

**Master of Science in Engineering Technology**  
**with option in**  
**Mechatronics and Robotics**  
**GRADUATE HANDBOOK**

OKLAHOMA STATE UNIVERSITY

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## I. INTRODUCTION

Welcome to the Master of Science in Engineering Technology with option in Mechatronics and Robotics (MSET-MERO) Program. Obtaining a graduate degree is a big accomplishment that takes time and commitment not only from you, but from your family. We want to make that process as easy as possible by providing information about the program in a compact, easy to use handbook.

The purpose of this handbook is to provide information about the MSET-MERO program. While we strive to make this information as complete as possible, it is always a work in progress, and we will add information to it as it becomes necessary.

## II. PROGRAM OVERVIEW

### History

The Master of Engineering Technology with option in Mechatronics and Robotics is second engineering technology graduate degree options started in fall 2021. The MSET-MERO graduate degree is **one of the two** engineering technology graduate programs in the country. The MSET-MERO program will provide students with interdisciplinary applied engineering education through coursework, project, and thesis work. Students will learn fundamental and applied concepts of real-world mechatronic and robotic systems, including interface theory, sensing and actuation systems, hardware and software integration, modeling and control. Our faculty members have extensive industry experience. Students will have an option to specialize in one or more areas, including control systems, artificial intelligence, autonomous vehicles, advanced manufacturing, and soft-robotics. All courses will focus on applied engineering via hands-on learning.

Students can complete degree requirements either as residents on campus or online as distance students. Online Graduate courses typically meet in real time. Distance students join on-campus students in lecture, discussion, and group work, utilizing state of the art classrooms designed for distance education. The MERO program also provides an opportunity to take classes on campus to help students develop networks with other students that promote success in the program and throughout your career.

### Learning Outcomes

A major component of Oklahoma State University's land grant mission is service to community, state, and nation by preparing professionals for jobs in critical service sectors. The mission of the MERO program is to prepare professionals by educating the students from the traditional degree programs both in engineering and engineering technology to gain advanced knowledge and technical competencies. This will fill the gap for the need of the interdisciplinary and applied researchers in the area of advanced manufacturing, industrial automation, and Industry 4.0. In general, the mechatronics programs focus on multidisciplinary coursework in mechanical, electrical, control systems, computer, and software. The recent cyber-physical implementation of industrial systems using wired and wireless communication networks and distributed automation and control transformed the manufacturing processes to increase productivity. On the other hand, the concept of 'smart machines,' i.e., machines imbued with artificial intelligence and learning capability for self-monitoring, diagnostic, and prognostics skills, which are truly interdisciplinary technologies, is disrupting the manufacturing

processes leading to new heights in productivity. At the same time, it is generating needs for the workforce with advanced knowledge and skills for sustainability.

The MSET degree is designed to prepare engineering technology or general engineering BS graduates to become more influential and more highly sought after by the industrial leaders in their chosen technology areas. The MSET program allows the pursuit of an advanced degree in any of three specific technology areas, with the flexibility to pursue elective, interdisciplinary interests to develop leadership skills while better understanding the technology advancements associated with today's global issues. Graduates with an MSET degree will not only build their understanding of leading-edge concepts in their technology arenas but will also be able to strategically apply these concepts and technology at all levels of the industry.

It also facilitates professional networking among its students and with leaders in the field. The curriculum is designed to provide students with theoretical and substantive knowledge about management structures and functions, analytical skills that enable the practical application of theories, research skills that enable critical analysis of real-world problems, and written communication skills necessary for effective management.

The Learning Outcomes for the MERO programs are that:

1. Graduates can demonstrate mastery of substantive theories and knowledge of mechatronics and robotics and of its application to practical problems and issues in the field.
2. The graduates should develop a clear understanding of industrial processes and safety and project management skills.
3. Graduates are able to conduct research and critically analyze problems in mechatronics and robotics filed.
4. Graduates can demonstrate effective written communication skills.

## **Mechatronics and Robotics Faculty**

***Chulho Yang, Ph.D., PE***

Professor and **MERO Program Coordinator**

chulho.yang@okstate.edu



Chulho Yang received his Ph.D. in Mechanical Engineering from Purdue University, West Lafayette, IN. Before joining OSU in 2008, he acquired 11 years of industrial experience with ArvinMeritor technical center, IBM Korea, and KIA Motors R&D Center. Much of his work focused on structural design and optimization, vehicle NVH test, sensitivity analysis, structural health monitoring, human body protection, and design methodologies. He registered many patents in the USA, Europe, Japan, and Korea. He received an "Innovation and Achievement Award" from ArvinMeritor, Inc., a "Best Paper Award" from the International Symposium on Advanced Material and Mechanical Application, and an "Outstanding Presenter Award" from the International Symposium on Green Manufacturing and Applications. He also

served as a keynote speaker or a session chair for multiple international conferences. Dr. Yang is a registered professional engineer in the state of Oklahoma. Dr. Yang's research interest is in the areas of mechanical system analysis and design, noise and vibration, experimental sensitivity analysis, structural dynamics/health monitoring, design optimization, biomechanics, terminal ballistics, and protective devices/structures.

**Imad Abouzahr, Ph.D., PE**

Associate Professor

[imad.abouzahr@okstate.edu](mailto:imad.abouzahr@okstate.edu)

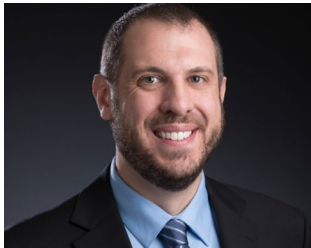


Imad Abouzahr received his Ph.D. and M.S. in Electrical and Computer Engineering from Oklahoma State University in 1990 and 1986. Dr. Abouzahr joined the faculty at Electrical Engineering Technology in 2005. He first worked as a Research Associate for the Engineering Energy Laboratory in the Electrical and Computer Engineering Department at OSU. He then worked for Fluid Technologies Inc. and currently does consulting. Some of his clients are FTI, PTI, Hollingsworth and Vose, Eaton Hydraulics, Filtertek, Frontier Electronic Systems, and Lydall Filtration. Dr. Abouzahr is a registered professional engineer in the state of Oklahoma.

**Aaron Alexander, Ph.D.**

Associate Professor

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Aaron Alexander received his Ph.D. in Mechanical Engineering from OSU. Dr. Aaron Alexander joined the MET faculty in 2012 after spending more than a decade in industry. He obtained his B.S. in Engineering from Messiah College in 1999. After earning an MS in Mechanical Engineering from Purdue University, he worked as an Acoustical Engineer creating silencer designs for gas turbine duct work. He would later work as a Manager of Research and Development. *Dr. Alexander's research interest in the area of Wind energy, Noise control, CFD, Biological flows, and General Fluids.*

**Young Bae Chang, Ph.D.**

Centennial Professor

Head of Engineering Technology

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Young Chang received his Ph.D. in Mechanical Engineering from Oklahoma State University in 1990. Before joining the Department of Mechanical Engineering Technology in 2000, he taught at the School of Mechanical and Aerospace Engineering at Oklahoma State University for six years. Dr. Chang was affiliated with Web Handling Research Center at Oklahoma State University as research staff for thirteen years. His prior work experience was with the Ship Research Station of Korea Institute of Machinery & Materials, and Korea Atomic Energy Research Institute. His personal interests and activities include shooting sports and serving on committees and organizations that promote the welfare of international students. He

teaches classes in Internal/External Ballistics, Dynamics, Hydraulics and Pneumatics, Electrohydraulic and motion control.

***Amanda Oliveira, Ph.D.***

Assistant Professor

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Amanda Oliveira received her Ph.D. degree in Mechanical Engineering from Texas Tech University, Lubbock, Texas, USA in 2022. Her research interest is in Soft Robotics.

***Hitesh Vora, Ph.D.***

Associate Professor

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Hitesh Vora received his Ph.D. in Materials Science and Engineering from the University of North Texas, Denton, TX, USA, in 2013. He also serves as the Director of Industrial Assessment Center (IAC) at Oklahoma State University since 2018.

***Huaxia Wang, Ph.D.***

Assistant Professor

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Huaxia Wang received his Ph.D. and MS degrees in Electrical Engineering from Stevens Institute of Technology, Hoboken, New Jersey, United States in 2018. Before joining OSU, he was a Research Intern with the Mathematics of Networks and Systems Research Department, Nokia Bell Labs, Murray Hill, NJ. In 2018 and 2019, he was a Research Engineer at FutureWei Technologies, Inc., Bridgewater, NJ. His current research interests include deep reinforcement learning, adversarial networks, digital signal processing, and wireless communications.

### III. ADMISSION REQUIREMENTS AND PROGRAM COMPONENTS

Applicants for admission would be expected to have a B.S. degree in engineering or engineering technology. Electrical, mechanical, and mechatronics majors are welcome to apply, but other majors may also be considered. They should have an undergraduate GPA of 3.0 or higher. These criteria are generally deemed necessary for the student to be successful within the curriculum. However, applicants not meeting the standards may be granted probationary admission and/or required to take leveling

classes based upon their overall academic and professional practice, history, accomplishments, and standardized test scores.

A complete application for admission to the master's program must include:

1. Official online OSU Graduate College Application (and pay the application fee).
2. Official transcripts from all institutions where you have done college level coursework.
3. Statement of purpose or biographical statement.
4. Three professional or academic letters of recommendation.
5. Current resume or vitae.
6. International applicants must submit results of the Test of English as a Foreign Language (TOEFL) examination or the IELTS (academic stream) examination. Not required for applicants with an OSU degree or degrees from Universities in the United States. The minimum acceptable score on the TOEFL exam is 79 (on the internet-based TOEFL) or 550 (paper-based test) or an IELTS score of at least 6.5. The exam must have been taken within the last two years.
7. The Graduate Record Examination (GRE) is highly recommended. OSU's GRE institution code is 6546.

#### **IV. DEGREE REQUIREMENTS**

##### **Administration**

In addition to the general requirements of the Graduate College, requirements for the Master of Science in Engineering Technology degree with option in Mechatronics and Robotics are listed below.

1. A minimum of 30 credit hours in MERO or closely related courses. Required courses include a nine-hours of core courses, nine-hours of MERO required courses, and six hours of electives. Students must complete a three-hour *Practicum* research project or a thesis with a minimum of six hours. Most courses in the program are conducted in the department's state-of-the-art classroom, where both on-site and off-site students participate simultaneously in the same class sessions.
2. Satisfactory completion of a final assessment project (either a Thesis or a Creative component).
3. Minimum 3.00 grade-point average, with only one grade of "C" allowed.

The full curriculum is attached to this handbook as Appendix A.

#### **V. SELECTION OF THESIS/DISSERTATION RESEARCH ADVISOR**

##### **Purpose**

Graduate students' success is largely dependent on a positive mentoring experience with the Advisor working in conjunction with the Advisory Committee. Students in the MSET-MERO degree program are initially assigned the MERO Graduate Advisors, Chulho Yang (students with mechanical engineering or related background) and Avimanyu Sahoo (students with electrical engineering or related background),

but should choose an advisor with similar research interests and an advisory committee by their second semester in the program.

### **Role of the Advisor**

The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor will establish the closest working relationship with the student. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment if not serving as Chair. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations. The Advisor serves as the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc., which may be a degree requirement in MERO program.

### **Role of the Advisee**

The Advisee's primary responsibility is as a mentee. As a result, it is expected that the Advisee will establish a close working relationship with their advising faculty member. The Advisee should maintain appropriate communication with the Advisor throughout their program, which includes responding to requests, communications, and deadlines set by the Advisor for finishing projects.

### **Student's Research Advisor Leaves the Institution**

Should a student's Research Advisor leave OSU before the student completes his/her degree, the following steps may be taken after consultation with the Research Advisor and Graduate Program Coordinator:

- For a master's student who need only complete their research project to finish the degree, the student may complete the research project under the direction of the original Research Advisor. If the Advisor is also the Chair of the student's Advisory Committee, a new Chair would be appointed. The original Research Advisor can continue as a member of OSU's Graduate Faculty, participate in the student's thesis/dissertation defense, and fulfill his/her obligations to the student.
- For a master's who is in the early stages of their program and research project, he/she may choose a new Advisor and start a new research project.
- A student may also choose to transfer to the advisor's new educational institution.

