

2012 - 2013 Graduate Student Manual



DEPARTMENT OF BIOLOGY
University of Oklahoma

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I. THE FIRST ACADEMIC YEAR

A. Admission

1. Applicants for admission to the department's graduate program must submit a departmental application, university application, official copies of transcripts, three letters of recommendation, and an official copy of the Report of Scores from the Graduate Record Examination (GRE). The Subject Test in Biology is not required but is highly recommended; this information may be used for consideration of supplemental financial awards.

Students whose native language is not English must submit scores on the Test of English as a Foreign Language (iBT) or the International English Language Testing System (IELTS).

The Graduate College considers the recommendation of the department in arriving at its decision on the admissibility of an applicant. This recommendation is officially made by the departmental Graduate Liaison with direction from the Chair of the department.

2. Admission to the department can be either "Admission in Full Standing" or "Conditional Admission."
 - a. Admission in Full Standing: the student's record is fully acceptable to the Graduate College and department.
 - b. Conditional Admission: the student's record is deficient in some respect, (e.g., courses required for full graduate standing, low grades, or incomplete application materials). The conditions for admission are specified by the department and approved by the Graduate College (see Section I.C.).

B. Director of Graduate Studies/Graduate Liaison (GL) and Graduate Studies Committee (GSC)

1. Both the M.S. and Ph.D. programs in the Biology Department are administered by the GSC. It shall function as follows:
 - a. The GSC will consider all questions relative to the graduate programs and make recommendations on policy to the Biology faculty for their approval.
 - b. The GSC will be appointed by the Chair of the department and shall consist of at least three faculty members and a graduate student representative.
2. The Chair of the GSC will be the Director of Graduate Studies, and will:
 - a. Administer departmental and Graduate College policies and regulations.
 - b. Organize, administer, and prepare reports of Advisory Conferences.
3. The Director of Graduate Studies serves as the official advisor for the student during the first year or prior to assignment of a Major Professor and Advisory Committee.

C. Full Graduate Standing

Students admitted with full graduate standing generally have a baccalaureate degree in biological sciences or a related field. Any missing background undergraduate coursework that would be required to reach full graduate standing will be determined on a case by case basis that takes into account the student's background and intended area of research and study. This determination will be made by the Graduate Selections Committee, in consultation with the proposed major professor, before an offer of admission is made. Any such missing background undergraduate coursework can be completed concurrent with enrollment in our graduate program.

D. Course Requirements and Recommendations

1. All graduate students are required to:
 - a. Complete an undergraduate or graduate statistics course broadly equivalent in content to BIOL 4913 (OU courses: BIOL 4913, MATH 4753, 5793; Psychology 5003 or 5013). Equivalency for additional OU courses, or those taught at other institutions, is to be judged by the Director of Graduate Studies or Department Chair.
 - b. Complete the Responsible Conduct of Research / Professional Ethics Training workshop offered through the Graduate College. This 2-day workshop is offered at various times each semester, with several offerings each semester and before classes start. Students will participate in the workshop during the week before their first semester if such participation is not precluded by attendance at other required orientation sessions. In such cases, students should plan to complete the workshop at its next offering.
 - c. Attend General Seminar each semester (Wednesdays at 4:30 PM). A total of 2 or 4 hours' credit (as BIOL 6970) may be counted on the M.S. or Ph.D. program of study, respectively.
2. It is strongly recommended that all graduate students have or obtain background in evolution and molecular biology.
3. Summer study at biological stations, research laboratories, or as a member of a field research party is strongly recommended.

E. Advisement

The Director of Graduate Studies is the official advisor of new graduate students until the student and a faculty member(s) complete the Declaration of Major Professor form. This form must be completed by the end of the second regular semester of residency. Thereafter, advisement will be by the Major Professor(s) (refer to Sections III.D or IV.F).

Prior to the first semester of residency, the Director of Graduate Studies and the prospective Major Professor(s) will evaluate the student's strengths and weaknesses with respect to prior coursework and experience and determine, with the student, coursework for the first semester. Coursework for the second semester will also be determined by consultation of the student with the Director of Graduate Studies and the prospective Major Professor(s). Subsequent

coursework will be determined by the student's committee at the initial committee meeting to be held no later than the second semester of enrollment (refer to Sections III.D or IV.F).

F. Required Performance and Achievements for the First Year

1. A student who was admitted conditionally due to low grades must achieve a "B" average at the completion of 12 hours of graduate coursework. Such work shall be completed in not more than two semesters or further enrollment will be denied.
2. A student who was admitted conditionally due to coursework deficiencies shall satisfy such deficiencies within a period specified by the department, normally two semesters, "and must earn at least a C in each of the courses, and must have an overall B average in deficiency courses." (Graduate College Bulletin – available online at the Graduate College website).
3. M.S. and Ph.D. students are required to select a Major Professor, form an Advisory Committee and meet with that committee by the end of the second regular semester after entering the graduate program (refer to Sections III.D and IV.F). Annual committee meetings are expected to take place before April 1 (see Section II.H.4). Failure to meet these requirements will result in the dismissal of the student.

II. POLICIES FOR ALL GRADUATE STUDENTS

A. Pass-No Pass Option

At the discretion of the student's Advisory Committee, the Pass-No Pass grading system may be used for undergraduate and graduate level courses which will not apply toward a graduate degree. Courses taken to fulfill the departmental requirements for Full Graduate Standing may not be taken under the Pass-No Pass option.

B. Publication by Graduate Students

The Department of Biology strongly encourages students to publish the results of their thesis or dissertation investigations, as well as any investigations that are not formally part of the thesis or dissertation project. The department and scientific community generally view publication of research, thesis/dissertation or not, to be part of the student's educational experience and deserving of the same guidance and evaluation as the thesis or dissertation research. **If a student wishes to publish the results of thesis/dissertation research prior to final approval of the research by the department, he/she must submit the material to be published to his/her Advisory Committee for critical review and approval before submission to the publisher.**

C. Completion of Degree during Summer Term

For several reasons, it is best for degree requirements to be completed during either the Fall or Spring semester rather than the Summer term. If the degree must be completed during the Summer term, these requirements are to be met:

1. Members of the Advisory Committee must agree to serve.

2. Replacement of Advisory Committee member(s) who cannot serve must be completed prior to the beginning of the Summer term.

D. Procedure for Changing Membership of Advisory Committee

It is sometimes necessary to alter the membership of an Advisory Committee. The prime consideration is that the new member serves the same purpose on the committee as the initial member. For example, if the initial member represented the supporting field (refer to Sections III.E.2 or IV.F.4d) of ecology, then the new member should be an ecologist. Documentation of the changes will be entered in the graduate student's file.

If a member of the student's committee is on any type of leave for a period of one semester or more and will be unable to fulfill his/her responsibilities on that committee during this time period, the faculty member is required to inform the Graduate Dean in writing. The memorandum must contain the following information: 1) the name of the students who are likely to experience difficulties in their degree program because of the faculty member's absence; 2) the period of time involved (with specific starting and ending dates); 3) authorization for temporary changes on the committees; and 4) approval by the department's Graduate Liaison.

When a temporary replacement is necessary, a student should request that his/her Major Professor send the Graduate Dean a letter stating that a particular faculty member will be replacing the faculty member who is on leave for a particular period of time. This letter must be accompanied by an approval of the department Graduate Liaison. If the Graduate Dean has received written authorization for such action from the faculty member on leave, and if the temporary change is appropriate, the request will be approved.

E. Time Limit on Completion of Degree

The Graduate College places limits of 5 calendar years on the M.S. degree and 9-10 years on the Ph.D. degree. See Sections III.C and V.C of this manual and the Graduate College Bulletin for specifics.

F. Maintenance of "B" Average

A graduate student must maintain at least an overall 3.0 grade point average and at least a 3.0 grade point average on all graduate coursework attempted since the completion of the most recent degree earned at the University of Oklahoma. However, graduate students, who as undergraduates earned graduate credit that had been approved to form part of their graduate programs, will have these credits used in determining their grade point averages.

Any student who, at the end of a semester, has failed to maintain an overall "B" average in his/her graduate work will be placed on probation. If the average is not brought up to "B" in the 12 credit hours of enrollment, further enrollment will be denied.

G. Enrollment: Full-time, Maximum (See also Sections II.I.8, III.H)

1. Full time enrollment for graduate students is 9 or more credit hours during the Fall and Spring semesters and 4 or more credit hours during the Summer semester. A Graduate

Teaching or Research Assistant will be required to enroll in at least 5 hours during Fall and Spring semesters to be classified as a full-time graduate student.

2. A student may not carry more than 16 credit hours per regular semester or 9 credit hours per Summer semester without the permission of the Graduate Dean.
3. A graduate student who is gainfully employed, including those employed by the university should expect to reduce course enrollment in reasonable proportion to the actual amount of outside work involved.
4. A graduate student who desires to obtain full subsistence payments from the Veterans Administration must enroll in a minimum of 9 hours of course work (which may include BIOL 5980 or 6980).

H. Annual Review of Progress

A student's progress is evaluated by the Graduate Liaison (GL) until that student's advisement is assumed by a Major Professor and Advisory Committee. Thereafter, the Department and Graduate College require an annual report of progress.

1. The Advisory Committee will convene at least once annually for Ph.D. students (or may meet as many times as appropriate) to review and evaluate the student's professional growth, research competence, and progress towards the degree. A formal annual committee meeting for M.S. students is at the discretion of the Major Professor, although students are encouraged to take the initiative to schedule a meeting with their committee. This review and evaluation will not be restricted totally to thesis research but will include the broader aspects of the student's progress towards becoming a professional biologist.
2. The student will participate in a portion of the meeting, generally giving a progress report and an estimate of future plans and objectives.
3. The Advisory Committee will report the results of the Review/Evaluation meeting in writing to the student and to the GL (See Biology Department form). In cases where the student is judged to be making unsatisfactory progress, deficient areas should be identified and remedial action must be specified in writing to the student. A second review at the end of the semester or specified period must be reported to the Graduate College. Based on the second review and recommendation of the department, the student will be either removed from probation, denied further enrollment, or continue on probation for an additional period. A student who receives an unsatisfactory evaluation for the third time will be denied further enrollment. Note: The Graduate College has the formal responsibility of admitting graduate students, thus, it also has the responsibility of formally dismissing students. Copies of the recommendation should be sent to the Chair of the department and to the Graduate Liaison. This procedure is as prescribed by the Graduate College.
4. The Annual Review of Progress should be reported to the GL no later than 1 April of each year. The results of the annual review will be discussed with the student; the student and Major Professor will sign the report. The GL will prepare the departmental report for the Graduate College.

I. Graduate Assistants

The general title "Graduate Assistant" will be used here to refer to Graduate Teaching Assistant, Graduate Teaching Associate, Graduate Research Assistant and Graduate Research Associate.

