NUTS AND BOLTS OF GRADUATE SCHOOL
FIRST STEPS........
Advance your career. Conduct life-changing research. Propel your learning potential. You can do all this and more with a graduate degree from Oakland University.

Each year, more than 2,000 graduate students receive an extraordinary education at Oakland. Whether delving into a special area of study, discovering the unknown, defending a thesis or publishing a paper, our graduate students master the skills needed to become true experts in their fields. They bring their passion and purpose together to set the stage for a powerful future.

Let Oakland guide and support you with

- faculty mentors who advise and guide you through your degree plan
- resources and advanced technology so you can achieve your goals
- learning seminars and field experiences that set you apart from the competition
GRADUATE STUDENT RESPONSIBILITY

• Graduate students are governed by the policies of the University, Graduate Council and their academic program.

• It is your responsibility to comply with these policies and procedures and all applicable graduate program requirements that govern your individual program of study.
The graduate catalog in effect when you were granted admission to the graduate program is the primary source for degree and program requirements.

You may choose to meet program requirements published in a later edition of the graduate catalog; however, you must satisfy all the curriculum requirements as specified in that catalog.

Most graduate programs also have supplementary student handbooks that provide procedures and requirements specific to your discipline.

It is important that you adhere to all degree program requirements to ensure satisfactory academic performance and subsequent graduation.
SELECT your Graduate Program to review degree requirements, policies and procedures that govern your individual program of study.
PROGRAM DEGREE REQUIREMENTS

As a graduate student, you are governed by the degree program requirements published in the graduate catalog in effect at the time you are admitted to the graduate program.
Each student is assigned a faculty adviser upon admission to a graduate program. Faculty advisors provide assistance to you:

- In developing your Plan of Study
- In selecting graduate courses that adhere to your program curriculum
- In discussing career options and alternatives after graduation
PLAN OF STUDY

• All admitted students, in consultation with your assigned faculty program adviser, must develop a Plan of Study that details the specific courses you will use to satisfy degree requirements

• The Plan of Study must be approved by your faculty program adviser and submitted to the Graduate School

• As a master’s degree student you must submit a program-approved Plan of Study by the end of your first semester of graduate coursework

• As a doctoral student you must submit an approved Plan of Study prior to completion of the second year of coursework
EXCEPTIONS................
EXCEPTION TO GRADUATE CATALOG POLICY

• In unusual circumstances, an exception to policy may be requested

• Exceptions to policies contained in the Graduate Catalog require you to initiate a written Petition of Exception

• The petition must be approved by your faculty adviser, graduate program coordinator or GCOI, and the Graduate School
GOOD ACADEMIC STANDING

All graduate students are expected to remain in good academic standing throughout the entire course of their graduate program.

- Graduate students must make satisfactory progress toward fulfilling degree requirements, including the completion of critical degree milestones as set forth by the applicable degree program.

- You must maintain an overall grade-point average of 3.0 (B).

- Graduate students admitted to a graduate program with limited standing must complete the academic requirements specified in the written offer of admission within three academic terms (fall-winter-fall OR winter-fall-winter; summers are excluded).

The policies and requirements published in the Graduate Catalog represent minimum standards adopted by the Graduate Council for academic standing. In the event that a graduate program adopts standards higher than set forth in the catalog, the graduate program standards will take precedence over the relevant sections of the catalog.
ACADEMIC PROGRESS

Graduate program units conduct a review of all graduate students’ academic progress in order to identify problems, evaluate chances of successful completion, and encourage timely progress.

- Academic progress expectations include successfully completing critical non-course academic milestones, within the time limits defined by university regulations, graduate council policies and graduate programs.

- A student making inadequate progress is placed on academic probation and provided a clear, written explanation of the problems, along with specific recommendations to remedy problems in a timely fashion.
TIME LIMIT FOR COMPLETING DEGREE

- **Graduate Certificates** – credit earned more than 3 years before a graduate certificate is to be granted, may not be used to fulfill the program requirements.

