature, an analysis of the theory and engineering principles, a consideration of possible solutions, the justification for detailed calculations of the solution and the presentation of conclusions and recommendations.

The report is to be presented either in thesis form or in good technical report form; all figures and drawings are to represent good engineering practice. Where excessive calculations or data are involved, should be included in an appendix; the original calculations are to be

submitted as a separate appendix.

It is paramount that this report represents the original work of the student. All published literature and other sources generally made available to the public may be used; unpublished, proprietary, or classified information may not be used. Any special materials other than normally published literature which were obtained for use in this study must be submitted as appendices with the report.

The student should be prepared to defend his/her proposal in an oral examination before the Doctoral Advisory Committee. This oral examination may also include questions in all areas of the student's area of specialization.

The student is expected to devote about 100 hours to the preparation of this report. The period of the examination should not, and, indeed, must not, represent a time in which a student drops all other efforts. It is intended that an applicant should be able to complete this examination without

significantly reducing his/her progress in other areas of their graduate program.

### Time Limit for Completion of Doctoral Degree

A doctoral candidate is normally expected to complete all the degree requirements within five years after having passed the General Examination. Extensions beyond one year require the approval of the Graduate Dean and MPGE's certification that the student's knowledge is current and appropriate for the degree to be awarded. The procedure to be used for this determination must be approved by the Graduate Dean.

### Applying for Graduation

All students graduating from the University of Oklahoma must complete a [Graduation Application](#) prior to the due date:

- May 1st for December graduation,
- December 1<sup>st</sup> for May, and
- March 1st for August.

All fees and tuition charges must be paid before a degree is officially conferred and a diploma issued.

Requirements for graduation must be completed and appropriate paperwork on file with Graduate College by the posted deadlines. This includes grade changes for grades listed as "I". If all requirements are not completed by the posted deadline, graduation will be delayed.

### Dissertation Reading Copy

The candidate will prepare and distribute copies of the dissertation to each doctoral committee member at least one month prior to the defense.

The reading copy should be in an acceptable dissertation [format](#) and include numbered pages, all figures and tables referenced within, a complete bibliography and be free of grammatical and spelling errors.

A minimum of four members of the committee must read and determine if the dissertation

demonstrates the student's ability to conduct original research and makes a significant contribution to the student's chosen discipline.

The committee may accept or reject the dissertation.

If the dissertation is rejected by the committee, the student will have another opportunity to submit an acceptable dissertation.

An accepted dissertation may require changes and corrections. When the reading copy has received preliminary approval by the major professor and the other members of the committee, it will be submitted to Graduate College along with the completed [Request for Authority for Defense of Dissertation](#) at least 10 days prior to the defense.

[Instructions](#) for the preparation of the dissertation are available through Graduate College and their website.

### **Dissertation Defense**

A unanimous vote at the Defense of

the Dissertation is expected. However, if dissenting votes are cast, Graduate College will utilize the following procedure: if one member dissents, the dissent is recognized as a minority report; if two members dissent, Graduate College's Dean investigates and his/her decision will be final; if more than two members vote Unsatisfactory (failure), the performance is judged to be a failure.

Only one attempt is granted to the candidate in defending his/her dissertation. If the defense is deemed unsatisfactory (failure), the decision is final, and the defense cannot be repeated. Furthermore, the student will be automatically dropped from the rolls of Graduate College and his/her candidacy for the doctoral degree will be terminated. Nothing prohibits such a student from reapplying for admission to Graduate College and, if re-admitted, pursuing a doctoral degree in another major field so long as he/she satisfied all necessary requirements under the then applicable rules and



regulations of the University of Oklahoma, its colleges, and its departments.

### Deposit Dissertation to SHAREOK

Within sixty (60) days following the defense, all required edits must have been made and approved by the committee. The students will submit the [Approval of Thesis/Dissertations submission to SHAREOK](#) form. Once the committee has signed the form, the candidate shall submit an electronic copy of the dissertation to SHAREOK.org. He/she will also submit an electronic copy of his/her dissertation to their advisor, and the Graduate Programs Coordinator.

Following a successful defense and before leaving the program, students are to complete the mandatory [Graduate Exit](#) form.

### Enrollment

OU has set enrollment policies. It is important for students to meet with their advisor prior to enrolling in order to determine which courses will be of most benefit to the

student. To know when enrollment begins, consult the [Academic Calendar](#).

All enrollment is done through One.ou.edu. For instructions on how this is done, visit OU's Enrollment website's [How To](#) section.

Should you encounter any enrollment issues, please contact MPGE's Graduate Programs Coordinator. Make certain to include your OU ID in all correspondence.