1. Titles

Four titles will be used for graduate students on stipends. These titles and their definitions are:

- a. Graduate Teaching Assistant - any graduate student on stipend whose responsibilities are in teaching- or instruction-related activities. This title would also indicate a stipend range lower than that of the Graduate Teaching Associate.
- b. Graduate Teaching Associate - a competitively-selected Teaching Assistant who assumes additional responsibilities of coordinating and overseeing the day-to-day operation of the assigned course under the guidance of the faculty member responsible for the course. Associates are compensated for this extra work with additional stipend. Teaching Associates are selected by Committee A (the department Chair and two elected faculty). A student who seeks appointment to a Teaching Associateship should:
 - (1) have assisted in the course
 - (2) have demonstrated leadership ability
 - (3) be making satisfactory progress towards his/her degree (with corroboration by the Major Professor if requested by Committee A)
 - (4) be recommended by the instructor involved
 - (5) prepare a statement regarding the value of the appointment in relation to enhancement of his/her career goals.
- c. Graduate Research Assistant - any graduate student on stipend whose responsibilities are other than those of teaching or instruction-related activity. Research assistants will be employed to assist faculty members in their research and to assist faculty and administrators in the development of programs, curricula, educational materials, tests, and other curriculum-related activities.
- d. Graduate Research Associate – If funding is available, the Department awards Research Associateships. These awards allow the recipient to devote their full efforts to research and course work.
 - (1) Recipients are chosen on the basis of professional merit. Applications must include a brief research proposal.
 - (2) Committee A evaluates applications and selects the recipients.
 - (3) Because of the special nature of the Research Associate appointment, Sections H.2-4 does not apply.

2. Duties

The standard Graduate Teaching Assistant/Associate appointment requires 20 hours per week (0.50 FTE). Graduate students are exempt from FICA withholding taxes provided they do not work over 30 hours per week (0.75 FTE). International students on F-1 visas may not work more than 20 hours a week (0.50 FTE) on campus, except during holidays and

recesses. Assistants or Associates assigned to lab courses that meet once a week will teach two sections in that course or will teach a single section in each of two different courses, as enrollment dictates. Assistants or Associates assigned to courses which meet twice a week will teach one section. If enrollment or other circumstances allow the Associate's assigned teaching load to be reduced to one section, then the additional class time will be fulfilled by team teaching with less experienced Assistants. In addition to teaching, other duties of Assistants/Associates can include:

- a. Assisting the faculty in classes to which he/she is assigned. Teaching Assistants who have never taught the assigned courses should sit in on those courses prior to teaching them whenever circumstances warrant. (Assistants in BIOL 1121 need not attend BIOL 1114 unless needed; this is to be established by checking with the BIOL 1121 instructor. New Assistants, however, are required to audit BIOL 1114, preferably during their first semester.)
- b. Grading papers for assigned courses
- c. Preparing teaching aids (outlines, drawings, tests, etc.) for assigned courses
- d. Preparation for classes, consultation with students, course staff meetings, etc.
- e. Performing certain departmental duties in addition to those duties associated with courses to which they are assigned. These departmental duties include proctoring examinations for other courses, assisting with departmental seminars, etc.
- f. Assistants are encouraged to participate in a variety of courses so as to broaden their teaching expertise. It is strongly recommended that all Assistants teach BIOL 1121 at some time during their tenure.

3. Time Records

Weekly time records of time spent working for the department are to be kept by each assistant and must be available upon request by the instructor assisted or by the Biology Office.

4. Graduate Assistant Teaching Evaluation

Near the end of the semester, a form for Graduate Assistant evaluation is to be distributed to, and completed by, the instructor of the course assisted. The Graduate Assistant's advisor will be apprised of the results of this evaluation. Graduate Teaching Assistants will also be evaluated by their students in the regular student/teacher evaluation process.

5. Tenure

All Graduate Assistants must maintain a grade average of "B" in conformity with the Graduate College regulations on academic standards and must perform assigned duties in a manner satisfactory to the department. Extensions of maximum tenure (see below) will be made only by recommendation of the student's Advisory Committee and approval of Committee A; assistants should not plan on receiving stipends beyond these maxima.

a. Graduate Assistantships

- (1) A student beginning graduate work on a Master of Science degree can expect to be reappointed until the degree is completed or for 6 regular semesters (not summer sessions), whichever is the shorter time, as long as the student is making satisfactory progress.
- (2) A student beginning graduate work on a Ph.D, can expect reappointment until the degree is completed or for 10 regular semesters (not summer sessions), whichever is the shorter time, as long as they are making satisfactory progress.
- (3) All periods of university-administered funding (e.g., Graduate Teaching Assistantships, grant- or contract-funded Graduate Research Assistantships, special instructorships) will be included when semesters of support are counted. Consistent with the above maximum tenures, the length of time a student is employed on a Research Assistantship will be left to the discretion of the professor by whom the student is employed.

b. General Considerations

- (1) If a student wishes to petition for additional support, the petition must be received by the Department Chair by the end of January in the year preceding the extended support. Approval of an extension will be based upon (1) evaluation of the student's progress towards completion of the degree as indicated by the Annual Review of Progress and (2) evaluation of the student's performance as a graduate assistant as shown by the Graduate Teaching Assistant Evaluation.
- (2) If an individual interrupts an assistantship at the request of the department to assume other duties, the remainder of the assistantship time will not be affected.

6. Outside Employment

Regulations of the University require that Graduate Assistants may be employed for teaching duties or for duties which make it possible for full-time professors to carry a full teaching load in terms of laboratory instruction, etc. It is the policy of the Graduate College that the remainder of the Assistant's time must be spent in pursuing graduate studies and additional employment is not allowed. This policy is based on the premise that the Graduate Assistantship is primarily a subsidization of graduate studies, and the Graduate Assistant is obligated under it to take advantage of all time beyond assigned duties as an Assistant to pursue scholarly training.

In order to comply with University-wide regulations, some of which are bound by state law, the department will not permit a Graduate Assistant to carry additional employment.

7. Absence from Assisting Duties

In certain cases, it is essential that Graduate Assistants be absent from their assisting duties over extended periods of time in order to pursue thesis problems, etc. The Department of Biology will approve such absences, but under the condition that in each case the Assistant must obtain permission from the faculty through the Chair. Except under unusual

circumstances, the faculty will not grant permission for a Graduate Assistant to be absent from duties for more than a week unless a satisfactory replacement can be employed. If a replacement must be hired, the absent Graduate Assistant will not be paid during the time he/she is gone. Absence from the job for one week or less will be approved without the employment of a replacement if it can be arranged for another Assistant to take over the duties.

7. Tuition

Graduate Assistants appointed to a 0.5 FTE assistantship for the entire semester pay the general fees for instruction, but receive a tuition waiver of resident and/or non-resident tuition. By state law, fees cannot be waived using state (university) funds.

8. Enrollment

The University requires that each Graduate Assistant must register for a minimum of 5 credit hours in Fall and Spring semesters. This rule is strictly enforced.

Normally an Assistant working 20 hours per week will not enroll in more than 9 hours and is expected to reduce enrollment in reasonable proportion to the amount of work done.

9. International Students who are Teaching Assistants and for whom English is a Second Language

Before an international student may be appointed as a Teaching Assistant, he/she must pass an oral and written English proficiency examination. International students who do not display satisfactory English proficiency may not be appointed to teaching positions, but may be awarded Research Assistantships or other graduate appointments which do not involve direct instruction of students.

J. Zoological Association of Graduate Students (ZAGS)

This organization is comprised of graduate students in Biology and is recognized by the University as a constitutional student association. The organization elects two representatives each year to attend Biology faculty meetings; these representatives have voting privileges in all except personnel matters. The Executive Committee of ZAGS meets regularly with the Chair of the department to discuss issues of mutual concern.

K. Oklahoma Auto License Tags for Graduate Students

If a graduate student who is classified as a nonresident and owns an automobile licensed in another state receives notification from the Oklahoma Tax Commission that a current tag should be purchased, that student should write immediately and directly to the Oklahoma Tax Commission, Department of Motor Vehicles. This letter should explain that:

- a. The student is classified as a nonresident at the University of Oklahoma.
- b. The student or the student's parents own the automobile in question.

- c. The student is in the State of Oklahoma only as a graduate student and does not intend to remain permanently in Oklahoma.
- d. The student, upon completion of education, intends to leave the state.

There is no reason for marital status to be mentioned unless the student's spouse is the owner of the automobile. However, a license tag will have to be purchased if the spouse is the owner and is gainfully employed in the state.

In the event that the Tax Commission still advises the student to purchase an Oklahoma tag, the student should then contact the University legal advisor who will then take the matter up with the Tax Commission.

L. Parking Permits

Graduate students may purchase Commuter parking permits and may park in designated commuter lots. A limited number of faculty/staff permits are available each semester and will be issued to Graduate Assistants via a lottery each semester.

M. Travel Authorization Forms

Graduate students traveling to conferences, for research or for other professional purposes must fill out the Biology Personnel Request for Absence from Campus and Travel Pre-Authorization Form available in the Biology Department office or the department website. The form must be submitted to the Chair at least one (1) week prior to departure. This form is required for insurance purposes. Reimbursement for travel costs is only possible if this form is on file.

Graduate students traveling outside the United States for professional purposes must complete the online notification form available on the Graduate College website.

N. Check-Out

When graduate students finish programs or enrollment with the department, they must obtain a check-out sheet (available on the department website) which covers all keys and departmental property that might be in their possession. The sheet must be properly completed and returned to the main department office before the end of the semester. Bursar charges for missing keys or stockroom items must be paid before transcripts or diplomas can be issued.

**BIOLOGY DEPARTMENT
GRADUATE STUDENT ANNUAL EVALUATION**

Student Name: _____ Degree: M.S. _____ Ph.D. _____

Major Professor: _____

This annual evaluation should incorporate the comments and opinions of all committee members received by the student at their annual committee meeting. This evaluation must be submitted to the the Biology Advising Office **by the last day of final exams in the spring semester**.

Date of annual committee meeting (or MS or PhD oral exam) for the current academic year _____

Research Progress (Satisfactory) (Needs additional attention) (*Unsatisfactory) *Please circle one*
Comments:

* Should be reported as U for BIOL 5980/6980 - Deficient areas must be specified and necessary corrective action must be outlined.

Course Work (Satisfactory) (Needs additional attention) (Unsatisfactory) *Please circle one*
Comments:

Professional Development (Satisfactory) (Needs additional attention) (Unsatisfactory) *Please circle one*
Comments:

Milestones

Plan/timeline for addressing marginal or unsatisfactory performance
Attach additional sheet if more space is needed.

