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CHAPTER I

PROGRAM DESCRIPTION

I. Introduction
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I. INTRODUCTION TO THE
ENVIRONMENTAL SCIENCE GRADUATE PROGRAM
The objective of the ESGP is to aid students who wish to pursue a career as an environmental scientists the opportunity to take a constellation of courses from the sciences (life, physical and social) as well as engineering and education.

The interdisciplinary degree program allows students a unique opportunity to develop a plan of study that addresses individual career goals. Working with 30 different departments on campus allows students to choose from more than 200 courses. Students can focus on areas such as toxicology, risk assessment, education, sustainability, ecology, water, policy, conservation, soils and other areas that the students and faculty deem important for the future of the environment.

Defined specializations include:

**Environmental Education:** Prepares students for careers in teaching K-12, teaching or researching at educational institutions, research facilities, corporations, and government agencies.

**Environmental Management:** Prepares students for professional environmental practice in consulting, industry, government, and non-profit groups.

**Environmental Sustainability:** Prepares students to take a sustainable approach to their lives and teach public awareness on their responsibility to increase recycling, reducing consumption, and development of renewable energies.

**Environmental Chemistry, Toxicology, and Risk Assessment:** Emphasizes relationships among environmental contaminants, their fate and transport through the environment, and their effects on ecological and human receptors.

**Water and Watershed Management:** Emphasizes the relationships between clean water and watershed management.
II. History

Our program is one of the oldest programs in the nation having been founded back in 1977. Over the last several decades our program has graduated over 283 Ph.D. and 340 M.S. students. These ESGP graduates have gone on to be leaders in every facet of the environmental field. These individuals are now lead scientists at EPA, professors and deans at major universities, industry and energy leaders, CEO's of environmental consulting firms, sustainability experts, tribal environmental program leaders, environmental educators, and leaders in a wide variety of municipal, state and federal agencies.

Our students are housed in one of many departments including Agricultural Economics, Economics, Leisure Studies, Plant and Soil Sciences, Natural Resources Ecology and Management, Biosystems and Agricultural Engineering, Geology, Geography, Political Science, Educational and School Psychology, School of Teaching and Curriculum Leadership, Sociology and Zoology. There are over 128 faculty affiliated with the ESGP at OSU and over 70 of these have served as faculty advisors.
CHAPTER II
STRATEGIC PLAN

I. Mission Statement

II. Vision

III. Core Values
ENVIRONMENTAL SCIENCE GRADUATE PROGRAM

I. MISSION
The Environmental Science Graduate Program provides interdisciplinary understanding and appreciation of the interdependent relationships between social and natural systems, and the skills to analyze, synthesize, manage, and disseminate environmental knowledge and research to find practical solutions to complex environmental problems.

II. VISION
The Environmental Science Graduate Program will have a national reputation in preparing students for successful careers in environmental professions and contributing to the advancement of environmental science.
To accomplish this, we will:
• Provide an interdisciplinary, but focused, curriculum that enables students to participate effectively in addressing environmental problems;
• Provide skills necessary to conduct and present environmental research; and
• Gain the support of alumni, employers, internship sponsors, and friends in our efforts at continuous improvement.

III. CORE VALUES
Excellence - We seek excellence in all our endeavors and are committed to continuous improvement.

Intellectual Freedom - We believe in ethical and scholarly questioning in an environment that respects the rights of all to pursue knowledge freely.

Integrity - We are committed to the principles of truth and honesty and we will be equitable, ethical, and professional.

Service - We believe that serving others is a noble and worthy endeavor.

Diversity - We respect and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Resource Stewardship - We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public’s trust and are accountable for our actions.

Sustainability - We are committed to promoting societal development that is environmentally, economically, and socially sustainable.

Interdisciplinary Education and Research - We recognize that environmental education, research, and service require an interdisciplinary understanding of the interactions and interdependencies between humans and nature; thus, we seek to incorporate interdisciplinary knowledge in our courses and interdisciplinary collaboration in our research.
CHAPTER III
PROGRAM MANAGEMENT

I. Introduction of Director and Staff

II. MS

III. PSM

IV. PhD
I. INTRODUCTION

Introduction
The Environmental Science Graduate Program is currently housed within the Graduate College. The office of the Environmental Science Graduate Program is located at 117 Life Sciences East, Oklahoma State University, Stillwater OK 74078