If a student is unable to secure a new Advisor in 30 calendar days, there is no obligation on the part of the program, Graduate College or Oklahoma State University to provide a new one. Without an Advisor the student will not be eligible to continue in the graduate program.

### **Student-Advisor Relationship**

When it is determined that a graduate student and Advisor can no longer work together, and all efforts for conflict resolution within the program have been exhausted, it is the responsibility of the student to identify a new Advisor or change to another degree option or program. The Graduate Program Coordinator can assist with this process, but Oklahoma State University is under no obligation to provide

the student a new Advisor. If a new Advisor cannot be identified in 30 calendar days, the student will no longer be eligible to continue in the graduate program.

## **VI. THE ADVISORY COMMITTEE**

### **Purpose**

The Advisory Committee actively participates in the education and training of graduate students. This includes sharing responsibility for reviewing the student's progress and guiding the student toward completion of their program requirements. Programs will develop policies and procedures to ensure that the student's Advisory Committee is established early and is composed of members who will provide appropriate mentoring.

The advisory committee should be composed of no fewer than three members of the Graduate Faculty with committee privileges. The Chair of the committee need not necessarily serve as the student's Advisor, but must hold an OSU faculty appointment, be a member of the Graduate Faculty with master's committee chairing privileges, and have familiarity with the academic requirements of the graduate degree sought.

Graduate students must work collaboratively with their Advisor, Advisory Committee Chair and/or Graduate Program Coordinator to recommend membership for their Advisory Committee. It would be very difficult, if not impossible, to successfully complete a graduate degree with an Advisory Committee composition that is not supported by the Advisor. Recommendations for Advisory Committee membership should be based on expertise of the faculty member and his/her ability to positively contribute to the graduate student's education and not other intangible factors or perceptions.

### **Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:**

The general duties of the Advisory Committee include advising the graduate student and assessing the student's progress as follows: (1) meeting regularly, (2) assisting with developing the POS as well as its approval and revisions, (3) assisting with the planning, conducting and/or redirecting of the research, (4) supervising the writing of the research document (i.e., thesis, final report, or creative component), (5) conducting the defense of the research document, and (6) approving the final research document. The student and the members of the Advisory Committee should consult regularly to review the progress of the student's work.

**Chair:** The primary responsibility of the Chair of a graduate student's Advisory Committee is to monitor the progress of the student toward degree completion. The Chair is commonly the research Advisor, but this is not a requirement. The Chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The Chair must hold an appropriate OSU Graduate Faculty appointment, typically a tenure-track appointment in the academic unit in which the graduate degree is housed. The Chair's duties include convening meetings of the Advisory Committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. The Chair serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. If the Chair is not also the Advisor, the Chair should serve as a liaison



with the Advisor with regard to progress of research in fulfillment of degree requirements. When the Advisor is not a member of the OSU faculty, the Chair should ensure compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects.

**Advisor:** The Advisor's primary responsibility is as a mentor. As a result, it is expected that the Advisor establish the closest working relationship with the student. As mentioned previously, the Advisor is typically the primary resource for the graduate student in identifying potential committee members for the student's Advisory Committee. The Advisor may also serve as the Chair of the Advisory Committee. The Advisor must hold an appropriate OSU Graduate Faculty appointment, but need not hold an OSU faculty appointment if not serving as Chair. The Advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations, such as Responsible Conduct of Research training and Institutional Review Board (IRB) requirements for research involving human subjects. The Advisor is responsible for reporting to the Advisory Committee on the student's progress. It is the Advisor's responsibility to mentor the student toward a research, scholarly or creative project that is original and worthy of the degree sought. The Advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. which may be a degree requirement in some graduate programs.

**Expert Committee Member(s):** The Advisory Committee must include at least one Expert Member whose expertise and counsel serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. Expert Members must hold an appropriate OSU Graduate Faculty appointment. Typically, such individuals are faculty members in the student's graduate program. An Expert Member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

**Outside Committee Member:** The Advisory Committee must also include one *Outside Member* who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the Advisory Committee utilizes to review and evaluate the student throughout the graduate program. The Outside Member must be a member of the OSU faculty and Graduate Faculty. The Outside Member must not be a faculty member from the academic unit or graduate program of either the graduate student, Advisor or the Chair of the Advisory Committee. The Outside Member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The Outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

**Selection of Advisory Committee Members:** Recommendation of Advisory Committee members should be a collaborative activity between the graduate student and their Advisor and/or Committee Chair. Although the student has the ultimate responsibility for recommending his/her Advisory Committee membership, his/her Advisor is a valued resource that can provide insight that will help the student make informed decisions. The student should meet with potential Advisory Committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an Advisory Committee member.

## VII. PROGRAM MILESTONES

**Purpose:** This section of the handbook should specify the program milestones during a student's course of study. Advanced training that occurs in the context of graduate education lends itself to the development of individualized plans of study that occur within the framework of meeting the degree requirements. The more individualized nature of graduate education necessitates that students understand the milestones they are expected to reach as they progress through the program. Equally important, the timing of such milestones is articulated that is in line with timely completion of the degree Practicum Guidelines.

### Program Milestones

- MERO 5013 Research Design – Course should be taken in 1<sup>st</sup> or 2<sup>nd</sup> semester
- Select Chair/Advisor and Advisory Committee – before end of 2<sup>nd</sup> semester
- File Plan of Study at [planofstudy.okstate.edu](http://planofstudy.okstate.edu) – before end of 2<sup>nd</sup> semester
- *Practicum* OR Thesis proposal to committee
  - Written Creative component proposal to Advisor before or VERY EARLY in Creative component semester
  - Written Thesis proposal before or during 1<sup>st</sup> semester of thesis hours
  - **Oral Thesis proposal defense before or during 1<sup>st</sup> semester of thesis hours**
- Final Plan of Study Filed – early in final semester
- Graduation Clearance Form Filed at [planofstudy.okstate.edu](http://planofstudy.okstate.edu) – early in final semester
- Application for Graduation Filed with Registrar – in final semester
- Thesis Students
  - Oral Defense of Thesis in final semester before Graduate College deadline in final semester.
  - Submit final Thesis before Graduate College deadline in final semester.

### The Plan of Study

A Plan of Study (POS) serves as a contract between a student and the university. Graduate education at OSU is highly personalized, and your POS is the blueprint for successful completion of your degree requirements.

The original Plan of Study should be submitted to the Graduate College prior to the completion of the second semester (excluding summer sessions) of enrollment for a Master's degree. If you fail to file the POS prior to the completion of the second semester, the Graduate College will place a hold on your registration for the next semester.

Graduate students submitting their first original plan of study should use the Online Plan of Study. The online POS application is an interactive web form designed to make the process of completing and submitting a plan of study more transparent and prevent common mistakes. The link to the online POS can be found at the Graduate College website: [planofstudy.okstate.edu](http://planofstudy.okstate.edu).

**Our program is housed in the College of Engineering, Architecture, and Technology within the Division of Engineering Technology.**

All graduate students at OSU are required to have a Graduate Advisory Committee. Your committee will approve your proposed plan of study and work with you throughout your graduate program.

Masters students must have a minimum of three people on their committee: a chair/advisor and two regular members. If you are resolved to complete a thesis, then you will select and ask faculty to serve as your Chair/Advisor and committee members respective to your area of research. *Furthermore, if you are planning to write a Practicum for your final project, then you should choose the “Creative Component” option, and select the Practicum course as your creative component.*

The Plan of Study should be revised if your coursework choices differ from the original plan. *While the faculty try as hard as possible to offer courses as they are listed on the course rotation, outside circumstances, such as faculty leaving or retiring, or new faculty members, can make strict adherence to the rotation impossible (SEE APPENDIX B).* It is common for students to file an original Plan of Study and then update it in the semester that they graduate. The approved Plan of Study at the time of graduation must match your transcript exactly to meet graduation requirement. It is very important for students to review their plan of study and their transcript before submitting the graduation clearance form. If any revisions are needed, the updated POS should be submitted with the clearance form.

## **VIII. THESIS/DISSERTATION AND DEFENSE**

**Purpose:** The culminating work in most master’s programs is the thesis. This section of the handbook specifies the policies and procedures to ensure professional standards for the discipline are met in the written thesis/dissertation product and oral defense. Additionally, this section provides the procedures that students follow in writing and defending this work.

### **MSET-MERO Research Capstone**

MSET-MERO students have two options to satisfy the research capstone requirement of their degree program. The research capstone is normally completed in the student’s last semester of enrollment, though an early start is permissible with approval of the student’s committee chair. The two options are the Practicum and Thesis. This section discusses the guidelines for the Practicum.

#### **A. Practicum**

The Practicum option requires the student complete a project that provides an opportunity for the student to demonstrate how what he or she has learned in the program can be applied in a realistic professional setting. Projects can include solving a problem in mechatronics, control, artificial intelligence, additive manufacturing, autonomous vehicle, robotics, electrohydraulics, energy, vibration, or similar project. Practicums are not intended to conduct original research but rather apply knowledge and skills to a real problem.

#### **Practicum Proposal Requirements**

The student must prepare a written practicum proposal that:

- Identifies the organization at which the practicum will be conducted
- Lists the name, phone, address, and position of a local mentor (i.e. supervisor, person in charge of the organization or organizational unit)
- Identifies the period of the practicum

- Describes the project on which the student plans to work, including statement of the problem to be solved, the methods to be used to solve the problem, and the anticipated results
- Specifies the particular responsibilities of the student in completing the practicum
- Includes an assessment procedure that specifies how the project will be assessed or can be assessed in the future.

The student is encouraged to locate a practicum opportunity as soon as possible after registering, if not before registering, so that a proposal can be prepared and approved before the scheduled start date.

For those students already employed in an industry with mechatronics and robotics related job responsibility, their place of current employment can be used to satisfy the practicum requirement.

### **Practicum Report Requirements**

The MERO student is expected to demonstrate that he or she can apply MERO principles in solving industrial and societal problems in a manner that is satisfactory to the student's graduate committee. Satisfactory demonstration of MERO application in solving real-world problem is achieved by the preparation of a practicum report based on the work performed during the practicum.

The report must be written as a professional document. Sophisticated articulation is a must. Such articulation requires that concise and precise vocabulary be used, grammatical syntax rules are strictly followed, spelling is correct, paragraphs are semantically comprehensible, and overall composition is easy to follow and not redundant. In addition, the report should be aesthetically attractive, suitable for professional presentation. If the student is not comfortable with professional writing, he or she should seek editorial advice. Unprofessional reports will not be approved.

The student should work with his/her faculty advisor to determine the appropriate organizational structure for your Practicum, but the following is a helpful starting point.

### **Organization of the Practicum Report**

The organization of the report will be determined by the students and their committee chair; however, the information below provides a general layout that may be followed by the students for the final report, or in developing their Practicum project. It may be that not all of the information described below is appropriate for your particular project.

#### Table of Contents

- Use tab leaders (...) to link headings to page numbers. Do the same for the List of Tables and List of Figures.

#### List of Tables

#### List of Figures

#### Chapter 1: Description of the MERO Problem

- Reason for the Practicum
  - Explain the reason why this practicum was selected
- Definition of the Problem

- Explain the problem that was solved by this practicum
- Importance of the Problem
  - Explain why solving this problem is important to the organization and to the larger community
- Objectives of the Practicum
  - Describe the general approach used in solving the problem
  - Explain the major outcomes that were to be achieved in the practicum

#### Chapter 2: Description of the Practicum Arrangement, Literature Review, Methodologies, and Tasks

- Organizational Setting and Staffing
  - Explain the nature of the organization at which the practicum was conducted
  - Explain the structure of the organization and where within that structure the practicum was conducted
  - Identify the organizational staff with which the student worked during the practicum and how these interactions contributed to the practicum
- Analytic Methodologies
  - Describe the data collection and analysis methodologies that were used in analyzing the problem, identifying and screening potential solutions, evaluating solution candidates, selecting the best solution, and implementing the solution
- Description of Tasks and Schedules
  - Describe the tasks performed during the practicum, with associated timelines

#### Chapter 3: Presentation and Discussion of Practicum Results and Recommendations: The Solution to the Problem

- Results
  - Results are the products of the investigation, analysis, evaluation, or other methods used to solve the problem
  - The presentation of results may be augmented with various graphics, including tables, charts, graphs, drawings, photographs, plans, protocols, computer software, etc.
- Findings and Conclusions
  - Findings are discussions that interpret the results and apply them to solving the problem; conclusions are the student's discussion about whether the problem was in fact solved
  - This section should defend the justify the solution selected and include an assessment of the solution's success
  - Chapter 3 is the most important part of the practicum report; exceptional care should be taken to develop an articulate and convincing discussion

#### Chapter 4: Discussion of the Practicum Experience

- Discussion of the Practicum Experience and how this courses you took and the information you learned in this program led to the completion of the Practicum project.

