

**Fire and
Emergency
Management
Administration**



2023-2024

**Master of Science
Student Handbook**

Oklahoma State University

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Introduction

Handbook

Welcome to the Fire and Emergency Management Administration 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 Master of Science in Fire and Emergency Management Administration 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.

Program Overview

History of the Program

Oklahoma State University's graduate program in Fire and Emergency Management Administration Program is one of the oldest programs in the nation. Students receive a superior academic experience in preparing leaders in the fire services, disaster management, emergency management professions, as well as educators and researchers in these fields.

Students can complete degree requirements either online as distance students or as a resident on campus. 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 FEMP 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. This can be accomplished during optional one-week courses in the summer.

The program was established in 1996 as a Master of Arts specialization in Fire and Emergency Management within political science. In 1999, the degree changed to the Master of Science in Fire and Emergency Management Administration. The curriculum includes public policy, strategic administration and organizational management, human dimensions of disaster, and leadership.

On July 1st, 2018 the Fire and Emergency Management Program moved to the College of Engineering Architecture and Technology as part of the Division of Engineering Technology. This move strengthened the relationship between the FEMP program and the other internationally known, fire-related programs at Oklahoma State University.

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 Fire and Emergency Management Administration Program is to prepare professionals for management positions in the critical service professions of fire and rescue, emergency management, emergency medical services, law enforcement, homeland security and related fields in both the public and private sectors. These professions are concerned with the mitigation of, preparedness for, response to, and recovery from the adverse effects of acute exposures to natural, technological, and social hazards. The program specializes in strategic policy, public management, and organizational behavior, human dimensions of disaster, leadership, and counter-terrorism. 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 Fire Emergency Management programs are that:

1. Graduates can demonstrate mastery of substantive theories in and knowledge of fire and emergency management administration and of its application to practical problems and issues in the field.
2. Graduates are able to conduct research and critically analyze problems in the fire and emergency management field.
3. Graduates can demonstrate effective written communication skills.

Fire and Emergency Management Administration Faculty

Haley Murphy, PhD

Associate Professor and Program Coordinator

Haley.c.murphy@okstate.edu



Haley Murphy received her PhD in Political Science from the University of Oklahoma in 2014. Dr. Murphy currently serves as the Program Coordinator for the Fire and Emergency Management Administration Masters and PhD programs. She teaches classes in Organization Theory, Organizational Behavior in Disasters, Disaster Recovery, Risk Management, Public Administration (including Personnel and Budgeting), and Emergency Management.

Dr. Murphy's research focuses on individual and organizational decision-making and behavior in times of stability and instability, as well as household adjustment to hazards. In addition, she studies collaboration across government agencies and the nonprofit and private sectors. Dr. Murphy has received funding to support her research from the National Science Foundation, the International Association of Fire Chiefs, and the National Fire Prevention Association. Her research has been published in *Risks, Hazards and Crisis in Public Policy, Earthquake Spectra, Natural Hazards, Local Government Studies, Nonprofit Policy Forum, and The International Journal of Disaster Risk Reduction*, among others.

Xiangyu (Dale) Li, PhD

Assistant Professor

Dale.li@okstate.edu



Dr. Xiangyu (Dale) Li earned his Ph.D. in Public Administration from the University of North Texas and a Bachelor of Engineering in Urban and Regional Planning from Nanjing University. The courses he teaches include quantitative methodologies, risk analysis, disaster preparedness and planning, research design, and fire administration. Dr. Li's research interests include disaster sustainability, intergovernmental disaster management, household and organizational responses, evacuation and risk communication, policy analysis, and geographic

information system (GIS).

Before joining Oklahoma State University, Dr. Li has been teaching emergency management, coordinating two undergraduate programs, and serving in a regional emergency management advisory board in the Texas Panhandle.

Tony McAleavy, PhD

Assistant Professor

Tony.mcaleavy@okstate.edu



Tony McAleavy received his PhD in Disaster Management from the University of South Wales in the United Kingdom in 2016. He teaches classes in emergency management, international emergency management, leadership, disaster response, mitigation and qualitative research methods.

Dr. McAleavy's research focuses on command, control and coordination of emergency response, multi-agency collaboration, disaster scale and emergency and continuity planning. His research

has been published in the *Journal of Emergency Management*, the *International Journal of Emergency Management* and the *Journal of Business Continuity and Emergency Planning*, amongst others.