Program Administration

Director

In 2012, Dr. Sheryl Tucker, Dean of the Graduate College, appointed Dr. Scott Stoodley as the ESGP Director. Since becoming director, Dr. Stoodley led the efforts to develop a new specialization, entitled the Professional Science Master's in Environmental Management. Dr. Stoodley has over 20 years experience in water quality and other environmentally-related issues. During his career, he has worked for private industry, academia, non-profit organizations, and state government. Dr. Stoodley was previously the Director of Water Quality for the Oklahoma Conservation Commission in Oklahoma, overseeing the state’s CWA Section 319 program. His responsibilities included oversight of a state-wide water quality monitoring program, watershed assessment and planning, large and small-scale watershed restoration/implementation projects, environmental education, and working with the legislature. His PhD is from Oklahoma State University where he worked with the Oklahoma Cooperative Extension Service and the Natural Resources Conservation Service. Subsequently, Scott worked for AMEC Earth & Environmental as a Senior Program Manager of Water Resources overseeing all water resources-related programs for the Northeast US. He also served on the National Water Resources Steering Committee, shaping policy and business strategy for the company throughout North America. Dr. Stoodley was also a Vice President of Water Resources for ENTRIX Inc., overseeing their growth in the New England marketplace and continued work throughout the State of Oklahoma.

In 2013, Dr. Tucker appointed Dr. Kenneth F. Ede as the Associate Director for the ESGP in Tulsa. He is also an adjunct professor in Management in the OSU Spears School of Business. Previous to this position Dr. Ede served as the Assistant Dean of Engineering at Oklahoma State University. Kenneth received his Ph.D. from Oklahoma State University in Environmental Science studying under Dr. Marcia H. Bates in the School of Civil and Environmental Engineering. Dr. Ede is a Certified Hazardous Materials Manager (CHMM). He has taught numerous credit and non-credit environmental seminars, workshops and courses for Oklahoma State University and served as the Non-Credit Curriculum Director for OSU’s Professional Development Office for the School of Engineering. In addition to his academic contributions to Oklahoma State University, Dr. Ede served 18 years as the Environmental Health & Safety Manager for American Airlines Maintenance and Engineering Center in Tulsa, Oklahoma. Dr. Ede’s thrust areas of research include Environmental Chemistry, Environmental Management and Industrial Environmental Sustainability.
ENVIRONMENTAL SCIENCE GRADUATE PROGRAM

II. Master of Science Degree

Overview

An MS degree in Environmental Science requires students to complete a 36 credit hour course of study. Students must also complete a program assessment form upon completion of degree and return it to the program coordinator. Core curriculum requirements for MS students will include the following courses:

**MS students must complete one of the following research options:**

- Thesis
- Creative
- Component Report

For Thesis templates and information, visit [http://gradcollege.okstate.edu/tdg](http://gradcollege.okstate.edu/tdg)

**MS Core Requirements**

1. **ENVR 5303 Issues in Environmental Sustainability:**

   The course reviews human-nature relationships and how they affect the ability of future generations to sustainably improve their quality of life. The course also considers methods of environmental stewardship that can contribute to sustainability. In-class and/or online discussions of issues, guest presentations by outside experts, and reports on selected topics are included.

2. **ENVR 5123 Environmental Problem Analysis:**

   The purpose of this 3 credit hour course is to provide the students with an understanding of how to holistically approach environmental problem solving from an interdisciplinary perspective. Students will learn a methodological approach to problem solving. Students will also work in teams with individuals that have varying backgrounds in order to solve a real world environmental problem.

3. **ENVR 5210-351/801 Genres of Environmental Writing:**

   This course focuses on three written genres: proposals, reports and academic articles. Students will learn the basic Introduction, Methods, Results, and Discussion (IMRD) structure. This structure is the basis of workplace reports and research articles in a wide variety of academic disciplines. Students will examine how the language features and organizational structure of these documents are influenced by their audience and context.

**Social Science:**

Environmental science studies how natural systems can affect human systems and vice versa. We have integrated the social aspects of environmental science into ENVR 5303 and ENVR 5123. Successful completion of these two courses now fulfills our Social Science requirement.
**Natural or Physical Science:**

An education in Environmental Science is not complete without an understanding of the natural world. Our program requires that each student take a minimum of 3 credit hours of natural sciences. This course can be taken in any of the natural or physical sciences, as long as it is environmentally related and consistent with the student's Plan of Study.