## Appendices

- Manuals, procedures, analytic results, etc.

### **Formatting the Practicum Report**

- Anticipated Length = 30-40 pages, excluding report cover, references, and appendices
- Report Cover = Title of practicum (suggested 30 point Arial); course number, author, committee chair, date of submission, each in 16 point Arial (suggested)

Report Body = 12 inches, Times New Roman Font, Double-spaced, 1 inch margins.

### **B. Thesis Guidelines**

A master's thesis is a piece of original scholarly research that adds to our understanding of theory or applications in mechatronics, robotics or related areas. The master's thesis often requires a solution to an industrial or societal engineering problem, which answers the research questions that have developed from a comprehensive review of the academic literature. A typical master's thesis contains the following elements.

Chapter 1: Introduction and Problem Statement

Chapter 2: Literature Review and development of Research Questions and/or Hypotheses

Chapter 3: Research Methodology

Chapter 4: Data Analysis and Discussion

Chapter 5: Conclusion: Overall findings and application to theory, the discipline, and practice

Students choosing to write a master's thesis must first present a written proposal to their advisory committee that includes

- Problem statement
- Brief introduction to the literature
- Proposed research questions/hypotheses
- Proposed methods and implementation strategies
- Expected findings
- Timeline for completion of the thesis

The advisory committee *MAY* require the student to orally defend their thesis proposal. The proposal should be submitted to and approved by the committee as soon as possible before the student's first semester of thesis hours or **VERY EARLY** in the student's first semester of thesis hours to allow time research, analysis, and writing the thesis.

### **ORAL DEFENSE**

All thesis must be defended in front of the student's advisory committee. The Graduate College sets deadlines for all Thesis defenses. The advisory committee must approve and sign off on the student's thesis before final revisions can be made. The student is responsible for adhering to Graduate College deadlines regarding thesis defense and the submission of the final thesis document.

## IX. PROGRAM POLICIES: ACADEMIC PERFORMANCE

### Annual Student Assessments

Each summer students will receive a questionnaire about their current status in the program, as well as their proposed dates for meeting program milestones. This questionnaire helps MERO faculty members evaluate the student's progress in the program and make suggestions for improvements or course correction. It is our goal for all students to complete their degree in a timely manner.

Students are expected to return the questionnaire in a timely manner, or a hold will be placed on their next semester's registration.

### Retention Policy

Some of the MERO Program's students are practicing professionals who enroll in courses via distance. As a result, their matriculation through the program can be uneven and sometimes interrupted. To encourage improved retention, minimize time to graduation, and make room for new, high-quality students to be admitted, the program created a retention policy to review student progress against these eight retention criteria.

1. Dropping below a 3.0 cumulative GPA (not just the Plan of Study GPA)
2. Earning more than 1 "C" grade (only 1 "C" grade is allowed on the plan of study)
3. Earning a "D" or "F" grade
4. Earning a "F!" grade (which results in a one-year suspension of course registration)
5. Completing less than 6 credit hours in the previous three semesters
6. Earning more than two incompletes in courses taken during the previous three semesters
7. Withdrawing from more than two courses during the previous three semesters

If any of these seven criteria are violated, then the case is referred to the retention committee, comprised of the graduate student coordinator, the graduate student's committee chair (or temporary advisor if a plan of study has not yet been developed), and the MERO faculty, to decide what conditions must be satisfied to allow the student to continue. Failure of the student to honor these conditions (assuming he or she agreed to them) would result in the student not being allowed to continue in the program.

If the student becomes "inactive" (completes less than 6 hours in a year) and is in good standing with the other retention criteria listed above, then the retention committee can decide to recommend readmission to the Graduate College if the student's written explanation justifies the inactivity. (The retention committee will determine what evidence is required to justify course withdrawals and enrollment inactivity.) If the explanation does not justify the inactivity, or if the student is not in good standing, then the student must reapply and re-compete for admission.

### Dismissal from the Graduate Program

Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal (*See section XII. Appeals Processes*). If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate

student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

### **Leave of Absence**

OSU graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, adviser, and Graduate College to determine whether requesting a Leave of Absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a Leave of Absence request are medical, personal, employment, and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of “good standing” (academic and conduct) is generally required for a leave of absence. Please see <http://gradcollege.okstate.edu/leave-of-absence-policy> for additional Leave of Absence information.

## **X. PROGRAM POLICIES: INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES**

**Purpose:** Integrity in research and creative activities is founded on sound disciplinary practices and a commitment to basic values, including honesty, fairness and respect. Students learn to value professional integrity and standards of ethical behavior through interactions with faculty who are modeling this behavior. This section should state the program’s expectations for responsible conduct of research and creative activities of graduate students and present explicit criteria for dismissal when there are documented cases of research misconduct, dishonesty, and violation of professional standards.

### **Policy Recommendations:**

- The program will develop a mechanism for communicating standards of professional integrity and responsible conduct of research appropriate for the discipline.
- Programs will inform students of the policies and procedures related to the use of human subjects and animals in research, biosafety as well as the appropriate use of radiation and laser technology.

### **Information to Include:**

- Provide instruction on how to obtain approval from the Institutional Review Board, Institutional Animal Care and Use Committee, Biosafety Committee, Radiation Safety Committee, and the Laser Safety Program as appropriate.
- Provide a professional code of ethics appropriate to the discipline.
- Inform students about the RCR training provided through the Collaborative Institutional Training Initiative (CITI) and/or college-approved courses.



- Provide explicit criteria for what constitutes a violation of professional standards. Expectations regarding professional conduct should be set based upon accepted disciplinary standards and when appropriate by standards established by external accrediting agencies.
- Provide explicit criteria for dismissal from the program due to unethical or dishonest behavior while engaged in research, scholarly or creative activities. (*Suggested text provided.*)

***Dismissal from the Graduate Program:*** Graduate students may be dismissed from their program for academic integrity violations, student misconduct or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the program of the intent to dismiss and their right for due process and to appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

#### **Important Links:**

- Responsible Conduct in Research Overview:  
<http://compliance.okstate.edu/rcr/rcr-index>
- RCR Core Subject Areas:  
<http://compliance.okstate.edu/rcr/core-subject-areas>
- RCR Training:  
<http://compliance.okstate.edu/rcr/training>
- RCR Policy:  
<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Requirements%20for%20Training%20in%20the%20Responsible%20Conduct%20of%20Research.pdf>
- Appropriate Use of Human Subjects in Research:  
<http://compliance.okstate.edu/irb/irb-index>
- Appropriate Use of Animals in Research:  
<http://compliance.okstate.edu/iacuc/iacuc-index>
- Biosafety Program:  
<http://compliance.okstate.edu/ibc/ibc-index>
- Radiation Safety Program:  
<http://compliance.okstate.edu/rso/rso-index>
- Laser Safety Program:  
<http://compliance.okstate.edu/lso/lso-index>

## XI. STUDENT CONDUCT AND CONFLICT RESOLUTION

**Purpose:** This section should make explicit expectations for professional student conduct and guidelines for conflict resolution between graduate students and their advisor or advisory committee. The faculty advisory-graduate student relationship is deemed so important that programs should give special attention to resolving these conflicts as soon as possible. The preferred place for conflict resolution to occur is within the program or academic unit. This section of the handbook should also include information related to the process for handling grievances should a resolution not be reached at the program level.

### Policy Recommendations:

- Programs will establish policies and procedures for the resolution of conflict between a graduate student and his/her faculty advisor or advisory committee. These procedures will be communicated to each graduate student upon entrance to the program. Graduate Program Coordinators typically play a substantial role in resolving conflicts.
- The program will establish procedures for the timely change of the faculty advisor or advisory committee members when this change would serve the progress of the graduate student.

### Information to Include:

- Provide explicit expectations for graduate student's professional behavior and criteria for dismissal or sanctions for failure to display such behavior. At the very least, expectations for graduate students should be in line with the OSU Student Code of Conduct but programs are encouraged to provide more explicit expectations of professional conduct appropriate for the discipline.
- Provide guidelines for dealing with conflicts between students and faculty.
- Describe the program's procedures for handling grievances and appeals.
- Include a clear personnel structure for conflicts that escalates (e.g., Graduate Program Coordinator/Committee, Unit Head, Graduate Dean).

### Important Links:

- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- Graduate Student Appeals Policy: [http://gradcollege.okstate.edu/sites/default/files/appeals\\_policy.pdf](http://gradcollege.okstate.edu/sites/default/files/appeals_policy.pdf)
- Professional society links related to professional conduct

## XII. APPEALS PROCESS

Students may appeal the Retention decision in writing within 14 calendar days of the original letter. The appeal will be reviewed by the entire MERO faculty, and written notification of the appeals decision will be sent to the student.

### **Dismissal from the Graduate Program**

Graduate students may be dismissed from their program for failure to meet academic standards. In such instances, the students will be notified of the intent to dismiss and informed of their rights for due process and appeal. If a student appeals the decision to dismiss, s/he must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

### **Academic Integrity**

Students in the MSET-MERO program should show a commitment to academic integrity. The MERO faculty will follow all University guidelines with regard to plagiarism or any other form of cheating. The OSU Academic Integrity Policy can be accessed at <https://adminfinance.okstate.edu/site-files/documents/policies/academic-integrity-policy.pdf>.

Students are also expected to follow policies regarding Responsible Conduct in Research, which may include applying for approval from the Institutional Review Board before conducting human subject research. For more information, please see <https://irb.okstate.edu>.

### **Important Links:**

- Graduate College Best Practices in Graduate Education  
<https://gradcollege.okstate.edu/best-practices>
- Graduate Student Appeals Policy:  
<http://gradcollege.okstate.edu/content/appeals-policy>
- Grade Appeals Policy:  
<https://academicaffairs.okstate.edu/content/grade-appeals-board-policies-procedures>
- Academic Integrity Policy:  
<http://academicintegrity.okstate.edu/>
- Student Conduct:  
<https://studentconduct.okstate.edu/code>

## **XIII. ASSISTANTSHIP AND FELLOWSHIP POLICIES**

### **Graduate Assistantships**

From time-to-time, graduate assistantships are available to on-campus masters students in the form of Graduate Research Assistantships (GRA). These assistantships provide a monthly stipend, health insurance, and tuition waiver (student must pay fees). Graduate assistantships are awarded based on both merit and by research “fit” (i.e. student research interests closely align with faculty). Graduate assistantships are only available when faculty have current research funding through grants.

A few Graduate Teaching Assistantships (GTA) are available in our program.

All students who have received a GRA position must register for the tuition waiver at the beginning of EACH SEMESTER.

International students who wish to be teaching assistants must qualify through the international teaching assistant test administered by the Graduate College.

**Important Links:**

- Graduate Assistantships:  
<http://gradcollege.okstate.edu/assistantship>
- International Teaching Assistant Test  
<https://gradcollege.okstate.edu/ita>
- Fall/Spring/Summer Enrollment Guidelines:  
<https://gradcollege.okstate.edu/enrollment>
- Student Health Insurance:  
<http://uhs.okstate.edu/student-health-insurance-plan>
- Tuition Waiver Forms:  
<http://gradcollege.okstate.edu/FormsPage>

**XIV. CRITICAL SKILLS ACQUISITION:**

**Writing Resources: The Writing Center:** The Oklahoma State University Writing Center is an excellent resource for students to use to help polish their written assignments and Practicum/Thesis/Dissertations. The MERO faculty encourage all MERO students to utilize the Writing Center whenever possible.

The Writing Center provides online writing consultations for distance students.