- **Master’s Degree** – credit earned more than 6 years before a master’s degree is to be granted, may not be used to fulfill the degree requirements.

- **Clinical or practice focused Doctoral Degree** – time limits for clinical or practice focused doctoral programs are found within the program description. Students with credits earned more than 7 years before the degree is granted must request an extension from the Academic Dean and the Graduate School.

- **Ph.D. Degree** – time limit for completing a Ph.D. degree policy requires a student to achieve candidacy within 6 years from the first course enrollment in the Ph.D. degree program. After being advanced to candidacy, a student is expected to complete the remaining degree requirements within 4 years (including the dissertation defense). The maximum time limit to completing a Ph.D. degree is no more than 10 years from the term of the first course enrollment in the doctoral program.
TRANSFER OF GRADUATE CREDIT

Graduate credits earned to complete a previous degree, whether at OU or elsewhere, will not be considered. Transfer credits must meet the following criteria:

• must appear on an official transcript submitted to the Graduate School
• must be graduate courses earned from an accredited institution and carry a grade of 3.0 (B) or better
• must be earned within 6 years of the time the OU graduate degree will be conferred
• must be labeled “graduate” and numbered 5000 and above
• cannot be graded pass-fail, credit|non-credit or satisfactory unsatisfactory

Graduate transfer credit is limited to 9 credits. OU does not grant transfer credit for life experience, credit by examination, independent study courses or noncredit courses.
You may request a course requirement be waived and another OU graduate course substituted when a required course in a graduate program is either 1) not scheduled or 2) no longer offered due to program changes

- A Course Waiver/Substitution Petition form must be submitted to your faculty advisor and obtain all approvals for the course substitution prior to enrolling in the proposed course

- A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student

- Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites
COURSE REPEATS – GRADE IMPROVEMENT

• Graduate students, with the permission of the faculty advisor and the Graduate School, may repeat a course up to two times.

• The original grade for the course will remain on the student transcript, but the last numerical grade earned in the course will be used in computing the grade-point average.

• The repeat course must be graded the same (numeric or pass/fail) as the first course attempt.
PLAN FOR YOUR GRADUATION

• You should meet with your program coordinator prior to applying to graduate to confirm that all academic, credit and degree requirements have been met.

• If you are completing a thesis or dissertation as part of your degree requirements you must plan ahead and submit your manuscript as early as possible to ensure ample time for necessary revisions.

• Delay in submission will result in postponement of your graduation date.

• Use the published checklists as a guide to help monitor your progress.

• Visit our graduation page for more information.
APPLY TO GRADUATE

- All students must apply for graduation in SAIL
- You must apply to graduate according to the deadline dates published on the Graduate School website
- After you apply to graduate, a degree audit will be submitted to your program to review program requirements
- Final audits are conducted approximately two weeks after term grades have been posted, and degrees are posted four to six weeks after the end of the semester
- View the step-by-step instructions for applying to graduate
GRADUATION -VS- COMMENCEMENT

GRADUATION
Graduation (degree conferral) is the completion of all degree requirements as recorded on your official transcript.

COMMENCEMENT
Commencement is the ceremony that celebrates the completion of your degree. Participation in the ceremony does not imply you have officially graduated. Commencement ceremonies are held twice each year.
To acknowledge the critical importance of producing quality dissertations and thesis, OU established an annual competition to confer up to two graduate dissertations and one thesis award.

- The intent of the award is to showcase excellence in graduate work, and to partially defray the cost of producing an outstanding document.

- Faculty members choose one STEM and one Non-STEM dissertation or thesis for this annual award.

- The awards are $1,000 for a Ph.D. dissertation and $750 for a master’s thesis.
STUDENT FORMS

We have designed a page that includes the most common forms you will require while attending Oakland University.

Some of the forms require you to be concurrently logged into your Oakland University email account at webmail.oakland.edu.

All student forms are located on our forms page at www.oakland.edu/grad/forms/