Signatures

Major Professor _____

Student _____

Date _____

GRAD STUDENT CHECKLIST

Master's Program

- () 1. Full Graduate Standing _____
- () 2. Teaching Assistant Training (TA) _____
- () 3. Responsible Conduct of Research (RCR) Workshop _____
- () 4. Declare Major Professor _____ Date _____
- () 5. Deadline for Committee _____
- () 6. Advisory Conference _____
 - () a. Institutional Animal Care and Use Committee (IACUC) (if applicable) _____
 - () b. Plan of Study _____
 - () c. Research Plan _____
- () 7. Annual Review of Progress () 1st Year () 2nd Year () 3rd Year
- () 8. Thesis Topic and Committee Form _____
- () 9. Admission to Candidacy Form _____
- () 10. Application for Graduation Form _____
- () 11. Thesis review by Committee _____
- () 12. Thesis copy to Graduate College for format check (optional) _____
- () 13. Authorization for Final Oral Examination _____
- () 14. Final Oral Examination (open to the public) _____
- () 15. Report of Examination and Thesis to Graduate College and to Graduate Liaison _____
- () 16. Department Check-out Sheet _____

Doctoral Program

- () 1. Full Graduate Standing _____
- () 2. Teaching Assistant Training (TA) _____
- () 3. Responsible Conduct of Research (RCR) Workshop _____
- () 4. Declare Major Professor _____ Date _____
- () 5. Deadline for Committee _____
- () 6. Advisory Conference _____
 - () a. Institutional Animal Care and Use Committee (IACUC) (if applicable) _____
 - () b. Draft of Report of Advisory Conference (Student) and Major Professor _____
 - () c. Research Plan _____ (Student & Major Professor)
 - () d. Proposed Reading List (Student) _____
 - () e. Academic Record (Graduate Liaison) _____
- () 7. Annual Review of Progress () 1st Year () 2nd Year () 3rd Year () 4th Year () 5th Year
- () 8. Authorization for General Exams _____
- () 9. General Exams (Written & Oral) _____
- () 10. Candidacy _____
- () 11. Teaching (2 semesters required) _____
- () 12. Dissertation review by Committee _____
- () 13. Dissertation copy to Graduate College for format check (optional) _____
- () 14. Authorization for Final Oral Examination _____
- () 15. Application for Graduation Form _____
- () 16. Final Oral Examination (open to the public) _____
- () 17. Report of Examination and Dissertation to Graduate College and to Grad Liaison _____
- () 18. Departmental Check-out Sheet _____

CHECK-OUT SHEET

To be used when permanently leaving the Department of Biology

As stated in the Graduate Student Manual, you are required to have this check-sheet initialed or signed by the appropriate individuals to assure the Department that you have returned all keys and departmental property which you might have in your possession. When you have completed this sheet, bring it to the Biology Office. It will be the final item added to your file. Your bursar account may be billed for missing keys or stockroom items, and you will need to pay such charges before you can receive transcripts or your diploma.

Student Name _____

Student ID Number _____

All stockroom supplies and equipment signed out in my name have been returned.

Stockroom Supervisor

All keys checked out in my name have been returned to the Biology Department office, Richards Hall, Room 314

Assistant to the Chair

Office and/or lab space has been cleaned and cleared of all personal property.

Department Office Staff

I have left my forwarding address with the Biology Department office.

Department Office Staff

Forwarding Address:

E-Mail Address

Date _____

III. MASTER OF SCIENCE (M.S.) PROGRAM

A. Credit Requirement

1. The Master's degree requires the equivalent of not less than 2 semesters of satisfactory graduate work. The student must complete at least 30 hours of graduate courses beyond the undergraduate degree. No more than one half of the course work, excluding research for the thesis, may be S/U graded course work. **No more than 6 hours of Research for Masters Thesis (BIOL 5980) may be included in the total.**
2. A student may apply no more than a total of 12 credit hours of G3000- and/or G4000-level courses toward a 30-36 credit hour Master's degree. A maximum of three-fourths of the credit hours of G4000-level courses permitted by this Graduate College regulation may be from the department offering the degree (e.g., 9 credit hours of a 30 to 36 hour degree). No G3000-level courses from the department offering the degree may apply toward any of its graduate degrees.

B. Residency

All resident credits required for a master's degree must be taught by members of the OU Graduate Faculty (See Graduate College Bulletin for further information; available on Graduate College website).

C. Time Limits for Completion of Master's Degree

The Graduate College limits the time to completion for a master's degree to 5 calendar years after initial enrollment in graduate coursework at OU. Conditions for extensions of this limit are stated in the Graduate College Bulletin.

D. Major Professor and Advisory Committee

1. No later than the end of the second regular semester after entering the graduate program, the student will seek the approval of a member of the Biology Department faculty who is a qualified member of the Graduate Faculty to become his/her Major Professor. Earlier development of the committee is encouraged. The Major Professor will be the advisor, thesis director, and chair of the Examination Committee.
2. Normally, a student will have completed all of the requirements for Full Graduate Standing, either during the undergraduate program or early in his/her graduate career, before becoming associated with a Major Professor and deeply involved in a field of specialization. If circumstances make it appear advisable, a Major Professor may assume the guidance of a student before all prerequisites for Full Graduate Standing have been completed. Students admitted conditionally must complete course deficiencies by the time the first 18 hours of graduate level course work have been completed.
3. When the advisement of a student is transferred from the Graduate Liaison (GL) to a Major Professor (documented on the Declaration of Major Professor form), an M.S. Advisory Committee will be selected. Membership of the committee will be determined by the Major Professor and the student in consultation with the Graduate Liaison. It shall consist of the Major Professor as chairperson and at least two other members of the graduate faculty

representing the student's field of specialization and/or supporting field(s) (See below). This committee will normally become the thesis committee.

4. A committee meeting will be conducted to review the research plan and discuss course work. The Graduate College's Master's Candidacy form should be completed and signed by the committee members. Please list on the Candidacy form only those courses needed to complete the Program of Study. If additional courses are listed, they will be considered as part of the degree program. Where research involves studies on vertebrates, a proposal for review by the Institutional Animal Care and Use Committee (IACUC) should be prepared as a component of the research plan. Instructions are available online at iacuc.ou.edu.

Students admitted conditionally may have a committee meeting before course work deficiencies are removed; progress toward removal of conditional status will be reviewed. The meeting will be conducted no later than the end of the second semester of enrollment. A report of this meeting will be provided to the GL; the report will include the items outlined above, including the discussion of conditional status, if applicable.

E. Field of Specialization and Supporting Field(s)

1. The student, in consultation with the Major Professor, will determine an area, termed the Specialty Field, that is of prime interest to the student and in which the student wishes to attain a high degree of expertise. The Major Professor and perhaps one member of the Advisory Committee will represent this field.
2. At least one Supporting Field will be specified by the student and Major Professor, and at least one member of the Advisory Committee will represent this field. A supporting field is one that relates to and supplements the field of specialization, such as biochemistry supporting physiology, or microbiology supporting genetics. The supporting field may or may not be within the immediate realm of biology (e.g., statistics, geology, etc).

F. Admission to Candidacy

Before the deadline published in the Academic Calendar for the semester in which the student expects to graduate, he/she must file the "Master's Thesis Topic and Committee Membership Form". **Note that this deadline falls in the semester prior to the semester in which the student plans to defend.** This form is available online and must be submitted to the Graduate College Office (Robertson Hall).

Any change (addition/deletion) on the Master's Candidacy form must be submitted to the Graduate College in writing and signed by the department GL. The student is solely responsible for contacting the GL and requesting that the addition/deletion to the program be authorized and forwarded to the Graduate College for approval. Failure to make the appropriate addition/deletion may delay graduation.

G. Thesis Topic and Committee Form

Master's candidates should file the Thesis Topic and Committee Form in the Graduate College Office (Robertson Hall) as soon as they can get approval from their committee. Dates for filing of the form, thesis defense, and other important dates are listed in the Norman Academic Calendar. All members of the student's thesis committee and the GL must sign the Thesis Topic

and Committee Membership Form (the members of the committee must be members of the Graduate Faculty, See IV.G.). Note: This form includes affirmation that an IACUC (Institutional Animal Care and Use Committee) proposal has been processed where appropriate; a copy of the approval from the IACUC must be attached.

If any change in the membership of the Thesis Committee becomes necessary, a new application must be filed, and a minimum waiting period of 14 days is required before the defense can be held; all members of the new committee and all members of the previous committee must sign the new form. A member who is removed from the committee must sign the new form, indicating that he/she is willing to be deleted from the committee. If the member is no longer an employee of the University of Oklahoma, their signature is not required. Minor changes in the thesis title can be made after the Thesis Topic Form is submitted.

H. Special Requirements for Enrolling in Research for Master's Thesis

The initial enrollment in BIOL 5980 (Research for the Master's Thesis) must be for at least 2 credit hours. Thereafter, each graduate student must maintain continuous enrollment during each regular semester (not summer sessions) in at least 2 hours of BIOL 5980 until the requirements for the degree are completed or the degree candidacy is discontinued.

1. The continuous enrollment regulation will be waived for a student who is enrolled in at least 9 graduate credit hours per regular semester and who is not working on the thesis during the semester. However, if thesis work is being done during a regular semester or summer session a student must enroll in BIOL 5980 regardless of the number of other hours of enrollment. Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Dean of the Graduate College.
2. The number of thesis credit hours for each enrollment will be determined by the Major Professor on the basis of the amount of faculty and university services required by the individual student, but each enrollment will not be less than 2 hours. Such enrollments must be completed during the regular enrollment period.
3. In the event that the graduate student does not comply with the above provision, the enrollment for the semester in which graduation is expected must include the exact number of hours of BIOL 5980 which would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of these semesters. The final determination of the number of hours of BIOL 5980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and Office of Admissions and Records.

I. Application for Graduation Form

To graduate, a student must apply for the degree early in his/her final semester. A card must be filed with the registrar indicating the student's name exactly as it is to appear on the diploma and giving the exact degree for which the student was admitted to candidacy. The form necessary for filing for graduation may be obtained from the Graduate College. The student should check the Class Bulletin for deadlines.

J. Final Oral Examination

1. This examination covers the area of specialization, supporting field(s), and the defense of the thesis. It is administered by the Thesis Committee and may be held only when classes are in session. It is open to the public. Instructions for thesis preparation are available at the Graduate College. The thesis will be reviewed by the Major Professor and revised as necessary before submitting to other committee members. **The student is responsible for allowing every member of the examining committee an opportunity to read and evaluate the thesis a minimum of 14 days prior to the defense date.** Once the thesis is approved and a date established for the defense, the student must submit the Request for Authority for Thesis Defense form to the Graduate College no less than one week before the scheduled defense. The student has the option of presenting a reading copy of the completed thesis to the Dean of the Graduate College for review of formatting one week before the defense date. An Authority for the Final Examination will be issued via email, provided that an approved General Candidacy Form and Thesis Topic and Committee Form (including, if appropriate, the approved IACUC notification) are on file.
2. Within 72 hours after the Final Examination is held, the Major Professor will report the decision of the committee to the Graduate Dean with a copy to the Graduate Liaison. A unanimous vote at the defense of the thesis is expected; however, some dissenting reports are received. If one member dissents, the dissent is recognized as a minority report. If the committee consists of more than three members and two dissent, the Graduate Dean investigates and his/her decision will be final. If more than two votes unsatisfactory, the defense is judged to be a failure. Only one attempt is afforded the candidate in defending the thesis.

K. Thesis Deposition

The student must make an appointment with the Graduate College advisor to deliver 3 originally signed, unbound, final copies of the thesis (on 100%, watermarked cotton paper) to the Graduate College. A student must deposit the 3 final copies of his/her thesis in the Library by the semester deadline or within 60 days following successful defense of the thesis, whichever is earlier. If this is not done, the results of the first defense will be set aside and the student arrange for a second thesis defense.

Once a final degree check is completed, the student will be issued a Thesis Receipt Card that they will take to Bizzell Library (Acquisitions, lower level 2) along with the 3 thesis copies.

After checking the thesis for deposit, a representative of the Library will sign the Thesis Receipt Card which the student must return to the Graduate College Office for permanent record.

IV. DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM

A. Credit Requirements

The proportion of work toward the Ph.D. degree devoted to research for the dissertation (BIOL 6980) or to coursework will be determined by the Advisory Conference (see Section IV.F.).