<https://osuwritingcenter.okstate.edu/>

**Important Links:**

- 3 Minute Thesis:  
<https://gradcollege.okstate.edu/content/2016-osu-3mt%C2%AE-college-competition-schedule>
- Grant Writing Courses, Seminars and Workshops:  
<http://ucpd.okstate.edu/resources/writing>

## XV. DEPARTMENT/COLLEGE/UNIVERSITY RESOURCES

**Purpose:** This section provides students with a comprehensive list of resources that are available to them through their program, the Graduate College, as well as the University.

### Graduate College:

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Fall/Spring/Summer Enrollment Guidelines: <https://gradcollege.okstate.edu/enrollment>
- Graduate Assistantships: <http://gradcollege.okstate.edu/assistantship>
- Graduate College Academic Calendar: <http://gradcollege.okstate.edu/graduate-college-academic-calendar>
- Graduate Degree/Certificate Programs: <http://gradcollege.okstate.edu/degree>
- Graduate Faculty Database: <https://gradcollege.okstate.edu/faculty-and-staff-resources>
- Graduate Student Appeals Policy: <http://gradcollege.okstate.edu/content/appeals-policy>
- Graduate and Professional Student Government Association (GPSGA): <http://temp-gpsga.okstate.edu/content/resources>
- Graduate College Forms: <http://gradcollege.okstate.edu/FormsPage>
- Graduate Student Appeals: <https://gradcollege.okstate.edu/content/appeals-policy>
- Graduation Checklist (Doctoral Degree): <http://gradcollege.okstate.edu/doctoral-checklist>
- Graduation Checklist (Master's Degree): <http://gradcollege.okstate.edu/masters-checklist>
- International Teaching Assistant Test: <https://gradcollege.okstate.edu/ita>
- Leave of Absence Policy: <https://gradcollege.okstate.edu/leave-of-absence-policy>
- OSU Guidelines for Best Practices in Graduate Education: <http://gradcollege.okstate.edu/bestpractices>

- OSU Best Practices: Advisory Committees and Defenses: <https://gradcollege.okstate.edu/best-practices>
- Test of English Language Proficiency: <http://gradcollege.okstate.edu/telp>

**University:**

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <http://uhs.okstate.edu/student-health-insurance-plan>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <http://icae.okstate.edu/>
- OSU High Performance Computing Center: <http://hpc.it.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training: <http://compliance.okstate.edu/rcr/training>
- OSU Research Compliance:
  - Appropriate Use of Human Subjects in Research: <http://compliance.okstate.edu/irb/irb-index>
  - Appropriate Use of Animals in Research: <http://compliance.okstate.edu/iacuc/iacuc-index>
  - Biosafety Program: <http://compliance.okstate.edu/ibc/ibc-index>
  - Radiation Safety Program: <http://compliance.okstate.edu/rso/rso-index>
  - Laser Safety Program: <http://compliance.okstate.edu/lso/lso-index>

- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu//>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>

## APPENDIX A: MSET-MERO Curriculum

To earn a Master of Engineering Technology with an option in Mechatronics and Robotics (MSET-MERO) degree at the Division of Engineering Technology, College of Engineering, Architecture and Technology, Oklahoma State University, a student must complete 30 credits hours of course work as outlined below. Both thesis and non-thesis options are available.

### Thesis Option

#### **Total Hours: 30**

- Core Courses (9 hours)
- Required Courses (9 hours)
- Electives (6 hours)
  - 6 hours of MERO courses
- Thesis Research (6 hours)

### Non-Thesis Option

#### **Total Hours: 30**

- Core Courses (9 hours)
- Required Courses (9 hours)
- Electives (9 hours)
  - Minimum 6 hours of MERO courses and 3 hours from ETM/IEM courses
- Creative component (3 hours)

### Courses

<b>Code</b>	<b>Title</b>	<b>Hour</b>
<b><u>Core Courses</u></b>		
MERO 5013*	Research Design & Methodology	3
MERO 5023*	Project Management	3
MERO 5033*	Principles of Industrial and Process Safety	3
<b><u>Required Courses</u></b>		
MERO 5113*	Mechatronic Systems I	3
MERO 5123*	Mechatronic Systems II	3
MERO 5213*	Introduction to Robot Dynamics and Kinematics	3
<b><u>Electives</u></b>		
MERO 5060*	Special Topics	3
MERO 5133*	Mechatronic System Hardware and Software Integration	3
MERO 5313*	Linear Control Systems for Mechatronics	3
MERO 5323*	Intelligent Control of Mechatronic Systems	3
MERO 5413*	Robotic Underwater Vehicles	3
MERO 5423*	Engineering Acoustics	3
MERO 5433*	Industrial Noise Control	3
MERO 5513*	Electrohydraulics	3
MERO 5523*	Electropneumatics	3
MERO 5613*	Smart manufacturing for mechatronics	3
MERO 5633*	Multiphysics Computational Modeling and Simulation	3
MERO 5713*	Advanced CAD for Electro-mechanical Systems	3
MERO 5723*	Mechanism Design with CAD	3



MERO 5733*	Advanced Vibration for Electro-mechanical Systems	3
MAE 5433/ECEN 5433	Robotics, Kinematics, Dynamics and Control	3
MAE 5483/ ECEN 5483	Advanced Mechatronics Design	3
ECEN 5233	Embedded Sensor Networks	3
ECEN 5283	Computer Vision	3
ECEN 5533	Modern Communication Theory	3
ECEN 5553	Telecommunications Systems	3
ETM 5111	Introduction to Strategy	1
ETM 5143	Strategic Decision Analysis for Engineering and Technology Managers	3
ETM 5153	Foundations of Engineering Management	3
ETM 5221	Engineering Teaming	1
ETM 5241	Strategic Project Management	1
ETM 5291	Failure Mode and Effects Analysis in Design	1
ETM 5371	Ethics for Practicing Engineers	1
ETM 5411	Engineering Economic Analysis	1
IEM 5143	Reliability and Maintainability	3
ETM 5461	Intellectual Property Management	1
EEE 5213	Entrepreneurship in Science and Technology	3

### **Thesis**

MERO 5000\*      Thesis Research (6 hours)

### **Creative Component**

MERO 5070      Directed Studies      3

(The MERO 5070 course is used for a creative component. A report (a “mini-thesis”) must be submitted, prepared in the style of an M.S. thesis, but not submitted for Graduate College approval.)

## APPENDIX B: SURVIVAL SKILLS FOR GRADUATE STUDENTS

As described in the introduction of this handbook template, graduate school represents a new educational experience. Students are faced with a large amount of complex information and are expected to be more independent. Graduate school can be a stressful experience for students. Programs are encouraged to provide information for their students to help them not only survive but thrive in the in graduate school. A few examples are provided below. In addition to the resources that programs may have that are discipline specific, the Graduate College provides a list of resources that will be available on the graduate faculty D2L website. (Graduate faculty can access this website by logging on to D2L and changing their role from “faculty” to “student”.) Programs are encouraged to visit this website and incorporate materials into this section of their handbook.

- **UCLA Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>
  
- **PhDs.org Succeeding in Graduate School:**
  - **How to Succeed in Graduate School: A Guide for Students and Advisors**  
<http://www.csee.umbc.edu/~mariedj/papers/advice.pdf>
  
  - **What Predicts Graduate School Success:**  
<http://www.apa.org/gradpsych/2012/09/cover-success.aspx>
  
  - **Ten Simple Rules for Graduate Students:**  
<http://chem.virginia.edu/graduate-studies/test-links-pg/how-to-succeed-as-a-graduate-student/>
  
  - **Your First Year in a Ph.D. Program:**  
<http://chronicle.com/article/Your-First-Year-in-a-PhD/142953/>
  
  - **Graduate School Survival Guide:** <https://grad.ucla.edu/asis/library/survivalguide.pdf>
  
  - **The Successful Graduate Student: A Review of the Factors for Success:**  
<http://www.aabri.com/manuscripts/10569.pdf>
  
- **A Brief Survival Guide for New Graduate Teaching Assistants at UNC Charlotte:**  
<http://teaching.uncc.edu/learning-resources/articles-books/best-practice/teaching-research-assistants/survival-guide-new-tas>

## APPENDIX C: SAMPLE GRADUATE PROGRAM APPEALS PROCESS

*Overview:* The purpose of this procedure is to provide current graduate students in the \_\_\_\_\_ Graduate Program the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals.

*Process:* The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the unit head or associate dean of graduate studies in their disciplinary college. Notification should include, information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (*see note below*). At the hearing, the student will have the opportunity to present their case and the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to unit head, followed by the Dean of the Graduate College, if they so choose.

*Enrollment:* Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

*Appeals Committee:* The make-up of the graduate program's appeals committee should be noted here – some programs use their established Graduate Program Committee for all student appeals. In programs that do not have a designated appeals committee, the appeals process should specify the members of the Graduate Faculty who will consider the appeal. For example, this may be an ad-hoc committee appointed by the Graduate Program Coordinator or unit head or it may include all members of the Graduate Faculty in the program.

*Deadlines:* Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

#### **APPENDIX D: PROFESSIONAL SOCIETIES**

Introducing graduate students to the professional societies within their discipline is an important aspect of their training. Student membership provides a cost-effective means of beginning to reap the benefits of such organizations, including access to journals and other sources of information, the ability to develop professional networks outside of their institution, and may be important in maintaining professional credentials. Graduate students should be provided with information and links to the different professional organizations within their discipline at the local state, region and nation/international levels. When there is more than one professional organization, students should be encouraged to discuss with their advisor most the appropriate society based on their interests and goals.

## **APPENDIX E: TRAVEL TO PROFESSIONAL MEETINGS**

Providing graduate students with information related to travel in the graduate handbook can be an effective and time-saving means communicating the basic information. It should be specified that all travel must be pre-approved by the research advisor or chair of the committee and is contingent on the availability of funds. Key aspects of the travel process are listed below:

- Submitting an out-of-state or in-state travel request form (sample forms may be provided)
- Approval process for travel and for funding
- Making travel arrangements (airline, driving, parking, taxi, train or bus, turnpike tolls etc.)
- Registering for the conference or meeting
- Housing accommodations and meals
- Required documents for reimbursement (sample form may be provided)
- Travel reimbursement programs, such as GPSGA Travel Awards

## **APPENDIX F: GRADUATE COLLEGE CATALOGUE/POLICIES**

### **College Administration**

Sheryl A. Tucker, PhD—Vice Provost and Dean  
Jean Van Delinder, PhD—Senior Associate Dean  
Brenda J. Smith, PhD—Associate Dean

### **Campus Address and Phone**

**Address:** 202 Whitehurst, Stillwater, OK 74078

### **Admissions**

**Phone:** 405-744-6368

**Fax:** 405-744-0355

**Website:** [gradcollege.okstate.edu](http://gradcollege.okstate.edu)

**E-mail:** [gradi@okstate.edu](mailto:gradi@okstate.edu)

Graduate education at Oklahoma State University (OSU) is organized around the scholarly pursuit of new knowledge, both through didactic instruction and through independent and group research conducted utilizing the facilities and resources of a major research university. OSU's national and international reputation is grounded in the scholarly research and creative work performed by faculty and students under the auspices of OSU's graduate programs.

The first graduate degree was conferred by OSU in 1912, and the Graduate School was organized in 1929. OSU offers more than 200 graduate degree programs, including several interdisciplinary and joint-degree programs.

### **1.0 Overview**

#### **1.1 Graduate Students.**

Over 4,400 graduate students currently study at OSU. Part of OSU's mission as a Land Grant University is to serve the people of the region, the state, the nation, and the world by making a first-class education available to all. In response to the growing diversity and demographic changes in the state and in the nation, OSU is committed to preparing graduates to live and work in a culturally pluralistic world. The Graduate College is proud of the diversity of its graduate student population and of their contributions to both the generation and dissemination of new knowledge through their involvement in the University's research and instructional programs. Numerous multicultural student organizations on campus provide information and support to international and diverse students to assist in the successful completion of their graduate studies.

#### **1.2 The Graduate College.**

The Graduate College supervises all graduate work offered by OSU, including graduate degree programs at OSU—Stillwater, OSU—Tulsa, the Center for Health Sciences in Tulsa and the College of Veterinary Medicine in Stillwater. Professional degrees are offered through the College of Veterinary Medicine and the Center for Health Sciences in Tulsa. The Graduate College sets standards for admission to graduate standing and recommends to the Board of Regents for degrees those students who have completed work required for graduation.