Students are responsible for their class attendance upon completing registration. A student must cancel by the first week of class to avoid being charged any fees or tuition. Students who do not attend a course on the first day may be dropped if there is a high enough demand for seats from students waiting to enroll in the course. Students should understand, though, that non-attendance and/or non-payment of fees will not automatically result in cancellation of enrollment. Students are responsible for

dropping courses by the established deadlines to avoid tuition charges.

### Credit Hour Limitations

Students are limited on the number of credits they may enroll in each semester.

Fall/Spring: 16 hours maximum.

Summer: 6 hours maximum.

Students wishing to exceed the number of credit hours allowed will need to file a petition with Graduate College.

### Add/Drop

The following information refers to courses that meet for a full semester. To establish the proper Add/Drop limitations for summer or other class blocks, refer to the [Academic Calendar](#) or contact the Enrollment Services Office (Buchanan Hall 230, enroll@ou.edu).

#### Period I, Free Add and Drop

Students may add a course during the first week of classes during the Fall and Spring semesters without obtaining instructor approval. The

second week will require instructor approval and permission to be placed on the student's One account by MCEE Student Services, located on the first floor of Sarkeys Energy Center. Once the permission has been placed on the student's One account, the student will be able to add the course as usual through One.

During this same period (the first two weeks of the Fall and Spring semesters), students may drop a course through One without additional charges or grading penalties. No grades will be recorded for dropped courses.

#### Period II, Automatic Grade of W for Dropped Courses

Third through sixth week of Fall and Spring, students must have an Add/Drop slip completed that has the instructor's signature as well as the Graduate College Dean's signature to add or drop a course. Once completed, students will take the slip to Enrollment Services in Buchanan Hall to be enrolled in/dropped from the course. All dropped

courses will have a grade of “W”.

### Period III, Grade of W or F

For the seventh through the tenth weeks of Fall and Spring, the same restrictions as in Period II apply, however, dropped courses will be assigned a grade of “W” or “F” by the instructor.

### Period IV, Petition College Dean

The eleventh week through the end of classes in Fall and Spring, students wishing to add a course will require permission of the instructor and Dean; students dropping courses will need to petition the Dean of Graduate College. A grade of “W” or “F” will be assigned by the instructor.

Drop courses can have an impact on financial aid, insurance, etc. It is always recommended that students carefully weigh their decisions before dropping a course.

### **Grades**

Grades recognized by the Graduate College are A, B, C, D, F, S, U, I, W and X. To successfully pass a course within MPGE, a student must achieve a C

or higher for a graded course. Students may not repeat a course in which they have earned a grade of A or B unless the course is one in which there is a change of content. Grades from all subsequent attempts at a course will be used in place of all grades earned in previous attempts at the course.

### **Academic Integrity and Misconduct**

Graduate students are expected to uphold and model the highest standards of academic integrity. It is the responsibility of each student to be familiar with the

definitions, policies, and procedures concerning academic misconduct. These are explained in [A Student’s Guide to Academic Integrity at the University of Oklahoma](#).

MPGE has a zero-tolerance policy towards academic dishonesty. Unless otherwise noted by the professor or teaching assistant, all work is considered to be done by the student individually; this includes in-class assignments, take-home projects, homework,

quizzes, exams, lab reports and other activities.

The following is noted by all professors in their syllabus for each course listed under MPGE:

- No programmable calculators allowed during examinations. Students must buy a TI-30 or furnish one for exams.
- The exam room is considered a non- talking area, any talking will be considered cheating and, thus, in conflict with this policy.
- Cellular devices are not permitted for use during exams. They should be turned off and placed away. This policy also goes for laptops, tablets, smartwatches, and other technology.
- Exams will be handed out face down. Do not start until you are instructed to do so.
- At the completion time, the proctor will announce 'pencils down'. At this point students must stop writing and turn in the exam.

- Remain in your seat quietly until the examinations have been collected by the professor and/or the teaching assistants.

Any violation of the Academic Integrity Policy will be reported to the university's Academic Integrity Office.

There are various sanctions that could come from breaking the Academic Integrity Policy including expulsion. If you break any of the above rules or are caught cheating, you will receive a zero on that assignment.

For further information on OU's academic integrity standards, visit the Integrity Council website.

### Reasonable Accommodation

The University of Oklahoma  
Statement on Disability

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans

with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma. Accommodations based on disability are available by contacting the Disability Resource Center in Room 166, Goddard Center (405) 325-4173/TDD or (405) 325-3852 Voice.

*University Reasonable Accommodation Policy (Faculty Handbook, [Section 5.4](#))*

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or would result in undue financial or administrative burdens. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and

visitors.