1. A minimum of 90 graduate credit hours beyond the baccalaureate degree is required.
2. Of the 90 credit hours:
 - a. 30 must be from coursework (for Biology Ph.D. program).
 - b. a minimum of 30 hours of BIOL 6980 is recommended.
 - c. no more than one half of the coursework for a doctoral degree, excluding research for the dissertation, may be S/U graded coursework.
3. Up to 44 credit hours of acceptable graduate work taken as a master's student may be applied to the Ph.D. No more than 6 hours may be thesis research. At least half of the non-thesis hours must be letter graded.

Graduate courses taken at the University of Oklahoma more than 5 years before admission or readmission to a doctoral program cannot be applied toward the doctoral degree unless the courses are part of a completed Master's degree, all of which is to be used toward satisfying the doctoral requirements. In special cases, graduate courses more than 5 years old may be used if recommended and validated by the student's doctoral committee, the Graduate Liaison and approved by the Graduate Dean.

4. A student may apply up to 16 credit hours of G3000- and/or G4000-level courses toward the 90 hours required for a doctoral degree. A maximum of 12 credit hours of the G4000-level courses may be from the department offering the degree; no G3000-level courses from the department offering the degree may apply toward the degree.

B. Residency

The department endorses the spirit of the residence requirement set forth in the Graduate College Bulletin under General Requirements for the Degree of Doctor of Philosophy and authorizes the Advisory Conference to specify the minimal work that should be done in residence for each prospective candidate.

C. Time Limit for Completion of Doctoral Degree

1. Graduate students in Biology are expected to take their General Examination no later than their fifth (5th) regular semester in the program (see Section IV.H).
2. Usually all degree requirements will be completed within 5 calendar years after passing the General Examination.
3. Procedures for obtaining time extensions are given in the Graduate College Bulletin.

D. Required Teaching Experience

The department requires that all graduate students in a Ph.D. program serve as Teaching Assistants for 2 semesters while enrolled.

E. Selection of Major Professor

Ph.D. students are required to select a Major Professor(s), form an Advisory Committee and meet with that committee no later than the end of the second regular semester after entering the graduate program (see Section IV.F). Annual committee meetings are expected to take place before April 1 (see Section II.H.4). Subsequent advising will be done by the Major Professor who will be formally appointed at the Advisory Conference.

F. Advisory Conference

The membership of the Advisory Conference will be determined by the Graduate Liaison (GL) in consultation with the student and Major Professor. The membership of the conference will include representatives from the student's field of specialization and relevant supporting fields. Prior to the Advisory Conference, the student, Major Professor and Graduate Liaison will meet to evaluate the student's academic performance and results of the advisory exam. This meeting will also include preliminary discussion of the student's major and minor areas of specialization and plan of study.

The Advisory Conference will function as follows:

1. The Graduate Student will consult with the Major Professor and arrange a time for an Advisory Conference that is agreeable to all members and the Graduate Liaison. A summary of the student's academic record should be prepared by the Graduate Liaison for each conference member prior to the meeting.
2. The Graduate Student will notify all members of a time and place of the meeting and at the same time provide each member with a draft of the Report of Advisory Conference (available on the Graduate College web site).
3. The Advisory Conference will decide the student's status:
 - a. Prospective Candidate: The student will have fulfilled all requirements for Full Graduate Standing and there is a reasonable expectation of success in a doctoral program. In this case, the Conference will plan the minimal program necessary to fulfill degree requirements.
 - b. Conditional Candidate: The student has not met the requirements for Full Graduate Standing or the Committee may wish to reserve judgment for any other reason. The reservations should be explained in the Advisory Conference Report and conditions specified for achieving Prospective Candidacy. The Conference may or may not proceed to plan a provisional program.

- c. Candidacy Denied. The Committee may make this decision if it is apparent that the student could not succeed in a doctoral program. A report of this action should be prepared and submitted as the Advisory Conference Report.
4. The Advisory Conference will plan the doctoral program, and in so doing:
- a. a report of the student's compliance with the Graduate College and departmental requirements for Full Graduate Standing will be prepared by the GL including the student's academic record and results of the Graduate Record Examination.
 - b. will specify Research Skills (if required) courses and any other necessary preparations.
 - c. may make recommendations of course work and other preparation which would be desirable.
 - d. will determine and designate at least one specialty field and two supporting fields in which the student will be examined during the General Examination and will specify requirements or recommendations for preparation in these fields. See Section III.E. for definition of Specialty and Supporting Fields.
 - e. will appoint the Advisory Committee.
 - f. will assign an appropriate list of required readings.
 - g. will include initial discussion of the nature and extent of the General Examination, a portion of which will be devoted to examining the candidate on the assignments set forth in the Advisory Conference.
 - h. The General Examination and final list of required readings will be discussed in more detail during the second year's annual committee meeting.
5. The student and Major Professor will prepare a draft Report of the Advisory Conference. This report will eventually bear the approval of all members of the Advisory Committee and GL.
- a. Reports for Prospective Candidates will be submitted to the Dean of the Graduate College and shall constitute formal notice that the student is a Prospective Candidate for the Ph.D. degree.
 - b. Reports for Conditional Candidates will reflect the 18 hour limit for graduate courses - requisite to removal of conditional status.
 - c. Copies of the Report of the Advisory Conference are sent to members of the Advisory Committee and to the student.
7. Change of Field of Specialization

If the student decides to change the field of specialization the Graduate Liaison must be notified and another Advisory Conference will be held.

8. Change in Membership of Advisory Committee

“If a doctoral student decides it is appropriate to change the composition of the doctoral committee, the student will seek counsel from the academic unit’s graduate liaison and the chair of the doctoral committee (the major professor). If it is determined that a committee change is appropriate, the student must process the change of committee form.” [Request for Change in Doctoral Advisory Conference Report]. The GL may request a meeting with the student and the Major Professor, and may seek advice from the Department Graduate Studies Committee. “Changes to doctoral committee membership require the signatures of the current committee members, the proposed committee members, the graduate liaison and the student. Signatures are not required of departing members who are no longer associated with the University of Oklahoma. The Graduate Dean will inform all current and proposed members of the doctoral committee of the decision made on the composition of the doctoral committee. No change in membership is permitted within 30 days of the General Examination or the dissertation defense.”

G. Major Professor and Advisory Committee

The committee will normally consist of 5 members of the graduate faculty representing the field of specialization and supporting fields. The Graduate College requires that all doctoral committees include "at least one regular graduate faculty member (not retired) at the University of Oklahoma from outside the major department/school." The College interprets "regular graduate faculty member" to mean a faculty member holding an M2 or M3 appointment on the graduate faculty who also holds at least a 0.50 FTE faculty position at the University of Oklahoma. See the Graduate College web site for the current list of graduate faculty. An Advisory Committee may, with approval of the Graduate Dean, contain a special member (SM or M1 appointment) of the graduate faculty (e.g., adjunct faculty or person from another institution who represents the field of specialization or supporting fields). The Major Professor will be Chair of the Advisory Committee. Descriptions of graduate faculty status:

SM: May perform the duties specified

M0: May teach graduate level courses

M1: All M0 privileges and serve on or chair Master’s Committees

M2: All M1 privileges and serve on Doctoral Committees

M3: All M2 privileges and chair Doctoral Committees

1. Members of the Advisory Committee should have interests close to those of the student so that consultation may be beneficial to the student.
2. The Graduate Dean normally appoints members of this group to conduct the General Examination, read the dissertation, and conduct the Final Oral Examination.
3. The Major Professor will direct the dissertation research and will advise the student at each enrollment consistent with the requirements set forth in the Report of the Advisory Conference. The Major Professor will also inform other members of the Advisory Committee of the student's research and progress.
4. It is the responsibility of the Advisory Committee to determine that the requirements set forth in the Report of the Advisory Conference have been fulfilled.

5. The Advisory Committee will conduct the annual review of progress (see Section II.L).

H. The General Examination

The General Examination consists of both a written and an oral portion. It should be taken as early as possible in the doctoral program but not later than the fifth regular semester after entering the doctoral program so that a substantial amount of time can be devoted solely to research and writing of the dissertation. Normally, the degree will not be conferred in less than 12 months after completion of the General Examination.

1. To take the General Examination, the student must:
 - a. have substantially fulfilled the course requirements specified in the Report of the Advisory Conference and have maintained at least a “B” average in all graduate courses undertaken.
 - b. apply for authority to take the examination at least 2 weeks before it is to be held, using the Application for the General Examination for the Doctoral Degree form available on the Graduate College web site. The Advisory Committee and Graduate Liaison must sign the application.
 - c. receive approval of the application from the Graduate Dean. The Graduate Dean formally appoints a General Examination Committee (usually the same as the Advisory Committee) to conduct the examination. The examination cannot begin without the dean’s approval.

Note that the General Examination must be completed within the semester authorization is given.

2. Format of the General Examination

The General Examination will be prepared and administered by the General Examination Committee. In accordance with Graduate College requirements, the Examination is comprised of Written and Oral portions.

a. Written Portion

The written portion of the Examination for all Biology, Ecology and Evolutionary Biology-Biology, and Cellular and Behavioral Neurobiology-Biology PhD students consists of questions from General Examination Committee members that cover the student’s field of specialization and supporting fields (a Graduate College requirement).

Committee members submit their questions to the student’s major professor prior to the examination. The major professor will check for duplication. The exact format of the questions(s) is at the discretion of the individual committee member. Typically, questions from a given committee member can be answered within a day. The outside committee member is not required to submit written questions, but the Biology Department encourages them to do so.

The entire committee will receive copies of the student's answers to all of the questions. Each committee member contributing questions for the Written Examination will grade the student's answers to his/her questions as "pass", "marginal" or "fail". The committee will then discuss the results of the Written Examination. If the Written Examination is judged to have been satisfactorily completed, the student may proceed to the Oral Examination. If a student's performance is marginal, but not failing, and the examining committee wishes the student to do further reading, course work, etc., in a set time period, the results of the examination can be held in abeyance with the approval of the Graduate Dean. If the student is judged to have failed the Written Examination, the student may apply to repeat the examination in a subsequent semester.

b. Oral Portion

The Oral portion of the General Examination should be conducted in the presence of all Committee members as soon as practical after completion of the Written portion. Generally, the Oral portion of the General Examination is more free-ranging and covers broad aspects of the field of specialization and supporting areas. Within these broad constraints, individuals on the Committee may ask as many questions as necessary to thoroughly evaluate the student's performance.

A portion of the Oral Examination must include defense of a dissertation research proposal. The dissertation research proposal should be submitted to the General Examination Committee when the student is ready to answer the committee's Written Questions (see above). The proposal should be developed in consultation with the student's major professor and Advisory Committee and should reflect the scholarship of the student. It should be a minimum of 8 single-spaced pages in length, excluding references; students do not need to include budgets or other supplemental information as would be required for actual submission of such a proposal to a funding agency.

A portion of the Written and/or Oral components of the General Examination will also cover the Reading List assignment set forth by the Advisory Committee.