In addition, the Graduate College offers a number of student services and professional preparation opportunities specifically designed for graduate student success while at OSU as well as after

graduation. These activities include graduate teaching assistant orientation programs, three-minute oral communication competitions and thesis/dissertation writing workshops.

### **1.3 Graduate College Memberships.**

The Graduate College is a member of the Council of Graduate Schools (CGS), the Conference of Southern Graduate Schools (CSGS) and the Midwestern Association of Graduate Schools (MAGS).

### **1.4 Organization of the Graduate College.**

Consistent with its objective of maintaining the highest standards in graduate education, the Graduate College administers the policies and procedures specified and established by the Graduate Faculty, Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma State Regents for Higher Education. The dean of the Graduate College is the senior administrator of the College as well as the dean for graduate students. The Graduate Council is the executive committee of the Graduate Faculty; it is elected by the Graduate Faculty to work with the dean of the Graduate College in the development and administration of applicable policy. The Graduate Council formulates and reviews policies concerning the conduct of graduate study at OSU, and it participates in the periodic review of graduate programs. All proposed policies and requests related to the initiation and development of graduate curricular offerings and programs are referred to the Graduate Council for review, comment and approval.

### **1.5 Accreditation.**

OSU is accredited by the Higher Learning Commission, (HLC) of the North Central Association of Colleges and Schools. (HLC, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; ph 1-800-621-7440; [www.hlcommission.org](http://www.hlcommission.org)). Several programs within the disciplinary colleges are also accredited by other agencies; see "[Accreditation](#)" in "[The University](#)" section of the Catalog.

### **1.6 General Regulation.**

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

### **1.7 Responsibilities.**

All graduate students are expected to read and to comply with the written regulations of their graduate programs and disciplinary college as well as the Graduate College and University. The regulations presented in the Catalog may be supplemented by written departmental or program requirements available at departmental offices and/or websites. Admission to a specific graduate program obligates the student to understand and adhere to the policies of that program.

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

### **1.8 Email as Official Correspondence.**

OSU uses the institutional O-Key email address as an official means of communication with OSU faculty, staff, administrators, and students. All students have an official OSU email address that is activated when they set up their O-Key account. Students are expected to activate and check their OSU email on a frequent and consistent basis to remain informed of their official University business and are expected to ensure that adequate email space is available to receive messages.

### **1.9 Tuition and Fees.**

Refer to the "[Tuition, Fees and Cost Estimates](#)" section of the Catalog.

### **1.10 Exception Requests.**

Any request for a waiver of, exception to, or deviation from, any requirement set forth in the "Graduate College" section of the Catalog must be in the form of a written petition to the dean of the Graduate College. Such petitions should include a supporting letter from the graduate faculty adviser or graduate program coordinator.

### **1.11 Services for Graduate Students**

For a complete list of University services, please visit the "Current Student Resources" link on the Graduate College website (<http://gradcollege.okstate.edu>) or the "Student Life" link on the OSU website (<http://go.okstate.edu>).

## **2.1 Graduate and Professional Student Government Association.**

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

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

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

## **3.0 Funding Your Graduate Education**

### **3.1 General Financial Aid.**

One of the most common sources of funding for graduate students is graduate assistantships. Graduate teaching and research assistantships (GTAs/GRAs) support OSU's instructional and scholarly activities. Most academic programs routinely evaluate graduate admission applications not only for admission consideration but also for the possibility of assistantship offers. The graduate program will contact newly admitted students to inform them if a funding offer is available. These awards assist students in paying for their graduate education and also offer opportunities to gain valuable skills and experience in their discipline and as a professional.

### **3.2 Federal Financial Aid.**

All domestic students who want to qualify for federal financial aid should complete the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA annually as soon after



January 1 as possible to receive aid for the subsequent academic year. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **3.3 OSU Short-Term Emergency Loans.**

In addition to potential federal loans that may be awarded based, OSU assists students in need of immediate funds through the Short-Term Emergency Loan Program. This program is designed to help OSU students who are currently enrolled and attending classes to meet educationally-related off-campus unexpected expenses. The program is not designed to pay a debt owed to OSU. Qualified students may borrow up to \$500 less a \$10 service charge one time per semester. Additional information about the Short-Term Emergency Loan Program can be found at <https://financialaid.okstate.edu/aid/loans/stl>.

### **3.4 Graduate Assistantships.**

OSU recognizes two types of graduate assistants for students enrolled in master's, specialist and doctoral degree programs. Students in graduate certificates and non-degree seeking students are not eligible for GTA or GRA positions or associated benefits.

A Graduate Teaching Assistant (GTA) must be admitted to and meet the requirements of the Graduate College, be fully admitted to a graduate degree program, enrolled, and be under the supervision of an appropriate graduate faculty member. In consultation with the supervisor, the GTA works to gain instructional skills and an increased understanding of the discipline. The GTA is provided a stipend and their primary responsibilities are to support the University's instructional mission. Services provided by a GTA may include: classroom or laboratory teaching; advising and mentoring of students; proctoring examinations; grading papers, homework, and/or projects; accompanying/coaching musical or vocal performances, providing artistic instruction or assisting with preparation and management of materials and programs that are utilized in imparting knowledge or in the instructional process; or providing other general assistance in the instruction process. A GTA may be assigned primary responsibilities in an extension, outreach or service role for which those responsibilities support the instructional mission of the University. GTAs may not be given duties to support faculty research or those primarily clerical in nature.

A Graduate Research Assistant (GRA) must be admitted to and meet the requirements of the Graduate College, be fully admitted to a graduate degree program, enrolled, and be under the supervision of an appropriate graduate faculty member. A GRA is provided a stipend and their primary responsibilities are to provide general support to the University's research mission. These responsibilities may or may not relate directly to the student's thesis or dissertation. Duties of the GRA primarily involve applying and mastering research concepts, practices or methods of scholarship. Services provided by a GRA may include: assisting faculty members in a research or creative activity; perform degree-related professional or administrative services that supports research, instruction, professional development, or outreach missions of the University; developing and evaluating instructional materials or curricula; or assuming responsibility for designated scholarly endeavors.

"Perform degree-related professional or administrative services" does not include jobs that are outside the student's field of study.

Assistantship inquiries should be addressed to the unit head or graduate program coordinator of the unit/department/school/program in which the appointment is desired. The service expected is governed by the terms of the appointment.

### **3.5 Graduate Assistantship Responsibilities.**

An offer of an assistantship is a commitment by a unit/department/school/program to provide financial support to admitted graduate students. Assistantships are an investment made by a unit/department/school/program and are granted primarily to enable the student to pursue an advanced degree and gain valuable experience. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistantship assignment. Included in this professional obligation is the expectation that students who have accepted an assistantship will diligently pursue their degree to completion. In recognition of this commitment and to provide adequate time for students holding assistantships to devote to study, employment as a graduate assistant is limited to a total, from all University sources (including external grants and contracts), of 0.50 FTE (an average of 20 hours per week) in the Fall and Spring semesters, and 0.75 FTE (an average of 30 hours per week) between the end of the Spring semester and the beginning of the Fall semester. Exceptions to this limitation may be requested by the employing unit or graduate program to the dean of the Graduate College.

A student with an 0.50 FTE assistantship is expected to devote, on average, 20 hours per week to their duties as a graduate teaching or research assistant; the remainder of academic effort is devoted to his/her own studies and research. The time devoted to the assistantship may vary from day to day and week to week as long as it does not exceed the average given above.

As part of a graduate student's educational experience, OSU makes a number of GRAs available on a routine basis. Graduate students on a GRA are expected to devote full-time effort to their graduate programs. While the GRA appointment provides a modest stipend for an average of 10 or 20 hours per week for a 0.25 or a 0.50 FTE assignment, respectively, in recognition of contributions to the OSU research enterprise, it does not indicate that no additional time and effort may be required of the graduate student who is actively pursuing a graduate research degree. Depending on the stage of the research project and the graduate student's advancement in the program, the student may be enrolled in research credit hours for academic credit or only enrolled in formal coursework. Irrespective of that enrollment, it is expected that the graduate student is working full-time toward completion of the advanced degree. OSU, like most institutions nationwide, does not define the research credit hour as equating to a specific amount of time and effort, as the nature of research is highly dependent on the individual's progress on the project. For instance, general OSU policy only requires a minimum enrollment in two credit hours when a graduate student is working on a research project and using OSU resources unless they are employed as a GTA/GRA.

In addition, all students holding a graduate assistantship are required to be full-time students - see "Enrollment Requirements" below. For fall and spring semesters, students employed 0.50 FTE must be enrolled in at least six credit hours to be considered full-time, while students employed less than 0.50 FTE must be enrolled in at least nine credit hours to be considered full-time. However, full-time enrollment for students admitted to doctoral candidacy is two credit hours. For the summer term, students employed at any level must be enrolled in at least two credit hours during any summer session to be considered full-time.

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

Note that all graduate student benefit programs, such as tuition waivers, are only available to individuals with a primary classification as a graduate student enrolled in a degree program, which does not include certificate-seeking or non-degree seeking graduate students. OSU employees taking graduate classes do not qualify for graduate student benefit programs, irrespective of whether their employment is a benefit eligible position. One cannot selectively opt-out of certain benefits to seek eligibility for other benefits. Please contact the Graduate College or Human Resources if you have questions.

### **3.6 Graduate Assistantship General Benefits.**

Graduate Teaching or Research Assistants employed at least 0.50 FTE in the fall/spring semester (average of 20 hours per week) are enrolled in a minimum of six (or two for doctoral candidates) eligible graduate hours will receive a tuition waiver (hours of enrollment must be required per the graduate degree program). Summer tuition waivers for the same GTA or GRA for spring semester will apply during the summer regardless of summer employment. Tuition waivers cannot be applied to independent study, leveling, undergraduate or some outreach type courses. Granting of these tuition waivers is also contingent upon the student submitting an electronic GTA/GRA (GSSI) tuition waiver agreement through the Graduate College website (<http://gradcollege.okstate.edu/FormsPage>), by the first day of the semester, in which they acknowledge their employment, enrollment and good academic standing responsibilities. Once enrolled, good academic standing (i.e., not on academic probation – beyond probationary admission) is a requirement for OSU tuition waiver eligibility. Once matriculated, a graduate student going on probation is not eligible for tuition waiver benefits. This does not preclude a GTA/GRA appointment(s). Graduate programs can request a one-time exception for exceptional circumstances from the graduate dean. For more information regarding tuition waiver benefits or academic standing, please visit the Graduate College website ([gradcollege.okstate.edu](http://gradcollege.okstate.edu)).

Any graduate student employed as a GTA and/or a GRA less than 0.50 FTE total per week will not be eligible for any type of tuition waiver benefit.

#### **3.6.1 Health Insurance Benefits.**

Graduate Teaching or Research Assistants employed in a 0.25 FTE GTA/GRA position during the fall or spring semesters and who are enrolled in at least nine graduate credit hours throughout that entire semester are eligible for single-person-coverage health insurance through OSU for the fall (or spring) semester. Note: Spring semester eligibility coverage continues through the following summer regardless of employment or enrollment status.

Graduate Teaching or Research Assistants who are not eligible for health insurance coverage during the summer session by virtue of their eligibility during the previous spring semester but who are employed in a 0.25 FTE GTA/GRA position during the eight-week summer session and enrolled in at least two graduate credit hours are eligible for single-person-coverage health insurance through OSU for the summer term.

The University subsidizes the student's coverage on a semester-by-semester basis. Students receiving the GTA/GRA insurance are required to pay the semester health fee. Coverage is through United Healthcare. Information on the policy is available at <https://www.uhcsr.com/okstate> and OSU Human Resources <https://hr.okstate.edu/student-health-plan-2019-2020>.

Eligible graduate students are automatically enrolled for the insurance coverage if they meet eligibility requirements. If students have other insurance coverage or choose not to be enrolled in the student health plan, they may complete a declination form to opt out. A declination form can be found at the following site <https://hr.okstate.edu/student-health-plan-2019-2020>. The form will need to be submitted to OSU Human Resources, Benefits Office 106J Whitehurst.

### **3.7 Health Insurance for International Students.**

The Oklahoma State University Board of Regents requires that all visa-holding (i.e. non-immigrant) students at OSU be covered by health insurance. The OSU Student Insurance Policy is the recommended health insurance and will be billed to all non-immigrant student accounts automatically. Payment for the student insurance is included in the costs listed on the financial affidavit that international students are required to submit to receive a F-1 or J-1 visa.