Reasonable accommodation may include, but is not limited to:

1. Making existing facilities readily accessible and usable by individuals with disabilities.
2. Job restructuring.
3. Part-time or modified work schedules.
4. Reassignment to a vacant position if qualified.
5. Acquisition and/or modification of equipment or devices.
6. Adjustment or modification of exams, training materials, or policies.
7. Providing qualified readers and/or interpreters; or
8. Modifying policies, practices, and procedures.

[The Accessibility and Disability Resource Center](#) (ADRC), unless otherwise noted, is the central point of contact to receive all requests for reasonable accommodation and all documentation required to determine disability status under law. The ADRC makes

recommendations concerning accommodation to the appropriate unit. Reasonable accommodation with respect to employment should be coordinated through Human Resources.

Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with the Office of Senior Vice President and Provost's Office, while all other issues of reasonable accommodation should be coordinated with the Office of the Vice President for Administration and Finance.

Individuals who have complaints alleging discrimination based upon a disability may file them with the University's Equal Employment Opportunity Officer in accordance with prevailing University discrimination grievance procedures.

### Accommodations

Students must initiate their requests for reasonable

accommodation through the ADRC. ADRC will notify faculty members of specific accommodations via e-mail if permission is given by the student. ADRC encourages students to be advocates on their own behalf by identifying themselves and their specific accommodation needs to instructors and discuss with them the specific accommodations authorized by ADRC.

No arrangements, promises or other shows of individual accommodation should be made by faculty without prior consultation with the Officer of Disability Services. Only those arrangements authorized by the Office of Disability Resources should be implemented.

*(Faculty Handbook, [Section 5.3.5](#))*

### Alternative Testing

Test-proctoring services through the ADRC are available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Students can schedule appointments for alternative testing by utilizing the test calendar in the ADRC. Students should indicate the date,

time, first name and last initial on the calendar at least five days in advance of the test. Appointments should be confirmed two days prior to the test. Students are responsible for notifying the instructor and making arrangements for delivery and return of the tests. Tests can be delivered to the ADRC office by the instructor, campus mail, fax or e-mail and returned in the same manner. Tests are typically administered at the same time as the rest of the class is taking the test unless there are extenuating circumstances. Any rescheduling must be approved by the instructor and the ADRC staff. If a change in a test format is required as a reasonable accommodation, the ADRC staff will work with the student and instructor to discuss appropriate formats. Alternative testing is provided to allow a student to accurately demonstrate his/her knowledge and achievement as opposed to measuring the impact of the disability. Students are expected to uphold the academic integrity of the university. Any incidents of alleged academic misconduct discovered

by ADRC staff will be reported as per the Academic Misconduct Code for the university. ADRC staff uses cameras to monitor students taking exams.

# 3

## Financial Information

MPGE has been fortunate to be able to offer assistantships in the form of Graduate Teaching Assistantships and Graduate Research Assistantships to a vast majority of our students. In both instances, students receive a tuition waiver as well as a monthly stipend. Beyond MPGE, students will find OU offices designed to assist with addressing financial needs.

### Graduate Teaching Assistantships (GTA)

Students wishing to apply for a position as a GTA must complete the GTA Application (sent out each semester by the Graduate Program Coordinator). A student

must be enrolled in a minimum of 5 credit-hours to hold a GTA position during the fall or spring semester and may hold no more than a .50 FTE appointment without prior approval from Graduate College. A minimum GPA of 3.2 and satisfactory academic progress are required for all GTA applicants.

GTA positions are typically made for one semester with a monthly stipend of \$2,300 and [tuition waiver](#). Students must reapply for the position each semester and are allowed a maximum of four semesters of funding. Positions are primarily offered to MPGE master's



degree candidates, and preference will always be given to MPGE degree seeking students. Any GTA's hired outside of MPGE will be done so at the discretion of MPGE's Graduate Liaison and Director. As long as a student holds a Qualified Graduate Assistantship (QGA), they will continue to receive a full tuition waiver covering up to the number of hours required for their degree. Tuition waivers, however, do not cover fees, and students are responsible for paying those each semester.

As a GTA, you are responsible for supporting the instructional mission of the university. You are NOT to work on any research project, other than your own, while in this position, and your duties are not to exceed twenty hours per week.

Performance will be evaluated at the end of each semester. Future appointments will be contingent upon this review and available funding.

A GTA provides [medical insurance](#) as an individual for Plan II coverage

Student Health Insurance. Graduate assistantships are subject to certain limitations, including enrollment requirements and maximum allowable FTE levels.

