

# GRADUATE COLLEGE NEWS

Oklahoma State University



Information for Graduate Students, Faculty, and Staff  
January 2006

## WELCOME BACK!

A special welcome to all new graduate students and welcome back to those who are returning—we are glad you are here! As a reminder for new international students, if you are new to OSU, have entered the U.S. on a visa associated with an I-20 form issued to enable you to attend OSU, and have personally paid for your visa you are eligible to receive a \$100 International Student Admission Scholarship. To access this scholarship upon arrival to OSU, new international students should stop by the Graduate College (202 Whitehurst), complete the required form, be enrolled as a student, and show proof of visa payment (i.e., receipt). In 6 to 8 weeks, the \$100 will be credited to their Bursar account.

### Graduate College

202 Whitehurst

ADMISSIONS: 405-744-6371

ACADEMICS: 405-744-6368

FAX: 405-744-0355

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

## Important Spring Dates

All students are urged to be aware of the important dates for the spring semester. Classes begin on January 9 and all adds/drops and enrollment corrections must be done by January 17 to avoid financial penalties. For a complete list of important university deadlines go to <http://www.okstate.edu/registrar/> and follow the links to “Important Dates.” For a complete list of dates related to Graduate College processes, go to <http://gradcollege.okstate.edu/student/calendar2.htm>.

### Important Spring Dates

Last day to add/drop with no penalty	1/17
Last day to enroll	1/20
File diploma application	1/20
File Graduation Clearance Form	1/20
Submit revised Plan of Study	1/20
Thesis/Dissertation draft	3/24
Thesis/dissertation defense results are due	4/21
Final paper copy thesis/dissertations due	4/21
Final electronic thesis/dissertations due	4/28
Graduate Commencement	5/6

## RESEARCH SYMPOSIUM: CALL FOR ABSTRACTS

Abstracts are due (on-line submission) by January 29, 2006 for students wishing to present at the 2006 OSU Research Symposium, which is scheduled for February 22-24. Both paper and poster presentations are accepted—this is a fabulous opportunity for students to gain experience in making research presentations. All are welcome to participate! To submit an abstract, go to <http://gradcollege.okstate.edu/events/ressymp>.

## NEW!! GRADUATION CLEARANCE PROCESS

To facilitate the graduation clearance process, beginning January 2006 ALL graduate students are required to complete a Graduation Clearance Form at the same time they make application for their diploma (by the end of the second week of classes in the graduation term). This form may be picked up at the Graduate College, the Registrar's Office, or downloaded from <http://gradcollege.okstate.edu/student/forms.htm>.

By going through a graduation clearance process early in the final semester, students will be greatly assisted in meeting all graduation requirements. Students should work with their advisor to ensure that degree requirements have been completed, fill out the Clearance form, gain necessary signatures, and file the form with the Graduate College. The Graduate College will then approve the Diploma Application. Students then can either walk over the approved Diploma Application to the Registrar's office or the Graduate College will walk it over.

## Enrollment Issues 101

**MINIMUM ENROLLMENT...** Graduate students are in a critical “need to know” situation regarding minimum numbers of hours in which they must enroll. Students need to be enrolled in an appropriate number of credit hours to ensure they are eligible for any applicable tuition waivers, full access to financial aid, health insurance, and to utilize university resources. International students have additional considerations and must be aware of federal SEVIS issues that apply. The break down for the *minimum* number of hours for the Spring term follows:

- ALL students utilizing physical or faculty resources of the University **MUST** be enrolled in at least 2 hours
- ALL students without an assistantship, or with an assistantship < .50 FTE must be enrolled in at least 9 hours to be considered full-time
- ALL students with a .50 FTE (or greater) assistantship must be enrolled in at least 6 hours to be considered full-time
- Domestic students who want full financial aid opportunities must be enrolled in at least 9 hours
- International students on OPT or CPT (final semester only) must be enrolled in at least 2 hours

**VARIABLE CREDIT... *course enrollment requires vigilance!*** Please double check your class schedule to ensure registration for the desired number of credit hours in all zero-ending courses.

**GRADUATE STUDENTS ENGAGED IN RESEARCH** should be enrolled in research hours in each semester in which they are engaged in research leading to a thesis or dissertation.

**BE SURE TO VERIFY** course enrollments. Any changes to enrollment must be done within the university deadlines for adding and dropping courses.

## Carrying an Incomplete Grade?

Students are reminded that they have one year to complete requirements in any course where a grade of Incomplete was awarded. After one year the ‘I’ grade remains on the transcript. If the course is retaken, it will be listed twice—once with the ‘I’ and once with the new grade posted. If a student has any ‘old’ Incompletes, s/he should contact the Graduate College about addressing the grade.

## Thinking of Dropping a Course?

Before dropping a course students should consider the possible consequences.

- If a course is dropped after the university deadline, late drop fees and a loss of tuition monies may apply.
- Dropping a course may result in a failure to meet the requirements for “full-time status.” This could result in a loss of a tuition waiver, loss of assistantship, ineligibility for financial aid, and/or (for international students) being out of compliance with SEVIS requirements.

Also, bear in mind that if the course is dropped after the last day to add a course, students will not be permitted to add a course (including research hours) late. Thus, the issues mentioned above will apply. Students: Please make wise decisions about course enrollment!

## Know Your Catalog [<http://www.okstate.edu/registrar/Catalog.html>]

Policies and procedures related to graduate studies are clearly presented in the OSU University Catalog. You are **STRONGLY** encouraged to become familiar with the policies and requirements related to your degree. Check out the Graduate College section of the catalog and contact the Graduate College if you have any questions. We wish you the best in your studies!

*During the Spring term, to receive a tuition waiver a student must be enrolled in at least six (6) hours of credit.*



*To receive FULL financial aid opportunities in the Spring term, a student must be enrolled in at least nine (9) hours of credit.*