The insurance premium can be waived for non-immigrant students sponsored by the United States Government, a foreign government recognized by the United States of America, or certain international, government sponsored or non-governmental organizations. Such waivers will be based on the government or organization guaranteeing payment of all health care expenses including evacuation and repatriation.

The insurance premium will also be waived for students who provide documented evidence of health insurance coverage by an employer. Non-immigrant students employed by OSU and eligible for both employer-provided insurance and international student health insurance may select between the two, as long as the insurance selected includes evacuation and repatriation coverage.

Students covered by a private medical insurance plan with benefits comparable to or better than the OSU plan, may request a waiver from OSU's international student health insurance requirement.

Coverage must be in effect from the first day of their first semester classes for a 12-month period.

To use alternate insurance, students must complete and submit a waiver request no later than the fifth day of classes. Waiver forms can be found on the International Students and Scholars (ISS) website at <http://iss.okstate.edu>.

If a student holds an appointment as at least a 0.25 FTE OSU GTA or GRA position, OSU provides the student health insurance policy.

### **3.8 McNair Graduate Fellowships for former McNair Scholars.**

Entering graduate students in residential degree programs who are graduates of a McNair Scholar Program as undergraduates may be eligible to become McNair Graduate Fellows. McNair Graduate Fellows receive a tuition waiver for all degree-eligible courses up to the number of hours in their degree program, irrespective of a qualifying assistantship. Such tuition waivers cannot apply to independent study, leveling, or outreach-type courses. The McNair Graduate Fellow Tuition Waiver Program is competitive and is not guaranteed, irrespective of the application waiver received. Please contact the Graduate College ([gradi@okstate.edu](mailto:gradi@okstate.edu)) for more information as restrictions apply. Also, note that all graduate student benefit programs, such as the McNair Graduate Fellow Tuition Waiver Program, are only available to individuals with a primary classification as graduate students. OSU employees taking graduate classes do not qualify for graduate student benefit programs, irrespective of whether their employment is a benefit eligible position. One cannot opt-out of certain benefits in an a-la-carte manner to seek eligibility for other benefits. Please contact the Graduate College or Human Resources if you have any additional questions. McNair Graduate Fellows are required to submit the necessary contract to the Graduate College each year and restrictions apply.

### **3.9 City Year National Service Scholars.**

Oklahoma State University is proud to partner with City Year through our shared visions and values of integrating the power of knowledge and service in addressing social problems. The OSU Graduate College City Year National Service Scholars Program provides City Year Alumni an application fee waiver and a tuition waiver for all degree-eligible courses up to the number of hours in their degree program;

however, acceptance as an OSU Graduate College City Year National Service Scholar is competitive and is not guaranteed. The following are program requirements:

1. Must be completing your year of service or be a senior AmeriCorps member, alumni or staff;
2. Must provide a letter of program completion from your Director of City Year Alumni and Career Services;
3. Only applies to residential graduate programs on Stillwater, Tulsa, or Center for Health Sciences campuses – no distance learning or outreach or online degree formats;
4. Graduate certificate programs are not eligible for this or other tuition benefit programs;
5. Cannot be used to earn a second graduate degree;
6. Cannot accept or have access to other tuition waiver programs, including faculty/staff programs;
7. Must participate in OSU City Year National Service Scholars Program activities;
8. OSU City Year National Service Scholars fellowship and subsequent tuition waiver is applicable to one OSU graduate degree;
9. Renewal of the OSU City Year National Service Scholars fellowship is contingent upon satisfactory progress each term;
10. See the OSU City Year National Service Scholars Fellowship Tuition Waiver Agreement for additional provisions.

### **3.10 Spouse Tuition Waivers.**

A spouse of a graduate teaching or research assistant who is receiving a tuition waiver that is associated with an eligible assistantship is eligible to apply for a waiver of the non-resident portion of tuition for all graduate level/eligible courses taken. Tuition waivers cannot apply to independent study, leveling or certain outreach-type courses. Contact the Graduate College for details.

### **3.11 Student Employment.**

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

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

## **4.0 Admission to the Graduate College**

Holders of baccalaureate or first professional degrees from accredited colleges and universities or those of recognized standing are eligible to seek admission to the Graduate College. Applicants must complete the web-based application and submit official transcripts of all academic work and degrees received including any previous graduate coursework and degrees. No application for admission will be reviewed until the application fee is paid.

The prospective student should obtain transcripts for bachelor's degree(s) conferred or pending as well as for any graduate or professional coursework and upload these transcripts as part of their application (some programs may require applicants to upload transcripts from all institutions previously attended). If an applicant is offered admission to graduate studies, then the applicant will be required to have the

institution that granted their bachelor's degree to send one official transcript to the Graduate College, 202 Whitehurst, Stillwater, OK 74078.

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

To assure adequate time for review, completed applications and transcripts should be received at least 60-90 days prior to the graduate program application deadline or the beginning of the semester, whichever comes first. All transcripts become the property of OSU and are not released or returned. When the applicant's file is complete, the faculty in the graduate program of the student's area of interest reviews the material and recommends an admission status to the dean of the Graduate College. The final decision for admission to the Graduate College is determined by the graduate dean on the basis of the graduate program's recommendations, prior academic performance of the applicant, and availability of space, facilities, and faculty mentors in the program.

#### **4.1 OSU Faculty Members.**

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

#### **4.2 Types of Admission.**

Admission to a graduate program at OSU is based on an evaluation of an applicant's overall record, experience, personal qualifications, proposed area of study, and fit with the graduate program. For admission without qualification, a GPA of at least 3.00 on a 4.00 scale or the equivalent is expected in undergraduate coursework or a 3.00 in any graduate or professional coursework already completed. Graduate programs are encouraged to evaluate applications holistically and may petition the Graduate College on behalf of an applicant for an exception to the cumulative GPA requirement. Academic programs may set more stringent admission requirements. Please check with the graduate program to which you are applying in order to determine any program specific requirements.

##### **4.2.1 Admission Without Qualification.**

Students planning to work toward a graduate degree in a recognized graduate program may be admitted in good standing provided they meet all Graduate College and graduate program requirements.

##### **4.2.2 Provisional Admission.**

A student can be admitted provisionally upon recommendation of the graduate program and with concurrence by the dean of the Graduate College. Admission with provisional status is granted to an applicant who does not meet one or more of the graduate program's admission requirements or when the applicant does not have the necessary academic background. In this case, the graduate program requires specific provisions be met for admission in good standing. For example, a graduate program may require additional leveling coursework or higher test scores. The first obligation of a student admitted provisionally is to successfully meet all of the provisions specified at the time of admission. Failure to meet these provisions could result in the dismissal from the program.

#### **4.2.3 Probationary Admission.**

A student can be admitted with probation status upon recommendation of the graduate program with concurrence by the dean of the Graduate College. Admission with probation status is granted to an applicant who has deficiencies in previous academic coursework. A student admitted on probation status must make at least a 3.00 GPA through the semester in which s/he completes nine hours of courses eligible for graduate credit. Upon successful fulfillment of these requirements the student will be granted good academic standing. Failure to meet the required level of academic performance while in a probationary status may result in dismissal from the Graduate College.

#### **4.2.4 Conditional Admission.**

Several graduate programs at OSU will consider an applicant for conditional admission. An applicant can be admitted conditionally upon recommendation of the graduate program and with concurrence by the dean of the Graduate College. Conditional admission means that the applicant is academically qualified for admission to the graduate degree program but lacks a minimum TOEFL or IELTS score which satisfies the University's or graduate program's minimum (see "International Student Admission" for minimum requirements). Before the applicant will be allowed to matriculate in the graduate degree program, a sufficient TOEFL or IELTS score must be submitted. Failure to submit a sufficient TOEFL or IELTS score will result in the applicant not being allowed to enroll.

#### **4.3 Non-Degree Seeking Student Status.**

An applicant may be admitted to the Graduate College as a non-degree seeking student if he or she does not have immediate plans to become a degree candidate, but wants to take graduate courses, prerequisites, or other courses. Admission to the Graduate College as a non-degree seeking student means only that the student will be permitted to enroll in courses through the Graduate College. It does not imply that the student has been or will be admitted to a program leading to an advanced degree or that the student will be able to obtain a graduate degree from OSU. Non-degree seeking students are not eligible for GTA or GRA positions or associated tuition waiver benefits.

##### **4.3.1 Non-Degree Seeking Student Status Requirements.**

Non-degree seeking students are subject to the same admission standards as degree-seeking students, including English language proficiency. Applicants for non-degree seeking student status are not automatically admitted without due deliberation of their past academic performance. A non-degree seeking applicant can be considered for admission "Without Qualification" provided his/her overall GPA is 3.00 or higher for all courses on his/her bachelor's degree transcript and/or transcripts from his/her graduate or professional coursework. An applicant whose GPA does not meet these criteria can be considered for admission after consultation and recommendation of the Graduate College's non-degree seeking student adviser who may consider additional factors in making a decision, such as the following:

- length of time since last attendance at an institution of higher learning,
- a written appeal from the applicant explaining exceptional circumstances that warrant admission, and/or
- a letter of recommendation written by faculty who can speak to the applicant's potential for graduate work.

The prospective student is responsible for filing a new application for admission to the Graduate College should he or she wish to become a degree-seeking candidate. The new application will be evaluated by the graduate program and the dean of the Graduate College to ascertain admissibility to the degree program.

Given that non-degree seeking coursework is not guided by a Plan of Study or approved by an adviser, no more than nine semester credit hours of coursework taken while a non-degree seeking student may be used on a Plan of Study to meet requirements for a graduate degree or graduate certificate program. In addition, only three semester credit hours of coursework taken while a non-degree seeking student may be used on a Plan of Study toward an MBA degree. Non-degree seeking students may not enroll in more than nine hours of courses eligible for graduate credit without permission of the dean of the Graduate College, or their designee. To ensure that non-degree seeking students do not inadvertently exceed this limitation, an enrollment hold will be placed on each student in this status after the student has registered for six or more credit hours. This hold may be removed by the Graduate College (see below) once the student has formally re-acknowledged this nine-hour limitation.

Non-degree seeking students are subject to the same academic regulations as those graduate students admitted into degree programs. Such students are strongly encouraged to consult with the instructor of any course in which they intend to enroll in order to ensure that they are adequately prepared for that course.

Non-degree seeking students may not enroll in thesis (5000) or dissertation (6000) courses. Generally, International students with an F-1 visa, except students on Optional Practical training (OPT) or Curricular Practical training (CPT), may not be admitted or enroll as non-degree seeking students. Academic advising for non-degree seeking student is provided by an adviser in the Graduate College. Students should contact the Graduate College at 405-744-6368 or [gradi@okstate.edu](mailto:gradi@okstate.edu) for details.

#### **4.4 International Student Admission.**

International applicants are expected to submit applications, financial affidavits, transcripts and/or mark sheets, and, if required, official scores of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examinations. Applicants who present a TOEFL score of at least 79 iBT/550 PBT or an IELTS academic stream score of at least 6.5 satisfy the Graduate College's English proficiency requirements for admission to a graduate program. Note that some graduate programs require a TOEFL score above these levels, and applicants should contact the program for specific TOEFL or IELTS requirements. Completed applications are due no later than February 1 for fall enrollment and August 1 for spring enrollment. Applications that become complete after these deadline dates may be reviewed, but the Graduate College cannot guarantee an admissions decision will be made with sufficient time for the issuance of the I-20 form required to obtain an entry visa.

##### **4.4.1 English Proficiency.**

As a condition of admission to graduate study at OSU, all persons for whom English is a second language are required to present proof of English competency regardless of the number of semesters or terms completed at OSU or in other institutions of higher education. A waiver of this requirement can be obtained for students who have completed a baccalaureate or graduate degree from an accredited institution of higher learning, at which English is the primary language of instruction, located in a country in which English is a recognized primary language. Note, however, that proof of specific English proficiency through the submission of test scores, such as the Internet Based TOEFL (iBT) scores, or additional testing may be still necessary if employment as a graduate teaching assistant is desired. Graduate programs may have additional requirements.

Proof of English competency can be in the form of an official TOEFL or IELTS, (academic stream), score. Either examination must have been taken within the last two years.



