

GRADUATE COLLEGE INFORMATION

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The Graduate College serves as the degree-granting college for research-based Master's and PhD programs. Key focus areas include Infectious Disease, Cancer, Autoimmunity, Neuroscience, Aging-related Diseases, and Diabetes as well as improving preventative measures along with our ability to identify at-risk populations and address disparities in healthcare.

Graduate education and research are central to OUHSC's mission as a comprehensive academic health center. Students and postdoctoral fellows work with renowned faculty mentors to overcome existing limitations to current standards of care while expanding our knowledge base. Students and trainees play a vital role in driving discovery and innovation while training to become scientists, care providers, educators, administrators, innovators, entrepreneurs, or policy advisors.

In addition to working to ensure excellence in academics and research training, the Graduate College offers extensive Career & Professional Development programming to help students achieve success in their chosen career path, and also oversee Preparing Future Faculty and Clinical & Translational Science programs.

Major scientific breakthroughs and advancements to current standards-of-care are driven by graduate education and research. The Graduate College oversees 30 research-based Master's and Ph.D. programs spanning Biomedical Sciences and Allied- and Public Health-related disciplines, all of which aim to improve health and/or health outcomes both locally and around the globe. Efforts are focused on improving our ability to diagnose, treat, and prevent a range of diseases, identify at-risk populations, and address disparities in healthcare.

Admissions

How to Apply – URL <https://graduate.ouhsc.edu/Information-For/Prospective-Students/How-to-Apply> (<http://graduate.ouhsc.edu/Information-For/Prospective-Students/How-to-Apply/>)

Application to the University of Oklahoma Health Sciences Center Graduate College is an important step to greater opportunity. The Graduate College has made this process as easy as possible and looks forward to receiving your application.

All applicants apply through the Office of Admissions and Records (<http://admissions.ouhsc.edu/>) and are required to complete the online OUHSC Application for Admission, pay all required fees, and provide an official transcript(s) from all higher education institutions that they have attended to the Office of Admissions and Records (<http://admissions.ouhsc.edu/>). In the on-line application, you will not have to

complete the application in one sitting, and your application fees will be automatically calculated and processed.

All applicants are encouraged to visit the Application Status (<http://apps.ouhsc.edu/admissions/>) site often during the application and selection process. The web site will give you up-to-date information regarding the receipt and completion status of all items received by the Office of Admissions and Records. Additional information provided to all applicants includes: current listing of applications on file, current residency status, external coursework received and processed, GPA calculations of all external coursework received and processed, and all test scores received and processed.

If you are not a US citizen, please refer to the International/ Non US Citizen Application Procedures - How To Apply web site (<http://admissions.ouhsc.edu/ProspectiveStudents/InternationalApplicants.aspx>) for requirements that may apply to your application. Note: Requirements for TOEFL scores vary depending on the program.

Applicants are encouraged to submit all official transcript(s) and any applicable college supplemental materials within two weeks of submitting their application in order for their application to be processed in a timely manner.

According to OUHSC policy, all conditionally accepted applicants are required to complete a Criminal Background Check (CBC) with an approved 3rd party vendor and will be responsible for the cost of the CBC; currently the cost of the initial check is \$77. Enrollment will not be processed until the CBC has been completed.

Steps to Apply

- Visit the College or Graduate Program websites to review program requirements.
- Review the College or Program deadlines.
- Complete the on-line Application: <https://graduate.ouhsc.edu/Information-For/Prospective-Students/How-to-Apply> (<http://graduate.ouhsc.edu/Information-For/Prospective-Students/How-to-Apply/>)
- All required fees are included in the on-line Application. These vary by College
- Submit test scores.
- Submit official sealed transcript(s) from all higher education institutions attended, including World Education Services (WES) or Educational Credential Evaluators (ECE) certification of foreign transcripts as required and outlined by the Office of Admissions and Records.
- Submit recommendation letters and/or list of references, if requested by College or Program. Refer to program requirements.
- Submit Resume or Vitae and/or Statement of Career Goals, if requested by College or Program. Refer to program requirements.
- Submit Observation Form, if requested by College or Program. Refer to program requirements.
- Review the Application Status View website (<http://apps.ouhsc.edu/admissions/>) to monitor the request and completion of all items submitted to the Office of Admissions and Records.
- Upon conditional acceptance, complete the required Criminal Background Check following instructions sent by the graduate program before enrollment can take place.

Admission Types

(<https://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=501>)

Full Standing

The University of Oklahoma Health Sciences Center uses the 4.00 scale to calculate grade point averages, with an "A" equal to 4.00. An applicant must have a baccalaureate or entry level first professional degree from an accredited university or college and a 3.00 grade point average (4.0 scale) in the last 60 hours of course work applied to the degree. The applicant must be in good standing with the college or university where currently enrolled or last attended in order to be considered for admission in full standing to a degree program. If the applicant's transcript does not identify the last 60 hours, the entire transcript will be evaluated for admission. An applicant who has completed 12 hours or more of graded graduate level course work in an area related to the degree program of interest may be considered for admission. The applicant must have completed the course work at an accredited college or university with a 3.00 grade point average in all graduate work attempted and be in good standing with the college or university where currently enrolled or last attended. Additional academic work that is applicable to the degree program may be used in evaluating a student for admission into a graduate degree program.