Dr. McAleavy has taught in the United Kingdom, United Arab Emirates, and Turkey as well as the United States. He is a former practitioner with over a decade of experience as a H.M. Coastguard and Ambulance Service officer, and within local government emergency management. He holds a Certificate of Achievement for Contributions to Emergency Management from the Federal Emergency Management Agency. He has also received citations from the Ambulance Service for assisting a 999-caller in successfully performing infant CPR and from H.M. Coastguard for stabilising a heart-attack patient via radio-telephony and coordinating their heliborne recovery from a small leisure craft.

Chen Chen, PhD

Assistant Professor

Chen.Chen@okstate.edu



Dr. Chen Chen received his Ph.D. in Transportation Engineering at Oregon State University. The courses that he teaches include "Introduction to Emergency Management", "Hazard, Vulnerability, and Risk Assessment", and "Introduction to Evacuation Simulation."

He conducts research in the areas of infrastructure resilience, disasters, transportation safety, and mobility. Specifically, Chen is interested in the consideration of human decisions and behavior in complex systems for emergency preparedness, response, mitigation, and recovery. He leverages

interdisciplinary studies with people from psychology, public policy, computer science, and engineering to advance our understandings of how to make our society safe, sustainable, and resilient.

Before joining Oklahoma State University, he was a Postdoctoral Research Fellow for the US Army Corps of Engineers, researching hurricane evacuation and risk communication. He was also a research associate and lecturer at Oregon State University, teaching statics and researching earthquake and tsunami evacuation, protective decision-making, interdisciplinary research in disaster science, and transportation safety and mobility. His studies were published in *Risk Analysis*, *Natural Hazards*, *Earthquake Spectra*, *International Journal of Disaster Risk Reduction*, *Accident Analysis & Prevention*, *Transportation Research Record*, *Transportation Research Part A*, *Part D*, and *Journal of Transport Geography*, etc...

Marten Brienen, PhD

OSU Global

Marten.brienen@okstate.edu



Dr. Brienen received his PhD in Sociology and Political Sciences from the University of Amsterdam (2011) and his MA in Latin American History at Leiden University (1996). Dr. Brienen is an Associate Professor in the College of Global Studies and Partnerships. He was instrumental in the development of the Graduate Certificate in International Disaster and Emergency Management, as well as the administration of the FEMP Master of Science Program in Korea. He has taught courses in the FEMP program, Political Science, History, and Global Studies. He teaches classes on Complex Emergencies, Drug Trafficking and the War on Drugs, Populations at Risk, Global Crisis Management, and others.

Dr. Brienen's research interests include energy security, citizen security, and organized crime. He also examines fragile states through the lens of institutional weakness, economic development, and inequalities. Finally, he has research and teaching interests in weak state responses to disaster, refugee crises, and development in LDC's.

Admissions Requirements

Any student having a bachelor's degree with an overall 3.00 grade-point average (on a 4.00 scale) may be admitted as a student in full standing. Those with less than an overall 3.00 grade-point average are considered for admission on a probationary basis.

In addition to the general requirements outlined above, candidates for the Master of Science degree in fire and emergency management administration must meet one of the following requirements:

1. Have significant practical experience in a fire or emergency service organization.
2. Have a bachelor's degree or a minor in fire or emergency services related discipline such as fire protection technology, fire management administration, fire science, emergency management, disaster science, criminal justice, emergency services administration; or
3. Not meeting the criteria specified in 1 or 2 above, completed a minimum of 12 hours of undergraduate study in fire protection and/or emergency management, or provide significant proof that studies in another field led to knowledge and experience in fire or emergency services field, such as a final project related to fire or one of the emergency services listed above or an

internship with a fire, emergency service, or law enforcement related organization in the public, private, or nonprofit sector.

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

1. A completed Graduate College application submitted with a non-refundable application fee.
2. A copy of undergraduate transcript(s).
3. Two letters of recommendation with at least one from an employer or faculty member familiar with the applicant's academic abilities.
4. TOEFL results for students for whom English is a second language. Students must have a score above 549 (paper exam) or 79 (internet based test) to be considered for admission.
5. A brief letter indicating interests, career goals and other information the applicant considers relevant.

Degree Requirements for the MS in Fire and Emergency Management Administration

In addition to the general requirements of the Graduate College, requirements for the Master of Science degree in fire and emergency management administration are listed below.

1. A minimum of 33 credit hours in FEMP or closely related courses. Required courses include a 12-hour core requirement, a three-hour methods requirement, a three-hour administration course requirement, a six-hour emergency management or fire administration requirement, and six or nine 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 FEMP MS program are conducted in the department's state-of-the-art virtual 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 Practicum).
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.