**Skills Course:**

A skills course is required of all ESGP students. This course is designed to ensure that all students learn practical skills that will ultimately help them in their future workplace environment. Students may consult with the ESGP Department and their advisor for guidance on relevant courses that will fulfill this requirement. Master's students should take at least one 3 hour course. Students should discuss what would fit into their plan of study with their advisor and committee.
III Professional Science Master's Degree

Overview

Professional Science Master’s Degree Program (PSM) in Environmental Management: At OSU-Tulsa we offer the Professional Science Master’s Degree Program (PSM) in Environmental Management. The ESGP has received accreditation for a Professional Science Master’s Degree Program (PSM) from the National Professional Science Master's Association (NPSMA). It is the first of its kind in Oklahoma! This program is offered only at OSU-Tulsa from 4:30 PM to 10 PM. The Professional Science Master’s Degree Program differs from other ESGP degrees by providing students a springboard to industry-specific job opportunities. Environmental Management PSM graduate students will complete 21 credit hours in science, a practicum, and an internship that requires spending 240 hours in an internship with an Oklahoma company. The student then writes a Creative Component (non-thesis) pertaining to the problem-solving experience during the internship. This experience will equip the students with practical, hands-on experience for their careers.

PSM CORE CURRICULUM REQUIREMENTS:
The core curriculum requirements for MS students with the Professional Science Master’s Degree Program (PSM) in Environmental Management are the following:

ENVR 5123: Environmental Problem Analysis: 3 credits. Taught only in Spring Semester
ENVR 5210: Genres of Environmental Writing: 3 credits.
ENVR 5303: Issues in Environmental Sustainability: 3 credits. Taught only in Fall Semester
ENVR 5503: Environmental Management Practicum: 3 credits. Prerequisite: 18 credit hours. (Taught only in Summer Semester)
ENVR 5510: Environmental Management Internship: 3 credits. Prerequisite: 5503 and consent of your advisor. The student must identify and solve an environmental problem under the supervision of a professional environmental manager, and submit and defend a formal report presenting the problem, solution analysis methodologies, and recommended solution. The internship must involve at least 240 contact hours with the manager. The course is required of all Masters’ students pursuing a plan of study in Environmental Management. From this course the student will develop a “Creative Component” report.

The objective of the Professional Science Master’s Degree Program (PSM) in Environmental Management is to provide those Environmental Science graduate students who wish to pursue a professional career in industry, consulting, or government an officially recognized degree plan that places high importance on practical problem solving rather than on research. This option requires an interdisciplinary, applied practicum course. This is followed by an internship where the student must solve an actual environmental problem using international standards of environmental management practice (ISO 14001).

Creative Component
The ESGP student is expected to demonstrate that he or she can apply environmental science principles in an actual decision-making situation in a manner that is satisfactory to the student's graduate committee.
IV. PhD

Overview

The Doctor of Philosophy degree requires a minimum of 60 credit hours beyond the M.S. degree. Students must also complete a program assessment form upon completion of degree, and return it to the program coordinator. The Ph.D. curriculum includes 36-45 course work hours and 15-24 dissertation hours.

PhD Prerequisites

To obtain a Ph.D. Degree in Environmental Science, the student must complete a 60 hour plan of study beyond a M.S. degree. Additionally, all students are required to have completed college level courses that address the fundamentals and principles of chemistry, biology, ecology, and algebra prior to admission. A prerequisite course that has less than a “B”, may require the prospective student to retake the course or take another that will prove proficiency. Additional information about the Ph.D. ESGP admission requirements is located here.

It is important to note that some international students with a Bachelor's and Master's from an international university may not meet the academic requirements for our doctorate program. Each international university will be evaluated on a case-by-case basis. Students that do not meet the ESGP's academic requirements are encouraged to apply for the Master's program.

Core Requirements

ENVR 5303 Issues in Environmental Sustainability
ENVR 5123 Environmental Problem Analysis
ENVR 5210 Genres of Environmental Writing

Natural or Physical Science

Skills Course

Program Prerequisites

All students are required to have completed the following college level courses prior to admission:

Chemistry
Biology
Ecology
Algebra

A prerequisite course that has less than a “B” letter grade may require the prospective student to retake the course or take another that will prove proficiency. Online resources are available for students looking to complete the ecology prerequisite before applying: University of Idaho Ecology Online and Tulsa Community College.
Advisory Committee

The Advisory Committee will consist of at least two departments and least two different graduate faculty groups. Four faculty members are on the committee. The outside committee member is to represent the Dean of the Graduate College and must be a full member of the Graduate Faculty. The outside member may not be from the same department as the Chair. Students create their Plans of Study with the assistance of their advisor and committee.