An applicant presenting transcripts without a baccalaureate or entry level first professional degree posted may be admitted to a graduate degree program. An applicant admitted under these conditions must present an official transcript with the degree posted within the first semester of enrollment in the Graduate College. Failure to do so will result in a hold on future enrollment.

Except for those admitted a special student, the applicant must be recommended by a department or program unit. The final decision for admission to any graduate program, either as a degree or non-degree student, is determined by the Dean of the Graduate College.

Probationary Admission

Admission of an applicant with a grade point average less than a 3.00 (2.75-2.99) may be made only in an unusual case. Probationary admission to the degree program requires the recommendation of the department or program unit and approval of the Graduate dean. A student admitted with a grade point average less than 3.00 must earn at least a 3.00 grade point average in the initial 9 hours of graded graduate course work. The 9 hours must be courses required for the degree. It is expected these courses will be completed within one calendar year following initial enrollment.

Special Students

The Graduate College grants Special Student acceptance only under restricted circumstances. Most individuals accepted need one specific course for professional advancement such as recertification. Special Student acceptance is not granted to students who wish to take courses to enhance their application to advanced degree programs or who are waiting to apply to or reapply to advanced degree programs. Enrollment is limited to 12 semester hours.

Special Student application is made on the **Admissions and Records web page** (<http://apps.ouhsc.edu/admissions/>).

Postdoctoral Fellows

Postdoctoral fellows who have received a doctoral degree from an accredited institution may be admitted as a Special graduate student

with a non-resident tuition waiver (<http://admissions.ouhsc.edu/ProspectiveStudents/In-StateOut-of-StateTuitionPolicy/FacultyResidentsFellowsandPostdoctoralFellows.aspx>). Fellows who wish to be admitted to a degree program must follow the normal admission requirements for all graduate students. If a Postdoctoral fellow wishes to enroll as a degree-seeking student within the same department, they cannot teach graduate level courses in that department.

International Students

International applicants must fully meet the academic requirements for admission to the university, college and department; satisfy the English proficiency requirement (<http://admissions.ouhsc.edu/ProspectiveStudents/InternationalApplicants/EnglishProficiencyRequirement%28TOEFL%29.aspx>) and verify adequate financial support. International applicants and students are not eligible for financial aid through the university. All international and permanent resident applicants must fulfill the following requirements:

1. Meet the same admission criteria as required for American citizens.
2. Score 79 or higher on the TOEFL (iBT). This is waived for applicants from certain countries where English is the native language. Consult the Admissions and Records International page (<http://admissions.ouhsc.edu/Prospective-Students/International-Applicants/>) for details. Also see individual programs on the Graduate College (<http://graduate.ouhsc.edu/Programs/>) web site for programs requiring a higher TOEFL score. Scores cannot be more than 2 years old. Applicants with a U.S. high school diploma or with a four-year U.S. baccalaureate degree may submit a TOEFL Waiver Request (<http://admissions.ouhsc.edu/ProspectiveStudents/InternationalApplicants/EnglishProficiencyRequirement%28TOEFL%29.aspx>) Form to the Admissions and Records Office.
3. Submit certified copies of transcripts from the university baccalaureate level work and certified copies of degrees awarded. Any applicant with foreign credentials is required to have their transcripts or marksheets evaluated course-by-course through WES (World Education Services): <http://www.wes.org/> or Educational Credential Evaluators (ECE) (<http://www.ece.org/ECE/>).
4. Present acceptable evidence of financial adequacy to pursue a course of study at OUHSC (for F-1 students). International students for whom English is a second language and who serve as graduate teaching assistants must demonstrate proficiency in both oral and written English.
5. International students admitted on probation status are not eligible for issuance of the I-20 document. Specific admission policies with minimum academic requirements are listed on the college websites and/or handbooks.

Reserved Admission and Readmission

Upon being admitted to the Graduate College, prospective students are expected to enroll in courses at the University of Oklahoma Health Sciences Center in the semester they are admitted. Upon the request of the program or Dean, the Office of Admission and Records will hold admission for up to one year. Students are subject to the regulations in effect during their first term of enrollment so long as they maintain continuous enrollments.

Graduate students who interrupt their enrollment in the University of Oklahoma Health Sciences Center for more than one year must reapply for admission. If readmitted, they will be subject to the regulations in effect at the time of readmission.

Enrollment Policies

URL <https://graduate.ouhsc.edu/Information-For/Prospective-Students/Enrollment-Policies> (<http://graduate.ouhsc.edu/Information-For/Prospective-Students/Enrollment-Policies/>)

Enrollment During General, Comprehensive, or Final Examinations, or Defense

Students must enroll in at least two graduate credit hours during the semester in which they take the general or comprehensive examination, or when defending their thesis or dissertation. Thesis/dissertation students must maintain continuous enrollment in two credit hours of 5980 or 6980 until the final copies are deposited with the library.