Applicants who present a TOEFL score of at least 61 iBT/500 PBT, but less than 79 iBT/550 PBT (or an IELTS academic stream score of 6.0) and who demonstrate unusual academic promise may be admitted to graduate study on conditional status upon petition to the Graduate College by the graduate program. Applicants with a TOEFL score of at least 61 iBT/500 PBT, but less than 79 iBT/550 PBT (or an IELTS academic stream score of 6.0), must successfully complete a minimum of 12 weeks of study at an intensive English program (IEP) approved by the Oklahoma State Regents for Higher Education State Regents. At least two-thirds (eight weeks) of the 12 weeks must be instruction at an advanced level. A list of State Regents' approved IEPs can be found in the OSRHE Academic Affairs Procedures Handbook. The OSU intensive English program, known as the English Language Institute (ELI), is a state-approved IEP. More information on the OSU ELI program can be found here <https://eli.okstate.edu/>.

Applicants, who do not submit a TOEFL/IELTS score, can seek admission to the OSU English Language Institute (ELI) in their first semester. These students will be issued an I-20 by ELI. After achieving the required score (500) and immediately prior to admission, the applicant must successfully complete a minimum of 12 weeks of study at an intensive English program (IEP) approved by the State Regents as described above. Upon successful completion of the ELI program students will be issued an I-20 by the Office of International Students and Scholars and will be admitted into their graduate degree program. Concurrent enrollment in graduate courses and ELI is not permitted.

#### **4.4.2 Spoken English Proficiency for Employment.**

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

See <http://gradcollege.okstate.edu/ita> for specific policy requirements for the International Teaching Assistant Program. Any new international teaching assistant (ITA) is required to have a qualifying score of 26 or greater on the speaking portion of the iBT or to take the ITA test prior to being approved for instructional assignments. All new ITAs are also required to participate in the international teaching assistant orientation. See <http://gradcollege.okstate.edu/ita> for specific policy requirements.

#### **5.0 Transfer of Graduate Credits**

Transfer credit for "non-aged" must be recommended by the graduate student's advisory committee through the submission of a Plan of Study that is approved by the dean of the Graduate College. See Section 7.0 for additional information on coursework time limits.

Transfer credit will only be considered if it was earned when the student was post-baccalaureate (i.e., after earning a bachelor's degree) at an accredited institution and the applicable course(s) was/were certified as graduate credit by that institution. All courses used as transfer credit must have a grade of "B" or better.

Transfer of credits from medical professional programs (e.g., DO, DVM and MD) to the Graduate College may also be considered when a student was admitted to a medical professional program at another accredited institution and the applicable courses were certified for enrollment restricted to professional-level study. All courses used as transfer credit must have a grade of "B" or better or a grade of "pass" for those institutions which only offer professional courses as a "pass/no pass" grading system.

Up to three hours of transfer credit may be used toward an OSU graduate certificate and up to nine credit hours of transfer credit may be used toward any OSU graduate degree. A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that

offers an EdD or PhD (or equivalent) degree. Doctoral students must include a minimum of 30 hours of OSU credit on their Plan of Study.

Also, see **Section 11.2** for the number of times a course can be used in multiple degree Plans of Study.

## **6.0 Enrollment Policies**

### **6.1 Initial and Continuous Enrollment Policy.**

A prospective student must enroll for courses at OSU within the time specified in his or her admission letter to retain active status. A prospective student who does not conform to these conditions must reapply for admission.

Any student who interrupts enrollment for one year (i.e., a consecutive period of one fall semester plus one spring semester plus one summer term) must re-apply for admission, and will be subject to the regulations in effect at the time of reapplication. See section 6.6 below for additional doctoral candidacy enrollment requirements.

### **6.2 Full-Time Enrollment.**

To be considered enrolled full time, a graduate student must be enrolled in at least nine hours in either fall or spring semester and at least three hours during the summer sessions. Full-time enrollment for Graduate Teaching/Research Associate/Assistants (GTAs/GRAs) with a 0.50 FTE appointment is at least six hours in either fall or spring semester and at least two hours during a summer session.

### **6.3 Minimum and Maximum Enrollment.**

Students are required to be enrolled in at least two credit hours in each semester in which they are using physical or faculty resources of the University. Students holding graduate assistantships should note that additional requirements apply (see below). Regardless of the number of hours taken, a student may not enroll in more than 12 (16 for the Spears School of Business graduate programs) credit hours in the fall or spring semester without permission of the dean of the Graduate College. During the summer session, a student may not enroll in more than nine credit hours taken in any session during the eight-week summer period. No more than three credit hours can be taken during the first summer session (intersession). Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

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

Also, see **Section 11.2** for the number of times a course can be used in multiple degree Plans of Study.

### **6.4 Graduating Semester Enrollment.**

Each degree-seeking graduate student must be enrolled in at least two hours of courses eligible for graduate credit during their graduating semester (defined as the semester in which they satisfactorily complete all degree requirements). However, a student would not need to be enrolled during their graduating semester if they meet the following conditions:

1. has been assigned an "Incomplete" (grade of I) in a non-research or creative component course;
2. the course is required for graduation; and,
3. the course in which the incomplete was received is the only graduation requirement left to fulfill.

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

### **6.5 Master's Degree Enrollment Requirements.**

Students with a fall (spring/summer) graduating semester who have research courses (i.e., courses numbered 5000) on their approved Plan of Study must satisfactorily complete no fewer than six hours of courses eligible for graduate credit during the calendar (academic) year which includes the graduating semester. As an example, a student wishing to graduate in a fall semester must be enrolled in a total of at least six hours for that fall semester plus the preceding spring semester and summer session. Doctoral students meet this requirement by virtue of the Doctoral Candidacy Enrollment Requirements noted below.

### **6.6 Doctoral Candidacy Enrollment Requirements.**

Doctoral students who have completed the requirements for admission to doctoral candidacy and had their "Admission to Doctoral Candidacy" form approved by the dean of the Graduate College may enroll for a minimum of at least two credit hours during any term and be considered full-time. This post-candidacy reduced enrollment option applies to all qualified graduate students, including GTAs, GRAs, international students and veterans receiving VA benefits. A student is normally expected to enroll primarily in research hours or in program-approved courses after being admitted to doctoral candidacy. Continuous enrollment post-candidacy is required of all students. Enrollment of a minimum of at least two credits per semester is required for every semester of a student's candidacy (summer session excluded) until graduation. It is ultimately the responsibility of each student to ensure that they meet this enrollment requirement. Students who are not able to maintain active status are strongly encouraged to consult with their program, adviser and the Graduate College to determine whether requesting a Leave of Absence (LOA) is the most appropriate course of action.

#### **6.6.1 Reinstatement Fee.**

Post-candidacy students who do not maintain continuous enrollment will be assessed a reinstatement fee based upon their residency status at the time of last enrollment as follows:

- Resident: \$750/semester (summer session excluded) of non-enrollment
- Nonresident: \$1,900/semester (summer session excluded) of non-enrollment

In addition to the reinstatement fee, students whose continuous enrollment disruption exceeds one academic year also must apply for readmission to the graduate program (see Enrollment). During the readmission process, previous coursework will be evaluated for applicability in accordance with coursework (10 years) and time-to-degree (9 years) time limits (see Time to Degree Requirements). Notification of the conditions of readmission and reinstatement will be provided if an acceptance occurs. New program requirements may apply based on the aforementioned enrollment policy. Please note that reinstatement and readmission are not guaranteed and significant challenges may occur that hinder a student's ability to complete a degree after a lapse in enrollment, such as the reapplication process (e.g., new letters of recommendation and unexpired standardize test scores); availability of the same graduate adviser, project and/or grant support; and new/revised program requirements and/or core courses for degree.

### **6.7 Enrollment and Financial Assistance.**

For the purpose of receiving monetary assistance through the Office of Scholarships and Financial Aid, the amount of the award is related to the total number of enrolled credit hours that apply toward the degree (for graduate students, such courses must be offered for graduate credit), such as 5000 and 6000

level courses. OSU graduate certificate and master's, specialist and, doctoral degree programs are federal aid-eligible programs, depending on a person's personal circumstances.

In general, a graduate student must be enrolled in four hours of courses eligible for graduate credit each fall and spring semester, and two hours of courses eligible for graduate credit in the summer term, to be eligible for federal financial aid. Some students may be required to enroll in more hours in the fall or spring or summer to receive the full amount of federal financial aid. Students should verify with their financial aid adviser in the OSU Office of Scholarship and Financial Aid about the number of hours they are required to take. Certifiable enrollment status, based upon a combination of enrollment and employment, only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

### **6.8 Enrollment as a Non-Degree Seeking or Degree-Seeking Graduate Student.**

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

### **6.9 Graduate Student Enrollment in Undergraduate Courses.**

Students admitted to the Graduate College may enroll in, or audit, undergraduate courses or course sections that do not carry graduate credit if approved to do so by their graduate faculty adviser. Such courses cannot subsequently be used as part of a graduate Plan of Study and are not generally covered by graduate tuition waiver programs.

### **6.10 Undergraduate Student Enrollment in Graduate Courses.**

An OSU undergraduate senior may take a limited number of courses for graduate credit toward an OSU degree program. Undergraduates admitted to an approved OSU accelerated master's degree program may utilize some of these credits for both a baccalaureate degree and graduate degree as outlined in section 11.15 of the Graduate College section of the University Catalog. All other undergraduates are subject to the graduate credit rules below.

The credits may not be utilized for both a baccalaureate degree and a graduate degree. The courses in question must be approved for graduate credit (as listed in the Course Catalog). The applicability of such graduate courses to a specific graduate program will be determined by the student's graduate advisory committee when the student enrolls in the Graduate College and submits a plan of study for an advanced degree.

To receive graduate credit for hours taken when not admitted to an approved OSU accelerated master's degree program, a Graduate Credit for Seniors form must be completed by the student to receive graduate credit for courses taken. This form must be submitted prior to the end of the second week of class instruction of a regular semester, or the first week of a regular summer session. The required form is available on the Graduate College's website or in the Graduate College.

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

1. Students must have a minimum overall (cumulative graduation/retention) undergraduate GPA of 3.00.
2. The total semester enrollment must not exceed 18 credit hours for a regular semester or nine credit hours for a summer session.
3. The student must be within 12 semester credit hours of completing requirements for the baccalaureate degree at the beginning of the semester or summer session in which courses are taken for graduate credit.

4. Admission to courses taken for graduate credit must have approval of the course instructor, the dean of the disciplinary college associated with the student's major, and the dean of the Graduate College.

No more than 15 semester credit hours taken while a senior may be approved for graduate credit. The student must earn a grade of "B" or higher in those courses for which he or she seeks graduate credit. Students are cautioned that institutions other than OSU may or may not allow courses taken for graduate credit during the senior year to be transferred into one of their graduate degree programs.

## **7.0 Time to Degree**

Graduate College matriculation starts when a student first enrolls as an admitted, degree-seeking graduate student. That date will be used in calculating time limits for degree completion. Students are expected to complete the degree requirements from first enrollment after admission within the following time limits: five years for a graduate certificate degree program, seven years for a master's or specialist degree program, and nine years for a doctoral degree program. After that time, a student must submit a written petition to the Graduate College requesting an extension of time-to-degree limits. Credit for all courses on a graduate Plan of Study must have been awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the dean of the Graduate College.

### **7.1 Leave of Absence.**

OSU graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, adviser, and Graduate College to determine whether requesting a Leave of Absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a Leave of Absence request are medical, personal, employment, and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of "good standing" (academic and conduct) is generally required for a leave of absence. Please see <http://gradcollege.okstate.edu/leave-of-absence-policy> for additional Leave of Absence information.

## **8.0 Enrollment Procedure**

Students are strongly encouraged to review the course offerings for the upcoming semester prior to attempting to enroll. For more information about enrollment and classes go to <http://my.okstate.edu>. First semester graduate students must first obtain their adviser's clearance prior to attempting to enroll. Non-degree seeking students may be granted enrollment clearance through the Graduate College. Non-degree seeking students will be provided assistance with selecting coursework, issues surrounding the transferability of special student credits, applying to degree-seeking programs, and other academic topics.