Transfer of Credits

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

A maximum of nine semester hours of approved transfer credit may be applied towards the graduate degree. None of the aforementioned nine semester hours of approved transfer credit may have been previously applied to an earned graduate degree.

Dissertation

Every doctoral student must complete a research-oriented dissertation. This Graduate College Thesis/Dissertation Guide provides uniform standards for preliminary pages, vita, abstract, and margins of all material included in reports, theses, and dissertations which are submitted by graduate students to the Graduate Faculty of Oklahoma State University. Students will work closely with their committee members to develop a dissertation proposal. Upon successfully defending the research proposal students will work to complete their dissertation and work with committee members to schedule a final dissertation defense. See ESGP Rules for the Preparation and Defense of a Dissertation Prospectus for additional information on student responsibilities for completing a dissertation.

Program Prerequisites

All students are required to have completed the following college level courses prior to admission:

Chemistry
Biology
Ecology
Algebra

A prerequisite course that has less than a “B” letter grade may require the prospective student to retake the course or take another that will prove proficiency. Online resources are available for students looking to complete the ecology prerequisite before applying: University of Idaho Ecology Online and Tulsa Community College.
CHAPTER IV
POLICY AND PROCEDURES

I. Introduction

II. Admissions

III. Academic Guidelines

IV. Thesis/Dissertation
I. INTRODUCTION

Chapter IV presents the Environmental Science Graduate Program's policies and procedures. We intend to revise this chapter as often as necessary.
II. Admissions

Master of Science

Program Prerequisites
All students are required to have completed the following college level courses prior to admission:

Chemistry
Biology
Ecology
Algebra

A prerequisite course that has less than a “B” letter grade may require the prospective student to retake the course or take another that will prove proficiency. Online resources are available for students looking to complete the ecology prerequisite before applying: University of Idaho Ecology Online and Tulsa Community College.

Graduate College Admission Requirements

Prospective students applying to the Environmental Science Graduate Program (ESGP) will need to complete an online-application with the OSU Graduate College and upload:

A non-refundable application fee ($50 for US citizens/permanent residents, $75 for VISA holding applicants)

One original transcript from each college or university attended*

TOEFL/IELTS (if required to establish English proficiency). A minimum iBT TOEFL score of 79 (or 550 paper based), or a minimum IELTS overall score of 6.5 is required.

GRE test score completed within the past 5 years (Please follow the status of your application online with the Graduate College to ensure they receive your GRE scores)

3 professional recommendation letters from those such as academic advisors and former professors who can address applicant’s academic record and potential for graduate level work

Goals statement (about 1-2 pages), explaining how prior academic and professional experiences have prepared the applicant for graduate level study and how the MS program will contribute to the applicant’s goals

Agreement to Advise Statement from a faculty member, this can be in the form of an email to the ESGP Coordinator

Current and complete resume/vita

*All transcripts provided with the application should be scans of official transcripts showing the college’s or registrar’s original seal and any degrees completed.

You can apply here, http://gradcollege.okstate.edu/apply
PhD Admissions

To obtain a Ph.D. Degree in Environmental Science, the student must complete a 60 hour plan of study beyond a M.S. degree. Additionally, all students are required to have completed college level courses that address the fundamentals and principles of chemistry, biology, ecology, and algebra prior to admission. A prerequisite course that has less than a “B”, may require the prospective student to retake the course or take another that will prove proficiency. Additional information about the Ph.D. ESGP admission requirements is located here.

It is important to note that most international students with a Bachelor’s and Master’s from an international university do not meet the academic requirements for our doctorate program. These students are encouraged to apply for the Master’s program.

The Doctor of Philosophy degree requires a minimum of 60 credit hours beyond the M.S. degree. Students must also complete a program assessment form upon completion of degree, and return it to the program coordinator. The Ph.D. curriculum includes 36-45 course work hours and 15-24 dissertation hours.

Admission Requirements

A non-refundable application fee ($50 for US citizens/permanent residents, $75 for VISA holding applicants)

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3 professional recommendation letters from those such as academic advisors and former professors who can address applicant’s academic record and potential for graduate level work

Goals statement (about 1-2 pages), explaining how prior academic and professional experiences have prepared the applicant for graduate level study and how the MS program will contribute to the applicant’s goals

Agreement to Advise Statement from a faculty member

Current and complete resume/vita

Citation of completed Master’s Thesis

You can apply here, http://gradcollege.okstate.edu/apply
III Academic Guidelines

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

Courses numbered 3000 and 4000 that are identified by an asterisk in the "Course Descriptions" of the Catalog can be taken by graduate students and may be used to meet requirements for a graduate degree on the Plan of Study if approved by the student’s advisory committee and the dean of the Graduate College. In order to receive graduate credit, students must enroll in the G section of the course. Graduate students enrolled in these courses will be considered as taking the courses for graduate credit (unless they pre-declare the course as taken for undergraduate credit; forms are available in the Graduate College) and will be expected to complete additional assignments at an intellectual level commensurate with graduate level work as proposed by the instructor. Courses that are not identified by an asterisk may not be used to fulfill requirements for a graduate degree.