Program Milestones

- FEMP 5013 Research Design – Course should be taken in 1st or 2nd semester
- Additional Methods Course – Should be taken in a semester prior to beginning thesis or practicum
- Select Chair/Advisor and Advisory Committee – before end of 2nd semester
- File Plan of Study at planofstudy.okstate.edu – before end of 2nd semester
- Practicum OR Thesis proposal to committee
 - Written Practicum proposal to Advisor before or VERY EARLY in Practicum semester
 - Written Thesis proposal before or during 1st semester of thesis hours
 - Oral Thesis defense before or during 1st semester of thesis hours
- Final Plan of Study Filed – early in final semester
- Graduation Clearance Form Filed at 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

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.

Selection of Advisor

Purpose

Graduate student success is largely dependent on a positive mentoring experience with the Advisor working in conjunction with the Advisory Committee. Students in the FEMP MS degree program are initially assigned the Program Coordinator, Haley Murphy, as an advisor, 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.

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 or doctoral candidate 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 or doctoral student (defined as not having met the requirements for doctoral candidacy) 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.

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.

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 most 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.

The roles of the Advisory Committee members are Chair, Advisor and Expert Member(s). 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 Chair's primary responsibility is to monitor the progress of the student toward degree completion. In the case of research degrees, the Chair is commonly the research Advisor, but this is not a requirement. Irrespective of other considerations, 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 POS and research document 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 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. The Graduate Faculty Database is an excellent resource for identifying potential Expert Members. 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 POS, reviewing draft documents, attending regular meetings of the Advisory Committee, and interacting regularly with Advisory Committee members to facilitate and monitor degree completion progress.

Selection of the Potential Advisory Committee: The selection of the potential Advisory Committee members should be a collaborative activity between the 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.

Non-thesis Practicum Option

The requirements for the non-thesis Master's degrees vary slightly among graduate programs in which this option is available. The quality of the work expected of the student is identical to that expected for the thesis option. The role of the Advisory Committee is the same as the thesis option and includes the Chair, Advisor and Expert Member(s).

Practicum Guidelines

MS FEMP Research Capstone

MS students in FEMP 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.

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 facing a fire or emergency services-focused organization (i.e. EM agency, police department, EMS provider, communications office, nonprofit organization, or other organization as discussed committee chair), developing a training manual, developing and testing standard operating procedures, setting up and testing a public relations program or communications system, 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 fire and emergency management (expected to be particularly common), their place of current employment can be used to satisfy the practicum requirement.

Practicum Report Requirements

The EM student is expected to demonstrate that he or she can apply fire and emergency management principles in an actual decision-making situation in a manner that is satisfactory to the student's graduate committee. Satisfactory demonstration of competent fire and emergency management practice 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.

You should work with your 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 student and their committee chair; however, the information below provides a general layout that may be followed by the student 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 Fire or Emergency Management 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.¹
- 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.

¹ The student should consult with the research advisor on the level of detail that should be included in the report.

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 inch, Times New Roman Font, Double-spaced, 1 inch margins

Thesis Guidelines

A master's thesis is a piece of original scholarly research that adds to our understanding of theory in the fire or emergency management fields. The master's thesis often requires the collection of original data and the use of either qualitative or quantitative methodologies to answer 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/Research Questions

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

Chapter 3: Data Collection and 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 data collection (including any preliminary data collection instruments, such as surveys or interview protocols)
- 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 for data collection, data 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.

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 FEMP 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

Most of the Fire and Emergency Management Administration Graduate 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
8. Failing to defend a dissertation proposal within one (1) year of passing PhD Comprehensive Exams

If any of these eight 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 FEMP 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.

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 FEMP 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 FEMP Master's program should show a commitment to academic integrity. The FEMP 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>.

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. Graduate teaching assistantships are extremely rare 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:
<https://gradcollege.okstate.edu/prospective-students/assistantships.html>

- International Teaching Assistant Test
<https://gradcollege.okstate.edu/prospective-students/international-teaching-assistant-test.html>
- Fall/Spring/Summer Enrollment Guidelines:
<https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>
- Student Health Insurance:
<https://uhs.okstate.edu/student-health-insurance-plan.html>
- Tuition Waiver Forms:
https://canvas.okstate.edu/courses/31330/pages/gssi-waiver?module_item_id=531662

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.

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 FEMP faculty encourage all FEMP students to utilize the Writing Center whenever possible.

The Writing Center provides online writing consultations for distance students.

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

Graduate Certificate in International Disaster and Emergency Management: College of Global Studies and Partnerships

The College of Global Studies and Partnerships currently offers a Graduate Certificate in International Disaster and Emergency Management. Many of the courses required to complete this certificate can

also be used to complete the FEMP Master's degree. This means that interested FEMP students could obtain both their Masters degree and the graduate certificate without adding too many hours to their overall Plan of Study.