Enrollment of OU Norman Undergraduate Students in Graduate Courses

Undergraduate juniors or seniors at the University of Oklahoma who have a cumulative GPA of 3.0 or greater may enroll in graduate level courses. Approval is required from the advisor, department, and the Graduate Dean.

In that all courses at the HSC require special permission, Norman campus students are advised to secure that permission from the HSC instructor before beginning the enrollment process. Once permission has been obtained, Norman campus student should contact the Office of Admissions and Records, Buchanan Hall, Norman campus. HSC courses will be listed on the Norman campus student's transcript. For further information, contact the Office of Admissions and Records, in Norman, 325-5983.

Health Sciences Center Students Enrolling in Norman Campus Courses

To enroll in Norman campus courses, Health Sciences Center students must receive permission from their HSC college. The HSC Admissions and Records process all enrollments, adding and/or dropping courses. Norman campus courses will be listed on the HSC student's transcript. For further information, contact the HSC Office of Admissions and Records, 271-2359.

Faculty and Staff Graduate Enrollment

To prevent a conflict of interest between the role of student and the role of faculty or staff, specific policies apply to all OUHSC faculty and staff enrolled in graduate course work and programs at the University of Oklahoma Health Sciences Center.

A faculty member may enroll in graduate course work as a Special Student. If the course work is in a department in which the faculty member has an appointment, the faculty member must enroll for audit. A faculty member may not enroll for credit and cannot be admitted into a degree program in a department in which he or she holds a faculty appointment or in an academic area of his or her faculty expertise unless certain conditions are met as described in the **Graduate College Bulletin** (<http://graduatecollegebulletin.ouhsc.edu/>) Section 2.9.4.

Staff may enroll in graduate course work as Special Students. A staff member may be admitted to a degree program within the academic unit in which he or she is employed if conditions are met as described in the **Graduate College Bulletin** (<http://graduatecollegebulletin.ouhsc.edu/>), Section 2.9.4.

Auditor

Audit enrollment is for non-credit and used by students who want to take a class for information, not to count toward a degree. Enrollment as an auditor is permitted in all courses, subject to the approval of the instructor(s) and the dean of the college in which the course(s) is offered. Enrollment as an auditor must be completed by the last day of enrollment in any term. Students enrolling as an auditor must meet course requirements as outlined by the instructor.

Standards of Performance and Evaluation

(<https://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=590>) (<http://graduatecollegebulletin.ouhsc.edu/hbSections.aspx?ID=590>)

Graduate College Standards

The Graduate College is responsible for review of the performance of graduate students in accordance with the guidelines described in this bulletin. The Graduate College monitors the students' academic progress and at the end of each semester or summer session notifies students about their status if they fail to meet the standards of performance required by the Graduate College.

All graduate students, regardless of admission status, are required to maintain a grade point average of 3.00 or greater in all graduate course work completed. If a student's academic record includes enrollment in more than one graduate degree and/or certificate program, the student must maintain a grade point average of 3.00 or greater in each program. The total number of credit hours of C grade which can be applied toward a graduate degree and/or certificate cannot exceed 25% of the total letter graded course work required for the degree and/or certificate.

Academic Probation

Students who fail to maintain an overall grade point average of 3.00 in all graduate courses attempted will be placed on academic probation. Students will also be placed on probation if they fail to maintain satisfactory progress as determined by their annual evaluation or in receiving the grade of U in 5980 or 6980. Instructors and mentors are expected to notify the student of any impending U grade and plan remedial action well before the end of the semester.

Students placed on academic probation for low GPA will be evaluated at the end of each subsequent semester. The probationary status will remain until the student raises their overall graduate GPA to 3.00 or higher. The probationary requirements must be completed within 9 credit hours of graded graduate course work or one calendar year from being placed on probation, whichever comes first. This is the probationary period, during which students must demonstrate satisfactory progress in improving their cumulative grade point average. Students placed on probation for a grade of U in 5980 or 6980 or for failure to maintain satisfactory progress will be evaluated at the end of the following semester. The grades of D, F, or U may be grounds for dismissal prior to completing the probationary period.

At the end of the probationary period, students who achieve a 3.00 cumulative grade point average and/or regain satisfactory progress will be returned to full or unclassified status and will be allowed to continue their enrollment. Those who fail to achieve a cumulative grade point average of at least 3.00 for all courses awarding grade points may be denied further enrollment after this probationary period. If students merit an extension of the probationary period, the extension will be considered a second probationary period and the time limit will be specified by the Graduate Dean but may not exceed two consecutive academic terms.

If a student fails to maintain a 3.00 grade point average and the rules require probation for a third time, the student will be denied further enrollment and will be dismissed from the Graduate College.

Program Standards

Programs, departments or other academic units may have additional and more stringent criteria for evaluating their students' performance and progress and they may demand a higher level of performance than that required by the Graduate College. Under certain circumstances, a department or program unit may recommend dismissal of a student from a graduate program even though a 3.00 grade point average has been maintained. Grounds for dismissal include but are not limited to

1. failure to make timely progress toward the degree or
2. failure to perform in course work, qualifying examination, or research at an acceptable level in the respective department or program unit.

These guidelines are stipulated in the departmental documents.