

Implementation Summary
Graduate College Academic Policies Changes

Approved April 19, 2013 by Graduate Council; Approved May 10, 2013 by Instruction Council;
Approved July 2, 2013 Deans Council

Academic Policy Updates

During the spring, faculty, staff, and students participated in a series of campus-wide discussions on graduate education policies. The appropriate Councils have approved the academic policy updates summarized below. An implementation schedule is noted here and in the attached document that provides additional details with the complete *Catalog* language.

1. Academic Progress related to Probation, and probation actions for UR Grades

a. Fall 2013 Implementation for all students

Specifies the end of the semester as the time when a student is removed from probation (in Step 2); the appropriate probation action for one UR grade (in Step 2); and the appropriate action for two consecutive semesters of UR's (in Step 3).

2. Dissertation Hours Taken as a Doctoral Candidate

a. Fall 2013 Implementation

b. Students enrolled prior to fall 2013 may use the previous 10-hour rule or the new 6-month rule

Removes the 10-hour post candidacy rule and specifies the amount of time a student must spend as a candidate prior to scheduling their final dissertation defense.

3. Enrollment Requirements Post-Doctoral Candidacy

a. Fall 2013 Implementation

b. Students enrolled prior to fall 2013 may opt in

Specifies (1) two credit hours as full-time, continuous enrollment post-candidacy; and (2) continuous enrollment post-candidacy is required.

4. Minimum Grade Requirements

a. Fall 2013 Implementation

Specifies that a grade of "D" or "F" can result in a dismissal by the dean of the Graduate College, regardless of academic standing.

5. Maximum Semester and Summer Enrollment Requirements

a. Summer 2014 Implementation

Reduces the maximum semester enrollment without permission from 16 hours to 12 hours during the fall or spring semester.

6. Plan of Study Submission

a. Summer 2014 Implementation

Changes when the master's and doctoral Plans of Study should be submitted from the 17th and 28th hour to prior to the end of the second and third semester, respectively.

1. Academic Progress related to Probation and Probation Actions for UR Grades
a. Fall 2013 implementation for all students

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.

1. Program Notice. The 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 3.0, 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 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.

2. Dissertation Hours Taken as a Doctoral Candidate

- a. Fall 2013 implementation**
- b. Students enrolled prior to fall 2013 may use the previous 10-hour rule or the new 6-month rule**

Dissertation Hours Taken as a Doctoral Candidate. Admission to candidacy must occur at least six months prior to the date of the final dissertation defense.

Since admission to candidacy may occur at various times related to the academic calendar, the student will need to be admitted to candidacy early in fall semester to be eligible to schedule their final dissertation defense and graduate in the spring; very early in the spring semester for summer graduation; and extremely early in the summer session for fall graduation. (See the Graduate College Calendar for term-specific dates.)

3. Enrollment Requirements Post-Doctoral Candidacy

a. Fall 2013 implementation

b. Students enrolled prior to fall 2013 may opt in

Doctoral Candidacy Enrollment Requirements. Doctoral students who have completed the requirements for admission to doctoral candidacy and had their "Admission to Doctoral Candidacy" form accepted by the Graduate College may enroll for a minimum of two credit hours and be considered full-time. This post-candidacy reduced enrollment option includes GTAs, GRAs and international students. 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.

4. Minimum Grade Requirements

a. Fall 2013 implementation

Minimum Grade Requirements. A grade-point average of "B" (3.00) is required to (1) maintain good standing as a graduate student and (2) 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. In determining whether a student has met minimum requirements for a degree, grades for courses on the Plan of Study are averaged separately from courses not on the Plan of Study. In order to continue enrollment in the Graduate College, a student is expected to maintain a minimum graduate GPA of at least 3.00. In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the Plan of Study.

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.

5. Maximum Semester and Summer Enrollment Requirements

a. Summer 2014 implementation

Enrollment Requirements

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 GTA/GRA positions should note that additional requirements apply – see below). Regardless of the number of hours taken, a student may not enroll in more than 12 credit hours in the fall or spring semester without the consent of the dean of the Graduate College. During the summer sessions, a student may not enroll in more than nine credit hours taken in any combination of summer sessions without the consent of the dean of the Graduate College. No more than three credit hours taken during the first summer session (intersession) may count toward a degree. 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.

6. Plan of Study Submission
a. Summer 2014 implementation

The Master of Science Degree. Plan of Study. The original Plan of Study for the degree must be submitted to the Graduate College prior to the end of the second semester (excluding summer sessions) of enrollment for a master's degree. The student should develop the Plan of Study with the advisor using the online Plan of Study application (planofstudy.okstate.edu). The online submission requires approval by the advisory committee and the student's graduate program with final approval by the Graduate College. [Credit for all courses on a graduate Plan of Study for a master's degree must have been awarded within 7 years of completion of all degree requirements.]

The Doctor of Philosophy Degree. Plan of Study. The student should develop the original Plan of Study with the advisor using the online Plan of Study application (planofstudy.okstate.edu). The online submission requires approval by the advisory committee and the student's graduate program with final approval by the Graduate College.

The original Plan of Study must be submitted to the Graduate College prior to the end of the third semester (excluding summer sessions) of enrollment in the doctoral program. The Plan must include all the acceptable graduate work that has been completed and all that will be taken for the doctoral degree. The Plan should include (1) at least 75 percent of courses taken at the 5000-6000 level, (2) a minimum of 60 hours beyond the master's degree, and (3) a minimum of 15 hours dissertation credit on a 60 hour doctorate and no more than 60 hours of dissertation credit on a 90 hour doctorate. Courses used to earn a master's degree are not listed on the doctoral Plan of Study.

Credit for all courses on a graduate Plan of Study [for a doctoral degree] must have been awarded within 10 years of completion of all degree requirements.