All GTA's must complete the Graduate Teaching Assistant Orientation prior to commencing teaching responsibilities. International GTA's must also attend the Development of International Teaching Assistants training program.

International graduate assistants for whom English is a second language must demonstrate oral and written English proficiency beyond the TOEFL before they can be awarded assistantships involving any interaction in a teaching capacity. You are expected to complete an English Assessment Test which is administered by OU's Graduate College. Students who fail to successfully complete the English Assessment Test with a level A, B or C certification, cannot be guaranteed a GTA position

within MPGE. You are responsible for scheduling your exam. Fees associated with the English Assessment Test will be reimbursed to you upon completion of the exam and submittal to MPGE's Account and Budget Coordinator. Please visit [English Training & Certification Services](#) to access exam information. You may be required to take the [ECC Test](#). If so, the cost is \$50.00, which MPGE will also reimburse.

GTA's are required to be on campus by the first day of class or earlier if required to attend a teaching workshop(s). Any GTA who fails to return prior to the start of class and cannot provide evidentiary proof to support the absence and/or prior approval forfeits the position.

### Graduate Research Assistantship (GRA)

GRA positions are awarded directly by faculty. To apply for these positions, it is recommended that you visit the [research](#) page on our website to view each faculty member's areas of research interest and find those that most

closely relate to your own area of interest. Contact that person directly to express interest in working under them. This is all contingent upon budgetary constraints, number of students that are currently advised, and individual qualifications such as GPA, GRE scores, work/research experience, etc.

If awarded a GRA position, the initial appointment will be for 12 months, and will include a monthly stipend (the amount will be determined by your faculty advisor) and a [tuition waiver](#). This position is a Qualifying Graduate Assistantship (QGA). As long as one holds a QGA, a full tuition waiver up to the number of hours required for the degree shall be granted.

The assistantship provides [medical insurance](#) for you as an individual for Plan II coverage. Enrollment is available online. Graduate Assistantships are subject to certain limitations, including enrollment requirements

and maximum allowable FTE levels.

As a QGA you must be enrolled in 5 hours minimum in the fall and spring semesters, and you may hold no more than a .50 FTE appointment without the approval of Graduate College. We expect your position to continue as we have noted, but all decisions about renewals depend on academic progress, job performance and budgetary constraints.

### University Financial Aid

Students are encouraged to apply for funding based on academic ability or talent. Students may conduct an online search for funding by visiting [OU Financial Aid Services](#). The university strongly encourages graduate students to apply for funding from external agencies and encourages students to write directly to granting agencies. There are a number of major funding opportunities available for students engaged in full-time study leading to a doctoral degree. The Financial Aid Services website also

provides information regarding scholarships for current students. Graduate College's website also provides detailed information on [funding opportunities](#).

# 4

## Appendix

### Appeals and Grievances

A graduate assistant may appeal a termination of an assistantship or other employment grievance.

It is recommended that, before filing an appeal, the graduate assistant make an appointment to discuss the matter with the Assistant Dean of the Graduate College. Any appeal of a termination based on a finding of impropriety by the Sexual Misconduct Officer will be handled through the appellate process of the Sexual Misconduct Policy, [Institutional Equity Office](#) and the Sexual Misconduct Office, (405) 325-2215.

To initiate the appeal process, the graduate assistant must present a written statement of appeal to the Graduate Dean within 10 working days from the date of the incident causing the grievance. This statement should describe the action being appealed, the evidence supporting the appeal, and the relief sought.

Decisions made by the Appeals Board will be considered as recommendations to the Senior Vice President and Provost, who has final authority for such employment concerns. The Senior

Vice President and Provost will notify the parties of the final resolution of the dispute.

Any appeal of this decision should be made to the Provost within 10 days.

### **Sexual Misconduct, Discrimination, and Harassment**

The University of Oklahoma explicitly condones sexual harassment and gender discrimination of students, faculty and staff. Because some members of the university community hold positions of authority that may involve legitimate exercise of power over others, including graduate assistants, it is their responsibility to be sensitive to that power. The university is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment, gender discrimination and sexual misconduct. To file a grievance or

for further information, contact the Institutional Equity Office.

### **OU's Sexual Misconduct, Discrimination and Harassment Policy**

#### **Discrimination & Equal Opportunity**

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to areas of admissions, employment, financial aid, and educational services.

The university is committed to creating and maintaining a community where all persons who participate in university programs and activities, can work, and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The

university condemns discrimination based on sex, sexual harassment, sexual assault, and sexual misconduct. Any such activity committed by a member of the university community may subject the individual to university sanctions, as well as civil and criminal penalties.

For further information or to file a [grievance](#), contact the Institutional Equity Office.