3. Within seventy-two (72) hours after the Oral portion of the examination, a written report signed by all members of the committee must be submitted to the Graduate Dean. The report should indicate whether the student has passed or failed the examination.
 - a. If the student passes the examination, the Graduate Dean will admit the student to candidacy for the doctoral degree.
 - b. If all or any portion of the general examination is failed, a report must be submitted to the Graduate Dean indicating a failure on the examination. The student, at the discretion of the committee, may seek authority from the Graduate College to repeat those portions of the examination failed the first time. If a student fails any portion of the general examination on the second attempt, he/she will be terminated from the doctoral program. No portion of the examination may be taken a third time.
 - c. If a student's performance is marginal, but not failing, and the examining committee wishes the student to do further reading, course work, investigations, etc., in a set time period, the results of the examination can be held in abeyance with the approval of the

Graduate Dean. At the end of the time limit (usually no more than one semester) the committee must file the report with the Graduate College.

I. Dissertation

Completion of the dissertation provides evidence of the student's ability to develop and conduct an original investigation. The content and internal format of the dissertation is decided by the student's Major Professor and Advisory Committee. Graduate College rules that specify margins, title pages, etc., must be followed.

1. Reading Copy Accepted by Graduate College

The doctoral candidate should prepare and distribute reading copies of the dissertation to each Doctoral Committee member. The reading copy should be in an acceptable dissertation format and must include all figures and tables, numbered pages and a complete bibliography. It should not contain grammatical or spelling errors. A Dissertation Information Packet, which contains format instructions for the dissertation, is available on the Graduate College web site. At least five members of the committee must read and determine whether the dissertation demonstrates the student's ability to conduct original research and makes a significant contribution to the student's discipline. They may accept or reject it. If they reject it, the student will be given another opportunity to submit an acceptable dissertation to the committee. If they accept it, they may require changes and corrections. When the reading copy has received preliminary approval of the Major Professor, the student can submit to the Graduate College a Request for Authority Form signed by the Major Professor and the Graduate Liaison.

The signature of the GL will not be interpreted as his/her approval of the reading copy but his/her acknowledgment that all department requirements have been satisfied. Deadlines to request authority to defend the dissertation are printed in the Academic Calendar for each semester or summer session. The GL will prepare announcement flyers and notify the department of the defense.

2. Final Copies

Two final copies of the dissertation on 100% cotton bond paper with original signatures of the committee and one electronic copy must be submitted to the Graduate College within 60 days of the final defense or by the Graduate College deadline, whichever is earlier. If all is in order, the copies of the dissertation and a Dissertation Receipt Card are given to the student. After depositing final dissertation copies with the Library, the candidate must return the receipt card, properly signed, the Survey of Earned Doctorates form, the completed Dissertation Topic Card, and the Data Entry Form to the Graduate College. Only then will the candidate be cleared for graduation.

J. Special Requirements for Enrolling in Research for Doctor's Dissertation

The initial enrollment in BIOL 6980 (Research for Doctor's Dissertation) must be for at least 2 credit hours and can be no earlier than the semester in which the General Examination is taken. Thereafter, each graduate student must maintain continuous enrollment during each regular semester (not summer sessions) in at least 2 hours of BIOL 6980 until the requirements for the degree are completed or the degree candidacy is discontinued.

1. The continuous enrollment regulation will be waived for a student who is enrolled in at least 9 graduate credit hours per regular semester and who is not working on the thesis during the semester. However, if thesis work is being done during a regular semester or summer session a student must enroll in BIOL 6980 regardless of the number of other hours of enrollment. Other exceptions to the continuous enrollment regulation will be considered on an individual basis by petition to the Dean of the Graduate College.
2. The number of thesis credit hours for each enrollment will be determined by the Major Professor on the basis of the amount of faculty and University services required by the individual student, but each enrollment will not be less than 2 hours. Such enrollments must be completed during the regular enrollment period.
3. In the event that the graduate student does not comply with the above provision, the enrollment for the semester in which graduation is expected must include the exact number of hours of BIOL 6980 which would have been completed with continuous enrollment. In addition, a late enrollment fee must be paid for each of these semesters. The final determination of the number of hours of BIOL 6980 in which the student must enroll in the final semester of the degree program, along with the collection of the appropriate fees, is the responsibility of the Graduate College and Office of Admissions and Records. The maximum charge for noncompliance with the continuous enrollment requirement in BIOL 6980 is set at the cost of tuition for 24 6000-level credit hours at the time of graduation.

K. Application for Graduation Form

A student must apply for the degree early in the semester in which he/she proposes to graduate. A card is filed with the Registrar indicating the student's name exactly as it is to appear on the diploma and giving the degree for which the student was admitted to candidacy. The form must be filed by the date printed in the class schedule.

L. Final Oral Examination

The Final Oral Examination, which is a defense of the dissertation, must be announced and open to the public. The defense must be held during normal working hours in a room that can accommodate at least 30 people and has open access to the public. The defense must be announced at least 2 weeks prior to its occurrence, but preferably earlier. Students must provide the Graduate Liaison with the date, time and location of the defense at the time they request his/her signature on the Request for Authority to Defend Dissertation form that must be submitted to the Graduate College. The Graduate Liaison will prepare and distribute the announcement in a standard format.

The defense begins with a presentation by the student summarizing the dissertation. The general public will then have an opportunity to ask questions. After these questions are finished, the examination will continue in private, with only the student, committee members and any interested Biology faculty members present. When the additional questions are finished, the committee members will confer in private to reach the committee's decision regarding the outcome of the examination.

1. The candidate applies for the Final Oral Examination at the Graduate College at least 2 weeks before the planned Examination. The candidate's major professor will be issued the Authority for the Comprehensive/Final Examination form by the Graduate College.
2. At least 4 members of the Dissertation Committee (the Advisory Committee) including the outside member must be present at the examination. All substitutions must be approved by the Graduate Dean, and only those substitutions judged absolutely necessary will be permitted. Any changes in the committee must be approved by the Graduate College at least 30 days prior to the final oral examination.
3. The bottom of the Authority for the Final Oral Examination (Dissertation Defense) is the Report of Comprehensive/Final Oral Examination, which is used to report the results of the Final Oral Examination. These results must be reported to the Graduate College within 72 hours after the examination. The Graduate Liaison should be notified of the results of the examination via a copy of the Report of the Final Oral Examination.

A unanimous vote of the defense of the dissertation is expected. However, dissenting reports should be submitted by those members of the committee judging the candidate's performance unsatisfactory. If one of four or five members dissents, the dissent is recognized as a minority report. If two of four or five members dissent, the Graduate Dean will investigate and make the final decision. If more than two members dissent, the performance is judged to be a failure. Only one attempt is afforded the candidate in defending the dissertation. If the defense is determined to be unsatisfactory (failure), the decision is final and the defense cannot be repeated.

M. Conferral of an M.S. Degree on Full Ph.D. Candidates

Students who do not hold a Master's degree in the same field, but who have passed the general examination for the doctoral degree, may be admitted to candidacy and awarded the appropriate master's degree provided they meet the following conditions: make formal application for the degree within required filing dates, meet all academic unit requirements, and secure the recommendation of the major academic unit. Because the Department of Biology does not offer a Non-thesis Option, conferral of a Master's degree on a Ph.D. Candidate can be accomplished only by using the thesis option.

V. FORM OF THESIS/DISSERTATION

Please see the Graduate College web site for paper specifications and before formatting your thesis/dissertation. The thesis/dissertation may be prepared in any format acceptable to the Graduate College, student's department and committee. If the student wishes to use a form commonly used by a national, professional refereed journal he/she may do so with consent of the department. Otherwise, the Graduate College Office suggests the student follow the most recent edition of *A Manual for Writers* by Kate L. Turabian (available at most book stores).

VI. DEPARTMENTAL FACILITIES

A. Equipment and Supplies

1. Stockroom

(Richards Hall, Room 4). All equipment and supplies used by graduate students are to be checked out by the Coordinator, Materials Control in the stockroom. Materials that are routinely stocked either in the stockroom or office may be checked out at those locations. Unusual requests for routinely stored materials and for materials unique to a research problem should be made to the Chair by the faculty member directing the research.

Use of other equipment, such as refrigerators, ovens, incubators, centrifuges, balances, spectrophotometers, etc., located in various laboratories is contingent upon approval of the faculty member in charge of the respective item.

2. Vehicles

Individuals wishing to use departmental vehicles must fill out a Vehicle Usage Request form. This form must then be presented to the Department Chair for consideration at least 2 weeks prior to the date the vehicle is needed. Fill out the form completely, adding any comments required for explanation. Forms may be obtained in the Biology Departmental Office or the Biology Stockroom Office. Questions concerning this procedure may be directed to the Assistant to the Chair or the Coordinator, Materials Control.

A person must be an employee of the State of Oklahoma or a student at the University of Oklahoma and possess a valid driver's license to be allowed to operate these vehicles. This is necessary for insurance purposes.

3. Camping Equipment

The Department has various types of camping equipment available for short term check-out. Lists of equipment and forms requesting usage may be obtained from the stockroom. Requests need to be turned in to and approved by the Coordinator, Materials Control at least one (1) week prior to usage date to facilitate scheduling.

4. Office Supplies

Office supplies (located in Richards Hall, Room 314) will be provided to graduate students for the execution of departmental business. These include, but are not limited to stationery for communications about research and job applications. ALL office supplies must be checked out through one of the departmental staff.

Closely allied to the subject of office supplies is the question of postage. Postage will be paid by the department when it is for departmental business (including reprints of work done here and job applications when you are completing your degree). All packages must be submitted to the Biology Office for approval before mailing.

Copying of materials for courses a graduate student is teaching will be done at no charge. Dissertations or theses will be copied for the committees as needed at no charge. Final copies

of theses and dissertations will be copied for \$.03/page, provided the student supplies the paper. Anything not dealing with teaching is considered personal and will cost \$.05/page.

5. Instructional Media

Microscopes, illuminators, AV equipment, projection bulbs, and AV programs may be checked out from the Department by contacting Beverly Hall or George Martin, depending on the item. After teaching needs are satisfied, microscopes will be checked out to individual students on a first come-first served basis for up to one semester (or for the summer). In most cases, check-out can be extended if teaching needs permit. Every effort will be made to provide adequate equipment, subject only to limitations of the departmental inventory. It is expected that reasonable care will be given to all equipment and adequate security will be provided by the user. All equipment checked out to students should remain in their assigned location so that they can be located for inventory, maintenance, etc. Loss, damage, repair needs, and location changes should be reported immediately to the department. All equipment is subject to recall if teaching needs so require or if equipment is being abused.

A variety of AV equipment and software is available for use by faculty, staff, and graduate students for both research and teaching. In most cases, equipment is immediately available, but advance notice to the Department is requested. Under no circumstances should equipment be removed from classrooms without the express Departmental approval. Such equipment has been consigned for specific use in these rooms and is not generally available. Audio/visual aids are available in the AV Services area in accordance with proper check-out procedures. Prompt return of items is expected after use.

Departmental AV equipment may be used for presentations off-campus with the completion and approval of an Off-Campus Use of Equipment Form, available in the Biology Stockroom Office. The user assumes full responsibility for breakage, loss, etc. Equipment may also be assigned for extended periods of time (up to one semester). All equipment so allocated must be returned promptly when no longer needed.

All losses, breakdowns and malfunctions of equipment should be reported immediately to the Department.