Academic Standing
Minimum Grade Requirements. A grade-point average of "B" (3.00) is required to (1) maintain good standing as a graduate student and (2) meet requirements for a degree. No course with a grade of “D” or “F” can be used on the Plan of Study to satisfy the degree course requirements. At the graduate level, a grade of a “D” or “F” is a failing grade that can result in dismissal by the dean of the Graduate College, regardless of academic standing. In determining whether a student has met minimum requirements for a degree, grades for courses on the Plan of Study are averaged separately from courses not on the Plan of Study. In order to continue enrollment in the Graduate College, a graduate student is expected to maintain a minimum graduate GPA of at least 3.00. In order to receive a degree, a student must have a minimum 3.00 GPA in the course work listed on the Plan of Study.

Admission and Continuation in the Environmental Science Graduate Program is contingent upon securing an eligible research advisor and retaining an advisor for the duration of the thesis or dissertation work. A student who loses their research advisor has 30 days to obtain a new research advisor, or face possible dismissal.

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

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

1. Program Notice. The program department is notified and is encouraged to review the student’s performance to determine if any program intervention is needed.

2. Academic Probation. If a student’s overall GPA drops below a 3.00, if a “UR” grade is earned, or if the dean of the Graduate College judges the student’s overall academic performance so warrants then s/he is subject to being placed on academic probation. At the discretion of the dean of the Graduate College, probation may be removed at the end of the semester only after the student brings his or her cumulative GPA for courses eligible for graduate credit taken at OSU to 3.0 or greater, earns a SR grade, and/or completes all degree requirements, whichever comes first.

3. No Further Enrollment Without Program Consent (NFEWPDC).
a. If the student was admitted on academic probation and did not meet the requirements of this admission, or

b. If they have received two consecutive grades of “UR”, or

c. If the student was on academic probation the previous semester, or

d. If Dr. Stoodley believes the student’s overall academic performance warrants program intervention, then the student is not permitted to enroll further without the consent of the program. To continue in the program, the student must submit a written petition to the dean of the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate program coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.

4. No Further Enrollment (NFE). The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

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

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

**Pass-No Pass Grading System.**
Graduate students may take a course utilizing the Pass-No Pass grading system with the consent of their faculty advisers, but courses taken under this system cannot be used on a Plan of Study to meet graduate degree requirements. A student who chooses the pass-no pass option must do so by the last date on which a course may be added. See Section 6.6 Grades and Grading.

**Pass-Fail Grading System.** Graduate students may take courses utilizing the Pass-Fail grading system with the consent of their faculty advisers; however, only a limited number of these hours can be used on a Plan of Study to meet graduate degree requirements and these require advance permission of the Dean of the Graduate College. Pass-Fail courses are typically internship, practicum, seminar, special problems and student teaching. See Section 6.7 Grades and Grading.

**Course Grade Appeals.** A student may appeal a grade given by an instructor in a case in which he or she believes the grade awarded is inconsistent with the announced grading policy. The student should consult the "Student Rights and Responsibilities" or contact the Office of Academic Affairs for information regarding initiating the appeals process.
Appeals of Research Grades and Non-grade Issues.
A student wishing to appeal a "UR" grade issued for a research course (5000 or 6000), or an academic issue not involving a grade should contact the dean of the Graduate College about the appeals process available to graduate students.

Advisory Committee Decisions-Criteria for Passing.
In decisions resulting from a vote of a graduate student advisory committee (e.g., PhD candidacy exam, final thesis defense, approving a dissertation, etc.), a pass requires that the thesis/dissertation adviser vote in the affirmative and that no more than one member of the committee dissent. Graduate programs may impose more stringent requirements. If an ESGP PhD candidate fails their dissertation defense, they may appeal that decision to their committee within 14 days. If the Committee does not overturn that decision, the student may appeal the decision to the ESGP Admissions and Retention Committee with 14 days of the dissertation Committee’s ruling. If the decision is not overturned, the student may contact the Graduate College to appeal the decision. Please refer to the Graduate College Rules in this regards.