The IDEM Graduate Certificate does require a separate application with the Graduate College.

For more information on the Graduate Certificate, please see <https://idem.okstate.edu>. The requirements for the Certificate are also included in this guide under Appendix C.

Appendix A: FEMP Master's Curriculum

<p>Core Courses (12 or 15 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FEMP 5113 Introduction to Fire Administration <input type="checkbox"/> FEMP 5123 Introduction to Emergency Management <input type="checkbox"/> FEMP 5013 Research Design <input type="checkbox"/> FEMP 5903 Practicum (3 hours) or <input type="checkbox"/> FEMP 5000 Thesis (6 hours and permission of advisor)
<p>Methods/Research (3 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FEMP 5653 Hazard, Vulnerability, and Risk Analysis* or <input type="checkbox"/> FEMP 5023 Quantitative Methods I or <input type="checkbox"/> FEMP 6013 Qualitative Methods
<p>Administration (3 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FEMP 5413 Financial Administration for Fire and Emergency Management or <input type="checkbox"/> FEMP 5423 Labor Management for Fire and Emergency Management
<p>Emergency Management Option (Choose 2 – 6 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FEMP 5213 Disaster Response <input type="checkbox"/> FEMP 5223 Preparedness and Planning <input type="checkbox"/> FEMP 5233 Disaster Recovery <input type="checkbox"/> FEMP 5243 Mitigation <input type="checkbox"/> FEMP 5820 Special Topics Seminar in Emergency Management <input type="checkbox"/> FEMP 6820 Advanced Special Topics Seminar in Emergency Management
<p>Fire Administration Option (Choose 2 – 6 hours)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FEMP 5313 Political and Community Relations for Fire and Emergency Management <input type="checkbox"/> FEMP 5323 Leadership and Management for Fire and Emergency Management <input type="checkbox"/> FEMP 5333 Incident Command System <input type="checkbox"/> FEMP 6413 Seminar in Risk Theory and Management <input type="checkbox"/> FEMP 5830 Special Topics Seminar in Fire Administration <input type="checkbox"/> FEMP 6810 Advanced Special Topics Seminar in Fire Admin

Electives
(Choose 3* of these courses or any
of the courses listed in this
curriculum that you did not take)

- FEMP 5613 Complex Emergencies (cross-listed)
- FEMP 5623 Emergency Management in the International Setting
- FEMP 5633 Emergency Management and Public Policy in the US
- FEMP 5643 Politics of Disaster
- FEMP 5810 Special Topics Seminar in Fire and Emergency Management
- FEMP 6023 Quantitative Methods for Fire and EM II (has prereqs)
- FEMP 6103 Proseminar in Fire and Emergency Management
- FEMP 6303 Populations at Risk
- FEMP 6313 Comparative and International Dimensions of EM
(cross-listed)
- FEMP 6323 Organizational Behavior in Disasters
- FEMP 6840 Directed Readings in Fire and Emergency Management
- FEMP 6850 Independent Study in Fire and Emergency Management
- POLS 5673 Understanding and Responding to Terrorism

Appendix B: FEMP Course Rotation

Spring ODD years

5013	Research Design**	Li/McAleavy/Murphy
5023	Quantitative Methods for Fire and EM I	Li
5113	Introduction to Fire Administration	Murphy/McAleavy/Li
5233	Disaster Recovery	Murphy
6323	Organizational Behavior in Disasters	Murphy/Li

Summer ODD years

5123	Introduction to Emergency Management	Murphy/Li/McAleavy
6303	Populations at Risk	Murphy/Li/McAleavy
	or	
5333	Incident Command System	McAleavy

Fall ODD years

5103	Research Design	Li/McAleavy/Murphy
5653	Hazard, Vulnerability, and Risk Assessment (HVRA)	Li
6023	Quant Methods for FEMP II	Li
5243	Mitigation	McAleavy/Murphy
5313	Political and Community Relations for Fire and EM	Murphy/McAleavy
5423	Labor Management for Fire and EM	Murphy
6103	Proseminar	Murphy/Li/McAleavy

**Course will be scheduled only when instructor availability and student interest exists

Spring EVEN years

5103	Research Design**	Li/McAleavy/Murphy
5023	Quantitative Methods for Fire and EM I	Li/Murphy
5123	Intro to Emergency Management	McAleavy/Murphy/Li
5223	Preparedness and Planning	Li/McAleavy
6013	Qualitative Methods	McAleavy/Murphy
6413	Seminar in Risk Theory and Management	Murphy/Li