6. Facilities Maintenance and Utility Shop

(Richards Hall, Room 1 & 13). Maintenance is available for routine minor repairs of mechanical equipment, carpentry, furniture, etc. The Utility Shop is under the direct supervision of the Maintenance Supervisor. All tools must be used in the shop. All power tools are available for faculty and graduate student use, but only under supervision and with the special permission of the Maintenance Supervisor. A work order (available in the Biology shop) should be completed and approved by the Chair of the department.

B. Animal Facility

Animal facilities are available to all faculty and graduate students for housing and care of laboratory or research animals. The supervisor of the animal facility is in full charge of the animal facility. Discuss your animal needs with him. All normal care of the laboratory animals will be performed by the animal facility personnel. Any special feeding, breeding, or ongoing

research will be handled by the faculty member or graduate student. No animals, cages or equipment are to be removed from the facility unless previously authorized.

1. **Project Approval** - Any faculty member or graduate student requiring live animals or space for live animals for research is required to supply a written description of the space needed, types and numbers of animals (wild or lab supplied), caging, and duration of the research project. Those faculty members or graduate students requiring animals for class use are required to give advance notice in writing to the Coordinator of Materials Control (Stockroom) with the annual classroom supply request. All projects, research or teaching, involving the use of vertebrates must also be approved by the Institutional Animal Care and Use Committee (IACUC). Appropriate forms may be obtained online at iacuc.ou.edu.
2. **Animal Waste Disposal** - Carcasses and tissue from live or preserved animals used in class or research in which no radioactive or infective agents are involved will be wrapped tightly in plastic bags and brought to the animal facility freezer to be held for incineration. Animals or other materials that are radioactive must be disposed of as prescribed by the OU Radiation Safety Officer for individual projects. Carcasses and tissues containing infective agents will be wrapped tightly in plastic bags and placed in the designated section of the animal facility freezer.
3. **Infectious Animal Rooms** - Do not remove carts, racks, or similar equipment from the infectious animal room to the main facility or your laboratory. Do not transport infected animals to the main facility or into other animal rooms. It is the responsibility of the investigator to remove any dead infectious animals in his/her use. Caging for infected animals, including bottles and bedding, which has been temporarily transferred to a laboratory is to be returned to the infectious room after use.
4. **Policy on Venomous Animals, Laboratories and Holding Facilities** - For the purposes of this policy "venomous animals" are those species whose bites or stings may induce toxic or allergic reactions that are serious enough to require medical treatment. Copies of this policy must be posted in any area where venomous animals are maintained and must be given to each person who directs department-sponsored activities in the field.
 - a. Venomous animals may be kept in departmental facilities for legitimate scientific purposes only. Written permission to keep such animals must be obtained from the Chair of the department. Permission must also be obtained from the Chair to hold or use venomous animals in the Animal Behavior Laboratory.
 - b. All venomous species must be housed in areas with controlled access. Such areas must be locked and limited to authorized personnel.
 - c. Cages housing venomous animals must be constructed of Plexiglas or plate glass (double thick window glass alone is not permissible) with wire mesh lining suitable for containing the animal. Mesh must be ½" or 1/4" or small enough to prevent escape.
 - d. The housing or use of neurotoxic animals, especially elapid snakes (cobras, mambas, coral snakes, etc.), in any departmental facility is strongly discouraged. In the event such animals are allowed, double housing (cages within cages) and locked rooms will be required.

- e. Personnel maintaining or working with venomous animals must know the emergency medical treatment for envenomation and be familiar with the nearest source of emergency information and antivenin. Norman Regional Hospital maintains a depository of antivenins. Victims of bites or stings should be taken to Norman Regional Hospital as quickly as possible. The offending animal must also be taken because antivenins will not be administered without positive identification of the animal.
- f. Personnel must demonstrate a proper knowledge of first aid techniques and emergency procedures for bites or stings of venomous animals before they are allowed to handle any venomous animals in departmental facilities. Dr. Hutchison is available to certify that this requirement has been met.
- g. Supervisors and all personnel who work in facilities that house venomous animals must be aware of appropriate emergency treatment of individuals experiencing severe allergic responses to bites or stings. Individuals who work in such facilities are required to inform the supervisors of any known hypersensitivity to bites or stings. Hypersensitive individuals should insure that any emergency kits prescribed by their physicians are available at all times.
- h. All cages housing venomous animals should be labeled with a prominent warning and with the common and Latin names of the species. Warning signs and emergency contact numbers must be posted in all facilities.

5. Policy on Venomous Animals in the Field

- a. It is the responsibility of instructors or project supervisors to insure that students or other personnel receive appropriate instruction concerning the hazards that may be posed by venomous animals in the field.
- b. Individuals who participate in department-sponsored field activities should be taught to identify venomous animals and the type of site in which they are likely to occur. Audio-Visual materials and a list of venomous species in Oklahoma are available from the Safety Committee.
- c. Individuals who direct department-sponsored activities in the field must know the emergency medical treatment for envenomation and be aware of the nearest source of emergency medical care. Victims of bites or stings should be taken to the nearest emergency medical facility as quickly as possible. The offending animal must also be taken because antivenins will not be administered without positive identification of the animal.
- d. Individuals who direct department-sponsored activities in the field must demonstrate a proper knowledge of first aid techniques and emergency procedures for bites or stings of venomous animals. Dr. Hutchison is available to certify that this requirement is met.
- e. Individuals who direct department-sponsored activities in the field must be aware of appropriate emergency treatment of individuals experiencing severe allergic responses to bites or stings. Individuals who participate in such activities are required to inform the director of any known hypersensitivity to bites or stings. Hypersensitive individuals

should insure that any emergency kits prescribed by their physicians are available at all times.

C. Keys to Departmental Buildings

Every graduate student who is currently enrolled in the department is entitled to a key to his/her office, the entrance to the building in which the office is located, and an entrance/mailroom/seminar room key for Richards Hall. Students will receive keys for the rooms for their assigned teaching areas each semester. Keys may be obtained from the department office after submitting a Key Request form with the appropriate signatures.

D. Bulletin Boards, Mail Boxes and Email

Bulletin boards are located at various places in Sutton Hall and Richards Hall, and they usually carry announcements of seminars, research opportunities, etc. There are clipboards in the third floor hallway of Richards Hall that contain notices of available jobs and fellowships.

Mail boxes are located on the third floor of Richards Hall and the basement of Sutton Hall. Students should check their boxes regularly for mail, messages, etc. **Graduate students are expected to check their OU email account at least twice a week for important departmental information.**

E. Library

Most of the volumes in the OU Bizzell Library are on open shelves available to students and faculty. Graduate students have certain privileges not enjoyed by undergraduates. Please see the OU Libraries web site for current policies.

F. Animal Behavior Lab (North Campus) and Aquatic Research Facility (South Campus)

These facilities are available to departmental personnel. All requests for use of ponds or for laboratory space must be made through the Major Professor or the Chair of the Department. Regulations for use of the facility established by the Chair must be followed.

VII. Zoological Association of Graduate Students Constitution

Article I. Name of Organization

- A. The name of the organization shall be The Zoological Association of Graduate Student (ZAGS).

Article II. Purpose of Organization

- A. It shall be the purpose of ZAGS to further and facilitate the professional development and interest of all persons associated with the Department of Zoology.

Article III. Qualifications of Members

- A. All persons working toward an advanced degree in zoology at the University of Oklahoma, and in good standing with the University, are eligible for membership.

Article IV. Officers and Representatives

- A. The officers and representatives of ZAGS shall be: President, Secretary-Treasurer, two Faculty Representatives, and two Graduate Student Senate Representatives.
- B. Officers and representatives shall be elected for a term of one year. If no member is able to hold a particular office for a full year, candidates may be elected for a term of one semester.
- C. Duties of officers and representatives.
 - 1. It shall be the duty of the President to take a lead role in coordinating all group events, both social and professional, as decided upon by ZAGS members. The President calls and presides over meetings, and is empowered to appoint committees, delegate responsibilities, appoint members to fill vacancies, and handle organization accounts. The President should maintain regular contact with the Chair of the Zoology Department in order to facilitate communication between the department and graduate students. The President is responsible for developing and submitting a budget to the Graduate Student Senate during the fall of each year.
 - 2. It shall be the duty of the Secretary-Treasurer to keep the treasury and prepare all records and correspondence for the organization.
 - 3. It shall be the duty of the two Faculty Representatives to attend the departmental faculty meetings and serve as a liaison between the faculty and graduate students.
 - 4. It shall be the duty of the two GSS Representatives to attend the GSS meetings and represent ZAGS on all voting matters.

Article V. Meetings

- A. Meetings shall be called once a month during the academic year and when deemed necessary by the President.
- B. A one week prior notice will be given for all meetings.
- C. A quorum will consist of one-third of the members in residence.

Article VI. Committees

- A. Steering shall be the standing committee, and its three members shall be elected for a term of one year by a simple majority of votes cast. It shall be the primary responsibility of the Steering Committee to serve as the mediating body for the general membership and to oversee the organization's recycling program.
- B. Ad hoc committees may be appointed by the President as deemed necessary.

Article VII. Parliamentary Authority

- A. The President shall be the parliamentary authority of the organization with Robert's Rules of Order being the manual of parliamentary practice to which questions shall be referred.

Article VIII. Endowment Fund

- A. A Zoology Graduate Students' Endowment Fund shall be established and maintained by ZAGS to generate funds to support the activities and facilities of zoology graduate students as approved by the members of ZAGS.
- B. Funds for the endowment will be solicited from former zoology graduate students of the University of Oklahoma and other sources as deemed appropriate.
- C. ZAGS will contribute 10% of the profits from its annual fundraising projects to growth of the endowment fund. In any given year, this amount may be lessened or increased by majority vote to better serve the interests of zoology graduate students.

Article IX. Amendments

- A. The constitution of ZAGS may be amended by the following procedure:
 - 1. A written notification of a proposed amendment shall be distributed to all members.
 - 2. A minimum of two weeks after notification, the proposed amendment shall be discussed and voted on at a meeting.
 - 3. A two-thirds majority vote shall be required to pass the proposed amendment.

Article X. Elections

- A. Elections shall be held during the spring semester of each academic year to elect officers, representatives and members of the Steering Committee.
- B. All ZAGS members are eligible to submit nominations for each position. Nomination forms shall be distributed by the Secretary-Treasurer by March 31.
- C. All ZAGS members are eligible to be nominated for this position.
- D. Elections shall be held by the distribution of written ballots by April 30.
- E. Ballots shall be returned to the Secretary-Treasurer within two weeks of distribution. Winners shall be determined by a simple majority of votes cast.

Approved by vote of the membership on 5 December 1990

THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION
GRADUATE STUDENT SENATE
BY-LAWS

Preamble and Statement of Purpose

Graduate Students have a number of unique concerns and interests requiring a voice in the University of Oklahoma separate from the usual instruments that express the will of the faculty and of the undergraduates. For this reason, the Graduate Student Senate (hereinafter referred to as Senate) of the University of Oklahoma Student Association (hereinafter referred to as UOSA) was established in 1987 to represent all Graduate Students and to serve their needs.