If the student has not completed a Plan of Study or if this is the first semester as a graduate student, the student should consult with the graduate faculty adviser. The graduate faculty adviser can provide information about required courses, course sequencing, and other information in order to select appropriate courses. The adviser should give approval for course selections prior to enrollment. All graduate students must complete Responsible Conduct of Research (RCR) requirements prior to the submission of a Plan of Study. A student should consult with his or her graduate coordinator as to what

these requirements are in his or her graduate program. A Plan of Study will not be approved by the Graduate College until the program has certified RCR completion.

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

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

### **8.1 Last Day to Enroll.**

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

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

### **8.2 Late Enrollment.**

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

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

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

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

### **8.3 Other Enrollment.**

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

### **9.0 Online and Outreach Courses**

Courses offered online are considered equivalent to courses offered through traditional formats. However, some online courses classified as outreach may not be eligible for tuition waivers. Check with the Graduate College for eligibility before enrolling. Any student wishing to enroll in a graduate credit course offered online or through outreach must make application for admission to the Graduate College at OSU. Some limitations apply to McNair Graduate Fellows (see Section 3.8), City Year Scholars (see section 3.9), International students on F-1 or J-1 visas and students on spousal waivers (see Section 3.10).

### **10.0 Individual Study Credit (formerly Correspondence Education)**

OSU does not offer graduate-level courses by individual study (formerly correspondence education) and does not accept credit taken by individual study (formerly correspondence education) toward an

advanced degree. Graduate students may enroll in individual study courses (formerly correspondence education courses); however, such courses will not be considered as part of minimum graduate degree or certificate requirements. Tuition waiver programs are not applicable to courses taken through individual study (formerly correspondence study). Courses taken through individual study (formerly correspondence education) do not count toward minimum enrollment requirements for any graduate student.

### **11.0 Academic Regulations**

Also refer to "[University Academic Regulations](#)" section in the Catalog.

#### **11.1 Graduate Credit Courses.**

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

#### **11.2 Number of Times a Course Can be Used to Earn Multiple Degrees.**

Typically, a graduate course can be used in more than one graduate certificate or graduate degree. For example, a student may initially earn a graduate certificate and later use the certificate coursework to earn a master's degree. Similarly, coursework from a master's degree may also be applied toward a doctoral degree. In both cases, the course credit has been used twice in earning the two graduate credentials – the certificate and the master's degree and a master's and a doctoral degree, respectively. With approved Plans of Study, graduate courses can be used to earn no more than three graduate degrees, which includes graduate certificates. This applies to both OSU courses and courses approved for transfer credit. This policy does not refer to the use of zero-ending courses used within a Plan of Study.

#### **11.3 Grades for Thesis (5000) and Dissertation (6000).**

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress, or "IUR," indicating an incomplete (see section 6.2 "Grade Interpretation" in the "University Academic Regulations" chapter of the Catalog) will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average, but affect the graduate student's academic standing. Only courses in which a grade of "SR" (or a previously-awarded grade of "R," "A," "B," or "C") is earned may be used toward minimum degree requirements.

#### **11.4 Grades for Creative Component Courses.**

The "R" grade can be assigned in a course identified as a creative component portion of a master's degree by a graduate program. The grade of "R" may be assigned if more than one semester is required to complete the creative component. Upon completion of the creative component, the adviser submits a Change of Grade form to have the final grade entered.

#### **11.5 Pass-No Pass Grading System.**

Graduate students may take a course utilizing the Pass-No Pass grading system with the consent of their faculty advisers, but courses taken under this system cannot be used on a Plan of Study to meet graduate degree requirements. A student who chooses the pass-no pass option must do so by the last date on which a course may be added. See section 6.6 "Grades and Grading" in the "[University Academic Regulations](#)" chapter of the Catalog.

### **11.6 Pass-Fail Grading System.**

Graduate students may take courses utilizing the Pass-Fail grading system with the consent of their faculty advisers; however, only a limited number of these hours can be used on a Plan of Study to meet graduate degree requirements and these require advance permission of the dean of the Graduate College. Pass-Fail courses are typically internship, practicum, seminar, special problems and student teaching. See section 6.7 “Grades and Grading” in the "[University Academic Regulations](#)” chapter of the Catalog.

### **11.7 Minimum Grade Requirements.**

A grade-point average of "B" (3.00) is required to maintain good standing as a graduate student and meet requirements for a degree. No course with a grade of “D” or “F” can be used on the Plan of Study to satisfy the degree course requirements. At the graduate level, a grade of a “D” or “F” is a failing grade that can result in dismissal by the dean of the Graduate College, regardless of academic standing. To receive a graduate degree, a student must have a minimum 3.00 GPA in the coursework taken for graduate credit

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

Some programs have more stringent requirements. The graduate program should be consulted concerning minimum grade requirements.

### **11.8 Annual Review of Student Progress.**

The graduate program in which a student is seeking a graduate degree will provide a mechanism for assessing the student’s progress toward degree completion at least once annually. If the student is assessed not to be making adequate progress, then a specific plan to address and correct any inadequacies in progress will be prepared in a written document provided to the student and the dean of the Graduate College annually by June 30. Failure to correct these inadequacies may result in termination from the graduate program and/or Graduate College.

### **11.9 Academic Progress.**

Each semester, the dean of the Graduate College reviews the academic progress of any graduate student who receives a grade of “C” or lower in a class or “UR” in research. Programs are notified which of their students have received a “C” or lower and of the dean of the Graduate College’s academic progress decision. At the discretion of the dean of the Graduate College, one of four actions based on the student’s current semester performance and past academic history will be taken as follows:

1. Program Notice. The graduate program is notified and is encouraged to review the student’s performance to determine if any program intervention is needed.
2. Academic Probation. If a student’s overall GPA drops below a 3.00, if a “UR” grade is earned, or if the dean of the Graduate College judges the student’s overall academic performance so warrants then s/he is subject to being placed on academic probation. At the discretion of the dean of the Graduate College, probation may be removed at the end of the semester only after the student brings his or her cumulative GPA for courses eligible for graduate credit taken at OSU to 3.0 or greater, earns a SR grade, and/or completes all degree requirements, whichever comes first.
3. No Further Enrollment Without Program Consent (NFEWPC).
  - a. If the student was admitted on academic probation and did not meet the requirements of this admission, or
  - b. If they have received two consecutive grades of “UR”, or
  - c. If the student was on academic probation the previous semester, or



- d. If the dean of the Graduate College believes the student's overall academic performance warrants program intervention, then the student is not permitted to enroll further without the consent of the program. To continue in the program, the student must submit a written petition to the dean of the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the unit head or graduate program coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.
4. No Further Enrollment (NFE). The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

#### **11.10 Course Grade Appeals.**

A student may appeal a grade given by an instructor in a case in which he or she believes the grade awarded is inconsistent with the announced grading policy. The student should consult the "Student Rights and Responsibilities" or contact the Office of Academic Affairs for information regarding initiating the appeals process.

#### **11.11 Appeals of Research Grades and Non-grade Issues.**

A student wishing to appeal a "UR" grade issued for a research course (5000 or 6000), or an academic issue not involving a grade should contact the dean of the Graduate College about the appeals process available to graduate students (<http://gradcollege.okstate.edu/content/appeals-policy>).

#### **11.12 Advisory Committee Decisions-Criteria for Passing.**

In decisions resulting from a vote of a graduate student advisory committee (e.g., PhD candidacy exam, final thesis defense, or approving a dissertation), a pass requires that the thesis/dissertation adviser vote in the affirmative and that no more than one member of the committee dissent. Graduate programs may impose more stringent requirements.

#### **11.13 Discontinuance from a Program.**

In instances when a student reaches a situation when it is no longer possible to complete the intended degree (e.g., failure of all permitted attempts of the PhD qualifying exam, comprehensive exam or candidacy exam), and is still in good academic standing with the Graduate College, a domestic student may be considered for transfer to non-degree seeking student status and be subject to all non-degree seeking student rules (including maximum number of hours that can later be used toward a graduate degree or certificate program). If visa restrictions prohibit the student's matriculation as a non-degree seeking student, the Graduate College will inform the Office of International Students and Scholars of the student's impending dismissal from the program; the student will have until the end of the semester to be admitted into another graduate program. This change in status is initiated with a letter from the unit head or graduate program coordinator to the student, copied to the dean of the Graduate College, and should detail the reasons for the student's potential dismissal from the program. In accordance with graduate program policies, students have a limited number of days from the intent to dismiss letter date to initiate the appeals process in the program. Graduate students should contact the dean of the Graduate College about the appeals process (<http://gradcollege.okstate.edu/content/appeals-policy>).

#### **11.14 Second Graduate Degrees.**

The Oklahoma State Regents for Higher Education (OSRHE) do not allow students to obtain a second degree in the same "major" as the first degree, even if the options are different. Completion of

requirements for more than one option may be noted on the official transcript, but a second degree will not be awarded. Additionally, because of the OSRHE requirement for a coursework common core within a master's degree options, it should not be assumed that obtaining an additional option within the same degree program and level will be possible. Careful discussions and planning with the Graduate Program Coordinator prior to admission is imperative, if such study is desired.

### **11.15 Accelerated Master's Degree**

Accelerated master's degree programs offer a streamlined path to a master's degree, reducing the time to earn a master's degree by sharing up to 30 percent of the coursework required for the stand-alone master's degree with the undergraduate degree. All shared courses must be approved for graduate credit. For example, a 30-hour master's degree would share 9 hours with the undergraduate degree, while a 45-hour master's degree would share 14 hours. The curriculum of an accelerated master's degree program is designed to fulfill all requirements of both the undergraduate and graduate degrees. Accelerated bachelor to master's degree programs require approval of the Deans of the Graduate College and the relevant undergraduate College(s).

### **11.16 Awarding of Certificates and Degrees**

The retroactive awarding of a newly approved graduate degree or certificate for prior coursework is prohibited. The majority of the coursework for a graduate certificate must be completed after the student is admitted to and enrolled in the degree program.

## **12.0 Responsible Conduct of Research**

All graduate students must complete Responsible Conduct of Research (RCR) training requirements prior to the submission of a Plan of Study. Students should consult with their graduate coordinators as to what these requirements are in their graduate programs. Graduate programs may impose more stringent requirements. A Plan of Study will not be approved by the dean of the Graduate College until the graduate program has certified RCR completion. Information and University policies regarding RCR can be found at <https://research.okstate.edu/compliance/policies.html>.

### **12.1 Research Involving Human Subjects.**

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

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

This section is meant to be informational only and does not contain a complete description of the IRB review process. All of the forms and guidance for completing the application are available on the IRB Internet site <http://irb.okstate.edu/forms>.

## **13.0 Graduation Clearance Process**

At the time of enrollment for the last semester or summer session of work toward a degree, graduate students must complete and submit a Graduation Clearance form to the Graduate College before they can submit an Application for Diploma with the Office of the Registrar. The Graduation Clearance form is

completed in conjunction with the academic adviser and confirms that a student has met or will meet by the end of the semester in question, all program and Graduate College requirements to earn the degree s/he is seeking. If these requirements are not met, the student must complete a new Graduation

Clearance Form and Application for Diploma for a future semester. In order to allow opportunity for any class schedule changes necessitated by the review of the Graduation Clearance Form, this form and the Application for Diploma, should be submitted as early as possible in the graduating semester but no later than the deadlines listed on the Graduate College website.

### **13.1 Graduate Commencement and Diplomas.**

The University holds one Graduate Commencement Ceremony at the close of the fall and spring semesters. Students who plan to meet graduation requirements at the close of the summer session are invited and encouraged to participate in the Graduate Commencement Ceremony at the close of the previous spring semester. Although attendance is not compulsory, the University encourages all candidates for advanced degrees to participate in the Graduate Commencement Ceremony. Candidates should also notify the Office of the Registrar of the address to which the diploma should be mailed.

### **13.2 Graduate Records and Transcripts.**

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

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

- Fall/Spring/Summer Academic Calendar:

<https://registrar.okstate.edu/Academic-Calendar>

- Fall/Spring/Summer Enrollment Guidelines:

<https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>

- Graduate Assistantships:

<https://gradcollege.okstate.edu/prospective-students/assistantships.html>

- Graduate College Academic Calendar:

Student Link: [https://canvas.okstate.edu/courses/31330/modules#module\\_89610](https://canvas.okstate.edu/courses/31330/modules#module_89610)