Summer EVEN years

5113	Introduction to Fire Administration	McAleavy/Li/Murphy
5623	EM in the International Setting	McAleavy/Li
Or		
Topics in EM or Fire Administration		

Fall EVEN years

5103	Research Design	Li/McAleavy/Murphy
5413	Financial Administration for Fire and EM	Murphy/Li
5653	Hazard, Vulnerability, and Risk Analysis	Li
5213	Disaster Response	McAleavy/Li
5323	Leadership and Management for Fire and EM	McAleavy/Murphy
5633	Emergency Management and Public Policy in the US**	Li/Murphy
3103	Introduction to Emergency Management	Murphy/McAleavy/Adjunct/TA

**Course will be scheduled only when instructor availability and student interest exists

Independent Study/Topics***

5903	Practicum
5000	Thesis
6000	Dissertation
6840	Directed Readings

***scheduled each semester, but must have instructor permission

OFF Rotation

5810	Special Topics Seminar in Fire and EM
5820	Special Topics Seminar in Emergency Management
5830	Special Topics Seminar in Fire Administration
6810	Advanced Special Topics Seminar in Fire Admin
6820	Advanced Special Topics Seminar in Emergency Management
5393	Politics of Disaster
5613	Complex Emergencies*
6313	Comparative and International Dimensions of Fire and EM**

*cross-listed with GS5533 Complex Emergencies

**Cross-listed with GS5543 International Dimensions of Fire and EM

Appendix C: Graduate Certificate in International Disaster and Emergency Management

The Global Studies core includes an international experience in either governmental or non-governmental organizations active in international disaster and emergency management. A study abroad component will be strongly encouraged for those students who do not have significant international experience. In addition, students will be required to take GS5513, which serves as the introduction to Global Crisis Management.

The Fire and Emergency Management Administration core consists of two courses that, together, can be taken as the fundamentals of International Disaster and Emergency Management, consisting of FEMP5623, which serves as the introduction to International Emergency Management and will introduce students to the basic concepts of emergency management administration, and FEMP6313, which is focused more directly on the practical aspects of emergency management in an international setting.

The electives have been structured to allow students to meet their individual needs and professional interests, thus allowing for some specialization within the structure of the certificate program.

Relevant courses at the graduate level offered by other departments, programs, and schools within the Oklahoma State System of Higher Education may be approved as electives by the director of the certificate program on a case by case for credit towards the proposed certificate.

Course Requirements

Courses	Credits
GS core: GS5513 Global Crisis Management GS5013 Contemporary Issues or GS5110 Internship or GS5200 Study Abroad	6
FEMP core: FEMP5623 Emergency Management in the International Setting FEMP6313 Comparative & International Dimensions of Fire & Emergency Management	6
Electives (minimum of 6 credit hours, 2 different courses): GS5020 Independent Study GS5200 Study Abroad GS5070 Global Poverty and Inequality GS5523 Transnational Criminal Organizations GS5413 Overview of Global Development MGMT5163 Fundraising for Non-Profits FEMP6303 Populations at Risk FEMP5213 Disaster Response FEMP5223 Preparedness and Planning FEMP5613 Complex Emergencies AGCM 5503 Disaster Management & Comm. in Agriculture & Natural Resources	6
Total credits for certificate	18

Students may transfer up to nine credit hours from another regionally accredited institution following graduate level conditions.

To Apply for a Graduate Certificate in Global Issues

Application to the School of Global Studies graduate programs is made through a central online application process administered by the Oklahoma State University Graduate College. Note: You will have to pay an application fee for each graduate certificate you apply for. To apply, go to <http://www.applyweb.com/apply/oksugrad>.

Once on the site, follow the directions to create your account. Then, once you begin the application process, specify **the Certificate- International Disaster and Emergency Management (IDEM)**. Upon completion, your application will be processed by the Graduate College and forwarded to the International Studies program for consideration.

Graduation Paperwork

There are three forms that are required to be on file in your graduating semester. The first is an approved plan of study. If you find yourself beginning your graduating semester without an approved plan of study, please submit one as soon as possible at planofstudy.okstate.edu. (This is a separate and different plan of study from your master's program.) If you have an approved plan, review it carefully to see if a revised plan of study is necessary. The second form you must submit is a signed graduation clearance form. Third, you must submit the Application for Certificate Program Completion in the Self Service OSU online portal.

Appendix D: 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

E-mail: 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). 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.

2.0 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.

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.

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). 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) 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.

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 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.

<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