SECTION 1. Defined Terms

- A. "Absence" is the absence of a Senator from a Committee Meeting or Meeting unless a Proxy has been sent in the absent Senator's stead.
- B. "Active Membership" means all non-expelled Senators who have a current Senator Credential Form on file with the Secretary.
- C. "Appropriate, Curative Action" includes, but is not limited to, removal of an incumbent Senator and replacing him or her with a new Senator.
- D. "Bad Standing" means that Graduate Students from a Department so labeled shall be ineligible for GSS conference and research grants beginning the first semester that they do not send a senator to the Senate.
 - 1. A Department in Bad Standing shall remain in Bad Standing until the Department has sent at least one (1) Senator for a full semester without the Senator accruing more than two Absences at regularly scheduled Meetings or Committee Meetings in the semester.
- E. "Committee Meetings" are general meetings of Senate committees.
- F. "Department" is an academic unit within the Graduate College which has a Graduate Liaison (adviser) recognized by the Graduate College. The College of Law shall be considered as a graduate Department for

purposes of representation in the Senate.

1. To ensure proper representation in the Senate of both current and future Departments, the Executive Committee shall consult the Graduate College at least once every two years to determine Departmental eligibility in the Senate.

G. “Good Standing” is not being on academic probation as defined by the student’s Department or the Graduate College/College of Law.

H. “Graduate Liaison” is a faculty/staff employee of the University of Oklahoma designated by the Graduate College as the link between the College and Graduate Students.

I. “Graduate Students” are those students currently enrolled on the Norman Campus in the Graduate College or College of Law. All Graduate Students are eligible to:

1. Select the voting members of the Senate from their Department;
2. Attend meetings of the Senate ; and
3. Serve as voting members of the Senate when selected by their Departmental colleagues, provided that they are students in Good Standing with the Department and have not previously been expelled from the Senate.
4. Graduate Students not serving as a Senator are ineligible to:
 - a. Vote on legislation presented to the Senate.

J. “Graduate Student Website” means <http://gss.ou.edu/>

K. “Legislation” includes all acts, motions, and resolutions brought before the Senate for consideration.

1. All Legislation—excluding expulsions of Senators, officer elections, dismissals of officers and committee chairs, amendments to the UOSA Constitution and By-Laws, adoption of Standing Rules of Order and amendments to Standing
2. Rules of Order— require only a majority vote of the Active Membership present to pass. This does not affect voting requirements found elsewhere in these By-Laws for excluded Legislation.

- L. "Quorum" shall be defined as at least 50% plus one of the Active Membership.
- M. "Meetings" are general meetings of the Senate as a whole.
- N. "Selection Method" includes, but is not limited to, appointment, volunteering, and election. It is the duty and decision of the Graduate Students of the respective Departments to decide the appropriate Selection Method.
- O. "Senator" is a Graduate Student selected by his or her peers to represent their Department in a voting capacity in the Senate.
- P. "Senator Credential Form" is a document, containing both Senator Credentials and the Senator Responsibility Statement that must be filled-out completely by all Senators and returned to the Senate office by the end of the spring semester.
- Q. "Senator Responsibility Statement" is a document outlining the commitments owed to the Senate by incoming Senators.

SECTION 2. Representation

A. Selection

1. Each Department shall select two Senators to the Senate every year in midspring. The Graduate Students of the Department—not the faculty, Graduate Liaison, Department chair, or college dean—shall select the senators. Before the last regularly scheduled Meeting of the academic year, the Executive Council (EC) shall be provided with an official document describing the Selection Method and results, separate from the Senator Credential Form, signed by the Graduate Liaison.
2. The Chair of the Senate does not represent a Department. Thus, the Department from which the Chair was elected must send a new senator to fill the vacancy.
3. Any Department that is in Good Standing with the Senate may notify the EC on the Senator Credential Form that the Department will

be sending only one Senator for the upcoming year. The Department must notify the EC before the second Meeting of the fall semester. Once accomplished, a Department cannot send two Senators for the remainder of the academic year.

4. The new Senators may meet at the last regularly scheduled Meeting of the spring semester. Notwithstanding, it is the responsibility of the outgoing Senators to attend the last regularly scheduled Meeting of the spring semester to fulfill their obligation to their respective Departments.

5. Each Senator's tenure may only begin upon the signing of the Senator Responsibility Statement, which should be done before the last regularly scheduled Meeting of the academic year.

B. Expulsions, Removals, and Resignations

1. Expulsion by Senate

a. Attendance

i. Attendance is the responsibility of each Senator. In order to assist Senators with keeping track of their attendance, the Secretary shall publish a list with the number of absences each Senate seat has accrued.

ii. In the event that a Senator accrues absences totaling more than 25% of the regularly scheduled Meetings per semester, the Senator may be expelled from the Senate. The EC shall first inform both the Senator in question and the Senator's Graduate Liaison through email. The affected Department shall be given ten days from the date of notification to take Appropriate, Curative Action. During this time, the EC may prepare Legislation that will expel the Senator in question. If Appropriate, Curative Action is not taken, then the expulsion Legislation, passed by a majority of the EC, shall be brought before the Senate at the next regularly

scheduled Meeting.

iii. If a Senator is expelled for attendance violations, the affected Department shall be placed in Bad Standing.

iv. After notice has been given to the Graduate Liaison of the expelled Senator's Department, the affected Department must select a replacement as soon as possible.

b. Negligence, Misconduct, etc.

i. A Senator expelled from the Senate for any reason other than attendance violations shall not force the Senator's Department into Bad Standing.

ii. After notice has been given to the Graduate Liaison of the expelled Senator's Department, the affected Department must select a replacement as soon as possible. If a replacement is not sent to the Senate within two weeks of the expulsion, the Department shall be placed into Bad Standing.

iii. The EC may introduce expulsion Legislation without first affording the affected Department the opportunity to take Appropriate, Curative Action. The EC may bring such Legislation before the Senate by a majority vote.

c. A two-thirds vote of the Active Membership is required to expel a Senator from the Senate.

2. Removal by Department

a. A Senator may also be removed at any time by the Graduate Students from that Senator's Department. In that event, the Department's Graduate Liaison shall submit a letter to the EC stating that the Senator has been removed. The letter must include documentation showing the actions taken by the Graduate Students.

b. The Graduate Students from the Department must select a

new Senator to fill the vacant seat. The Senator may not fill the vacant seat until the completed Senator Credential Form is given to the EC.

3. Resignation

a. If a Senator resigns, the Senator shall notify the Senate and the Department's Graduate Liaison in writing. The Graduate Liaison or appointee shall notify the Graduate Students in the Department of the empty Senate seat. The Graduate Students must select a new Senator or risk expulsion of the "vacancy" for attendance violations.

b. All new Senators must submit the completed Senate Credential Form, by the start of the next general meeting.

SECTION 3. Composition and Duties of Members

A. Senators have the responsibility to:

1. Attend regular and emergency Meetings and Committee Meetings;
2. Serve on no more than one standing committee, when appointed by the Chair;
3. Serve on ad hoc and joint committees, when appointed by the Chair;
4. Be informed of all upcoming Legislation;
5. Report the proceedings of the Senate to all constituents; and
6. Be available to meet with constituents.

B. Senators shall be empowered, so long as all Legislation is in compliance with Senate Standing Rules of Order, to:

1. Vote on any Legislation introduced in either Meetings or Committee Meetings;
2. Introduce Legislation for Senate consideration; and
3. Introduce amendments to any Legislation under consideration by the Senate or in committee.

SECTION 4. Proxies

- A. If a Senator is going to be absent from a Meeting, the Senator may send a Proxy to the missed Meeting.
- B. The sending of a Proxy does not count as an absence.
- C. For that missed Meeting, the Proxy shall have all of the powers of the represented
- D. Senator as long as the following conditions are met:
 - 1. A Senator seeking a Proxy must first inform the Executive Committee at least one day before the Meeting of the Senate in which the absence is to take place and must inform the Executive Committee of the reason for requesting the Proxy.
 - 2. The Proxy must come to the Meeting with the Proxy Request Form completed by and signed by the Senator missing the Meeting.

SECTION 5. Officer Elections

A. Election of Officers

- 1. The Senate shall elect officers at the next to last regularly scheduled meeting of the spring semester. At this Meeting, the Senate shall elect a Chair, Vice-Chair, and Secretary to serve during the Summer Semester and following academic year.
- 2. To serve as an officer, a Senator must be in Good Standing and must have served either a Spring or Fall semester as a Senator.
- 3. No elected officer may serve in two or more capacities, nor may any elected officer serve as chair of a standing committee.
- 4. The Chair of the Internal Affairs Committee shall oversee the election of officers. In the event that the Chair of the Internal Affairs Committee is a candidate for office, the committee shall select one of its members to oversee the elections.

B. Election Guidelines

- 1. Nominations shall be submitted in writing to the Chair of the Internal Affairs Committee or selected replacement by noon on the Friday two weeks before elections.

2. Only Senators may make nominations.
3. No candidate shall send out their own campaign e-mail. Each e-mail shall be sent to the GSS secretary and distributed from him/her.
4. Each candidate shall meet with the executive committee for a 15 min Q&A, the week prior to addressing the general body on the night of elections.
5. On Election Day, each candidate shall have five minutes to address the Senate. During this time, as long as the candidate is present, others may be allowed to speak on a candidate's behalf and questions may be taken from the floor.
6. Elections shall be conducted with a plurality vote of the active Membership needed to win.

C. Mid-Term Elections

1. If for any reason the Senate chair should resign and the chain of command cannot take over in due course, as previously stated in the by-laws; then an election shall be held appointing a new chair.
2. The election guidelines are as follows for a mid-year election:
 - a. The nomination period shall be open for one-week (Monday-Friday).
 - b. The election will take place after executive committee has met and been able to create a ballot for said election.
 - c. Upon a vote by the Senate, the chair shall be immediately appointed, as the vote is the legislation appointing the chair.
 - d. All vote counts are as previously stated in the by-laws
(Needs a majority to be appointed)

SECTION 6. Elected Officers

A. Chair of the Senate

1. The powers and responsibilities of the Chair of the Senate (Chair) are to:

- a. Preside over all Meetings, voting only in case of a tie
- b. Serve as Chair of the EC, preside over its meetings, voting only in case of a tie;
- c. Act as official spokesperson and representative of the Senate to the administration of the University of Oklahoma and the University of Oklahoma Board of Regents;
- d. Act as official delegate to any national convention or meetings involving Graduate Students;
- e. Oversee the orientation session, which shall take place before or during the first Meeting of the academic year;
- f. Nominate personnel to assist in Senate activities subject to approval by the Internal Affairs Committee or Senate as a whole;
- g. Prepare the Senate's annual budget with EC approval, before submission to the Ways and Means Committee;
- h. Appoint acting-chairs for standing committees to serve during the Summer Semester with Senate approval; and
- i. Maintain at least fifty hours of service per month.

B. Vice-Chair of the Senate

1. The powers and responsibilities of the Vice-Chair of the Senate (Vice-Chair) are to:
 - a. Preside over all meetings when the Chair is absent;
 - b. Serve as Vice-Chair of the EC;
 - c. Act in the capacity of the Chair, when authority is so delegated by the Chair, or upon premature termination of the Chair's term for whatever cause, until the Senate can elect a successor;
 - d. Post agendas in accordance with the Oklahoma Open Meetings Act; and
 - e. Ensure that all proposed legislation appears on the Senate Web Page no later than two business days prior to regularly

scheduled Meetings;

f. Serve as liaison between the Graduate College and the Senate;

g. Assist the Chair and Secretary in the performance of their duties; and

h. Maintain at least thirty hours of service per month.