Discontinuance from a Program.
In instances when a student reaches a situation when it is no longer possible to complete the intended degree (e.g., failure of all permitted attempts of the PhD qualifying exam, comprehensive exam or candidacy exam), and is still in good academic standing with the Graduate College, a domestic student may be considered for transfer to non-degree seeking student status and be subject to all non-degree seeking student rules (including maximum number of hours that can later be used toward a graduate degree or certificate program). If visa restrictions prohibit the student’s matriculation as a non-degree seeking student, the Graduate College will inform the Office of International Students and Scholars of the student’s impending dismissal from the program; the student will have until the end of the semester to be admitted into another graduate program. This change in status is initiated with a letter from the department head or graduate program coordinator to the student, copied to the dean of the Graduate College, and should detail the reasons for the student’s dismissal from the program. The student has 14 calendar days from the dismissal letter date to initiate the appeals process. Graduate students should contact the dean of the Graduate College about the appeals process.

Responsible Conduct of Research
All graduate students must complete Responsible Conduct of Research (RCR) training requirements prior to the submission of a Plan of Study. A student should consult with his/her graduate coordinator as to what these requirements are in his/her graduate program. Graduate programs may impose more stringent requirements. A Plan of Study will not be approved by the Graduate College until the graduate program has certified RCR completion. Information and University policies regarding RCR can be found at http://compliance.vpr.okstate.edu/Ethical/ethical-index.aspx.

Graduate Commencement and Diplomas
The University holds one Graduate Commencement Ceremony at the close of the fall and spring semesters. Students who plan to meet graduation requirements at the close of the summer session are invited and encouraged to participate in the Graduate Commencement Ceremony at the close of the previous spring semester. Although attendance is not compulsory, the University encourages all candidates for advanced degrees to participate in the Graduate Commencement Ceremony. Candidates should also notify the Office of the Registrar of the address to which the diploma should be mailed. All permanent records are stored in the Office of the Registrar. Requests for grades, transcripts and diplomas should be made to that office.
Records and Transcripts
All permanent records are stored in the Office of the Registrar. Requests for grades, transcripts and diplomas should be made to that office.

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

For more information, visit https://registrar.okstate.edu/University-Catalog-Graduate-College
IV. Thesis/Dissertation

Guidelines

Thesis/Dissertation guidelines provide uniform standards for material included in thesis and dissertations that are submitted by graduate students in partial fulfillment of the requirements for masters and doctoral degrees.

All Theses and Dissertations must follow the uniform guidelines provided by the Graduate College Thesis/Dissertation Guide. Some style differences may be acceptable if approved by the student’s advisory committee and academic discipline. However, the general formatting should match as close as possible in order to maintain uniformity in all OSU publications.

Deadlines

Deadlines can be found at http://gradcollege.okstate.edu/graduate-college-academic-calendar

Preparing Your Document

Is there a template available?
Yes. The templates can be found at https://gradcollege.okstate.edu/content/thesis-and-dissertation-templates

Do I have to include a Vita? Where should I put it?

Yes, you need to include a vita. It should only be 1 page and will be placed right after the appendices. The Vita will not have a page number.

What completion date should I use on the title page and abstract?
You should use the month and year your degree will be conferred. For example, December 2012 for Fall graduation, May 2012 for Spring graduation, and July 2012 for Summer graduation.

Do I have to include my IRB approval letter?
Yes, this information must be included. It should be included as an appendix.

Can I have an acknowledgement page?
Yes, but the mandatory disclaimer must be included in the footer.

Submitting Your Document Online

If you are a Doctoral student, first you will be asked to complete the Survey of Earned Doctorates. After this is completed, you will be given the link to upload your dissertation. As part of the submission process, UMI will convert your document to a PDF for you to upload. If you have any issues with the conversion or with the UMI site, you can always contact the UMI support staff.

The only required paper submission to accompany the electronic upload is the Signature/Approval page. We do not need a hard copy of your thesis/dissertation. Please make sure your name and CWID are on the top of the signature/approval page. The templates for the hard copy approval page can be found at For Graduation tab in this page https://gradcollege.okstate.edu/forms
The Graduate College must approve your document before your file will be sent to the Registrar for a graduation check. You will receive an email if you have corrections to make, or if your document has been approved. If you have not received an email within two weeks, please contact them.

For more information, visit http://gradcollege.okstate.edu/tdg