C. Secretary of the Senate

1. The powers and responsibilities of the Secretary of the Senate (Secretary) are to:

a. Record minutes and other records of the Senate, and make the documents available on demand to any person should it be requested in writing (The Secretary reserves the right to consult General Counsel before releasing certain information.);

b. Serve as Secretary of the EC;

c. Maintain the roll of voting members to bring vacancies and absences to the attention of the EC.

d. Act as archivist of the Senate, distributing copies of all relevant records to the EC and maintaining the archives of the Senate;

e. Ensure that Senators are provided with copies of proposed legislation through posting on the Senate Web Page;

f. Receive correspondence and bring it to the attention of the Chair;

g. Delegate authority to perform any of these functions subject to approval of the EC;

h. Assist the Chair and Vice-Chair in the performance of their duties;

i. Act in the capacity of the Chair or Vice-Chair, when authority is so delegated by the Chair or Vice-Chair, or upon premature termination of the Chair or Vice-Chair's term for whatever cause, until the Senate can elect a successor; and

j. Maintain at least twenty-five hours of service per month.

D. If the Officers of the Senate are unable to attend a Meeting, or must temporarily recues themselves, then the duties of the Chair fall to the Committee Chairs in the following order: Internal Affairs, Ways and Means, External Affairs, Academic Affairs, Problems and Projects, Public Relations, and Human Diversity.

SECTION 7. Appointed Officers

A. Appointment

1. The Chair shall have the authority to appoint Senators to any Appointed Position.
2. The appointment can be terminated earlier at the discretion of the Chair, but otherwise lasts until the next regularly scheduled officer elections.

B. Positions

1. Parliamentarian

- a. The Parliamentarian advises the Chair, other officers, and Senators on matters of parliamentary procedure.
- b. The Parliamentarian does not have the authority to make official rulings.
- c. The position of Parliamentarian cannot be filled by the Chair. The position may be filled by either the Vice-Chair or Secretary if the position cannot be filled otherwise.

2. GSS Liaison to International Student Services

SECTION 8. Executive Council

A. The EC shall be composed of the three elected officers and the chairs of the six standing committees or the three elected officers until the committee chairs have been selected.

B. The EC is an administrative body and is not empowered to dismiss Legislation. Except for dismissal of officer motions by individual Senators,

Legislation proposed for consideration by the Senate shall be brought first to the EC, which shall do only one of the following:

1. Recommend consideration of Legislation by the Senate; or
2. Refer Legislation to the appropriate committee.

C. The functions of the EC are to:

1. Meet at least twice a month during the academic year at a regularly scheduled and published time;
2. Meet during periods when no Meetings are scheduled, at which time the committee chairs shall act as fully empowered committees except for matters of budget allocations, grant allocations, Constitutional amendments, By-Law amendments, and the like;
3. Consider every piece of legislation brought before it, and dispose of it in a timely and authorized manner;
4. Set the agenda for the consideration of Legislation on the Senate floor;
5. Ratify the Chair's nominations for the membership of committees; and
6. Suggest representatives to the UOSA President to serve on University Councils and Committees. This action does not replace the advice and consent role of the Senate once the UOSA President nominates representatives to such Councils and Committees.

SECTION 9. Standing Committees

A. There shall be seven standing committees, listed as follows:

1. Academic Affairs - works on issues that affect the University and Graduate Students in terms of their academic missions and goals, such as exam preparation week, the language test for international graduate assistants, etc. The committee also selects the outstanding graduate assistants for the academic year.
2. External Affairs - confronts problems of wages, health insurance, facility access rights and the relationship of Graduate Students to their

Departments and the University at large.

3. Human Diversity - regularly schedules a series of panel discussions, the "Diversity Discussion", that allow students, faculty, staff, and members of the community to come together and discuss issues of human diversity in an academic setting. The committee co-sponsors other activities with other cultural groups on campus as well as developing new ideas on how to address diversity issues.

4. Internal Affairs – helps manage the Senate's relationship with other UOSA branches, works on the Senate By-Laws, and oversees the Senate's internal policies and procedures.

5. Problems and Projects – organizes events, such as the Graduate Student Appreciation Week, that provide enjoyment for Graduate Students as well as projects that raise funds for Senate activities.

6. Public Relations – oversees advertising for events related to the Senate, as well as general advertising for the Senate. Public Relations is tasked to get the word out and educate the student population about Senate activities.

7. Ways and Means – manages the Conference Travel and Research Grant allocation process and serves an oversight role in the UOSA budgetary process.

B. The Senate may, from time to time, pass Legislation dictating the committee appointment process.

C. The membership numbers for the committees shall be determined by the Chair and the EC with special consideration for the more time-intensive committees, mainly the Ways and Means Committee. Thus, Senators may be asked or required by the EC to transfer committees depending on need.

D. Standing committees shall be empowered to consider and amend all Legislation referred by the EC, and shall dispose of all Legislation in exactly one of the following ways:

1. By recommending immediate consideration of Legislation on the Senate floor;

2. By amending and/or consolidating Legislation, then by recommending it for immediate consideration on the Senate floor; or
3. By failing legislation and reporting why it is unworthy of consideration. Any Senator may appeal a committee's decision to the Senate as a whole. This appeal does not affect the status of the legislation, only whether the Senate will hear the appeal. If the appeal passes by majority vote, the Senate will hear the Legislation.

E. The Chair of the Ways and Means Committee shall be considered the financial officer of the Senate and shall oversee the disbursement of Senate funds. While the Ways and Means Committee manages the Conference Grants allocation process and advises the EC on the Conference Grants allocation process, the EC reserves the right to make changes to the Conference Grants allocation process. The Conference Grants shall be dispensed to approve Graduate Students at the end of each semester, upon approval by the Senate.

SECTION 10. Ad Hoc and Joint Committees

- A. Ad hoc committees shall be formed to resolve issues which are not under the normal purview of standing committees or are of sufficient intricacy to require special attention.
- B. Ad hoc committees may be formed to consider only one issue and shall be dissolved once the committee's recommendation is made.
- C. Joint committees consisting of members of both the Senate and the Congress shall be formed at the recommendation of the UOSA President or in accordance with the UOSA Constitution.

SECTION 11. Business and Rules of Order

- A. The Senate shall meet regularly as designated by the EC.
- B. The first meeting of the academic year may be preceded by an orientation session mandatory for all new Senators or the first meeting may include an orientation segment.
- C. The Senate may promulgate Standing Rules of Order.

D. The agenda for the Senate shall follow the pattern as found in the Standing Rules of Order.

E. Photocopies of legislation may be provided at the discretion of the Chair.

F. An overhead version of all legislation must be furnished or the legislation shall be out of order.

SECTION 12. Dismissal of Elected Officers or Committee Chairs

A. An elected officer or committee chair may be dismissed by the following procedures:

1. Committee Chair

a. A majority vote of the effected committee is sufficient to remove the committee chair or

b. The EC may remove a committee chair with a three-fourths majority vote.

c. The effected committee chair may appeal either the committee's or EC's decision to the Senate. The appeal must pass by a two-thirds majority of the Active Membership or the dismissal decision stands.

2. Elected Officer

a. By a two-thirds vote, the EC may send a resolution to the Senate recommending dismissal. Until the Senate has voted on the matter, the officer shall be temporarily relieved of all duties and authority. The resolution shall be the first order of new business at the next Meeting. A two-thirds majority of the Active Membership vote shall be required to remove the officer.

b. Any Senator may motion to remove an officer. Once moved and seconded, the motion immediately goes to the Internal Affairs Committee for review. After review, the Internal Affairs Committee may forward the motion to the Senate for disposition or fail the motion in committee. The Chair shall

read the recommendation or disposition of the motion as the first order of new business at the next Meeting. If the motion fails, the author may appeal to the Senate. The appeal does not validate a removal, it only determines whether the Senate shall hear the motion or not. The Senate shall hear the motion if a majority of the Senators grant the appeal. If the motion to remove comes before the Senate, the officer shall temporarily step down until the matter is resolved. A two-thirds majority vote shall be required to remove the officer. If the Chair is the subject of the removal motion, the Chair shall temporarily step-aside at the beginning of the Meeting.

3. Appointed Officer

a. All appointed officers may be removed by the Chair without appeal.

4. Except for an appointed officer, all resolutions or motions to remove an officer shall follow proper protocol and the Standing Rules of Order.

5. All officers or committee chairs, except for the Chair of the Senate, removed from office shall continue to represent their respective Departments unless expelled by the Senate. The Chair of the Senate, if removed, is expelled from the Senate.

SECTION 13. Amendments to the UOSA Constitution and the Senate By-Laws

A. Any Senator may propose an amendment to the UOSA Constitution.

1. The proposed amendment to the UOSA Constitution shall be submitted in writing to the EC at least one meeting in advance of the consideration of the amendment.

2. Any amendment shall require a two-thirds majority of the Active Membership vote to pass.

3. The amendment, once passed, shall be forwarded to the Congress for consideration.

B. By-Laws not in conflict with the UOSA Constitution may be adopted by the Senate membership.

1. The Senate By-Laws are to be attached to and considered an integral part of the UOSA Constitution.
2. Any Senator may propose amendments to the By-Laws.
 - a. Proposed amendments to the By-Laws shall be submitted in writing to the EC at least one meeting in advance of the consideration of the amendment.
 - b. Moreover, any proposed amendment to the By-Laws must be written and typed in such a way that clearly indicates the proposed changes to the By-Laws. This includes the use of italic and strikethrough font to indicate additions and eliminations, respectively.
 - c. Passage of a By-Law amendment shall require a two-thirds majority vote of the Active Membership to pass.
3. Any Graduate Student may initiate a referendum procedure by providing a petition signed by two hundred Graduate Students.

SECTION 14. Policy Statement for the Administration of the GSS Foundation Account

- A. This endowment is to be operated by the University of Oklahoma Foundation and shall assist the research and creative work of Graduate Students at the University of Oklahoma.
- B. The yearly interest on the principle of the endowment shall be distributed in the following manner:
 1. Seventy-five percent shall be used in fulfillment of Section 11, Subsection D; and
 2. Twenty-five percent shall be reinvested into the fund principal.
- C. This distribution shall be dependent upon the yield of the fund and the current fiscal responsibilities of the Senate.
- D. Applications made available through the Senate to all interested parties

shall be reviewed by a Senate sub-committee appointed for that purpose. Guidelines for the use of these funds shall be established by a Senate sub-committee, subject to the approval of the full Senate, in an effort to provide for the needs of as many Graduate Students as possible. In all cases, the primary consideration shall be the quality of the proposed research or creative work.

E. This endowment is intended to supplement the operation of the Senate Research and Creative Activity Grant Awards.

SECTION 15. Challenges to the By-Laws

A. If any word, phrase, paragraph, or section of the Senate By-Laws is found to be invalid or illegal by any body of competent jurisdiction, then the remaining words, phrases, paragraphs, and sections not found to be invalid shall remain in force.

SECTION 16. Standing Rules of Order

A. The Senate may adopt Standing Rules of Order to govern procedure by a two-thirds majority vote of the Active Membership.

B. The Senate may, from time to time, amend the Standing Rules of Order by a two-thirds majority vote of the Active Membership.