

School of Meteorology Graduate Student Handbook  
2024-2025

Prepared by the SoM Graduate Studies Committee



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## **OU Graduate College Services and Resources**

### **1.1. Graduate College Services**

The [University of Oklahoma Graduate College](#) is committed to serving the needs of graduate students and faculty. From providing [tuition waivers](#) and research grants, to assisting students with completing their degree requirements, the [Graduate College staff](#) is dedicated to the success of each of OU's more than 4,000 advanced degree students. We expect students to be aware of the [Graduate College deadlines](#) and to use the [Graduate College forms](#). The graduate college offers a variety of [events](#) each year to foster networking and enhance campus life for OU graduate students. It also offers a variety of language programs for [international students](#).

### **1.2. Important Graduate Student Resources**

#### **1.2.a. Graduate College Bulletin**

[The Graduate College Bulletin](#) contains current policies and procedures related to graduate studies. It is the responsibility of all graduate students to familiarize themselves with this information in addition to specific requirements of the particular discipline in which they are seeking a degree.

#### **1.2.b. Graduate Student Standards**

Graduate students must uphold the highest standards of performance and [academic integrity](#). It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning performance and academic misconduct.

The Graduate College is responsible for periodic performance reviews of graduate students in accordance with the guidelines described in the [Graduate College Bulletin](#). If these standards are not met, the Graduate College has the authority to deny further enrollment. [Section 6 of the OU Graduate Student Handbook](#) (Graduate College Standards) outlines graduate college standards, retention, academic integrity, academic misconduct, and procedures regarding student grievances.

#### **1.2.c. Graduate Assistant Guide**

As a graduate assistant, you belong to a unique group within the University of Oklahoma in that you have two basic responsibilities. The [OU Graduate Assistant section of the OU Graduate College Bulletin](#) describes the university policies that deal with your role as a graduate assistant. Your academic unit may also have its own policies regarding eligibility, appointment, enrollment, workload, performance review, and reappointment.

#### **1.2.d. Graduate College Travel Funding**

The graduate college offers some travel funding for both Master's and Ph.D. students. There are limits to the amount a student can receive per degree program, but they may be a useful resource for both students and advisors. More information can be found here:

<https://www.ou.edu/gradcollege/cost-and-aid/aid>

#### **1.2.e. Performance evaluations**

The School of Meteorology is responsible for periodic performance reviews of graduate students in accordance with the guidelines of the Graduate College described in the [Graduate College Bulletin](#). If these standards are not met, the Graduate College has the authority to deny further enrollment. [Section 6 of the](#)

[OU Graduate Student Handbook](#) (Graduate College Standards) outlines graduate college standards, retention, academic integrity, academic misconduct, and procedures regarding student grievances.

#### **1.2.f. Student grievances**

Graduate students may fill out a [grievance](#) about a course at any time ([https://ousurvey.qualtrics.com/jfe/form/SV\\_3C2QXe8Qg59Ib0p](https://ousurvey.qualtrics.com/jfe/form/SV_3C2QXe8Qg59Ib0p)). By default, the grievance will be submitted to the Associate Director for Graduate Programs so that they can further help you with the issue. You can specify that it instead goes to another person (such as the Graduate Studies Committee Chair or the Coordinator of Graduate Programs). The grievance will not be shared with anyone else unless you authorize to do so at a later time.

#### **1.2.g. Other resources**

- Health Services (<http://www.ou.edu/healthservices>): They provide physical and psychological health care services to OU students.
- International Student Services (<http://www.ou.edu/cis/iss>): If you are an international student, please work with ISS to make sure that you always maintain valid immigration status while you are at OU.
- Writing Center (<http://www.ou.edu/writingcenter>): This center provides various services to help your writing such as workshops, writing groups, and individual consultation.
- Information Technology (<http://www.ou.edu/ouit>): You can report any issues related to your OU email and account through this website. You can also see the list of IT software that is available to OU students.
- OU Campus Safety (<http://www.ou.edu/web/campussafety>): This page lists offices that are dedicated to the safety of OU students such as OU Police Department and OU Institutional Equity Office.
- Incidents of bias ([Report an Incident \(ou.edu\)](#)) In the event that you experience an incident of bias on campus, report this to the Campus Climate Incident Response Team
- Resources to fostering an inclusive culture of respect, civility, belonging, and access for all are available from the Division of Access and Opportunity:

##### [Division of Access and Opportunity](#)

- Reporting abuses of student conduct [Report an Incident \(ou.edu\)](#) This includes reports of bias, discrimination, physical or mental harassment or misconduct by OU community members.

## **2. SOM POLICIES FOR THE GRADUATE PROGRAM**

The [OU Graduate College](#) and [School of Meteorology](#) (SoM) provide various options for students to be admitted into the graduate program in Meteorology. These options, related admissions policies, and degree requirements are summarized in this document. These policies provide guidance in addition to the rules of the OU Graduate College, which are summarized in the OU [Graduate College Bulletin](#).

The following sections describe the current SoM graduate program degree requirements and policies, which apply to all students who entered the OU MS or Ph.D. programs in Meteorology in Fall 2013 or thereafter. Information about degree requirements and policies for students who were admitted to one of the SoM graduate programs prior to fall 2013 can be found with the Coordinator of Academic Student Services.

### **2.1. Knowledge Expectations for Incoming Graduate Students**

Incoming graduate students to the SoM are normally expected to have a working knowledge of calculus, vector analysis, linear algebra, ordinary differential equations, partial differential equations, statistics, and computer programming (such as Python, Matlab, C, or Fortran on preferably Unix, Linux Operating Systems). However, because of the diverse educational backgrounds of our incoming students, some may need to complete courses on prerequisite material. This is usually done during the first year. For further information on course prerequisites, please consult the [course listings](#) or contact the appropriate course instructor.

## 2.2. Application for the SoM Graduate Program

Prospective students must formally apply for admission to the Graduate College through the [Office of Admissions and Records](#). Applicants are required to submit three letters of reference sent to the University, official transcripts from all colleges and universities attended, and a personal statement. GRE scores are no longer accepted.

### Minimum requirements for admission to Graduate Program:

- A minimum undergraduate grade-point average of 3.0 (B average) is required, but typically students who are accepted have at least a 3.25 GPA.
- Calculus-based math course sequence including differential equations
- Calculus-based Physics classes
- The SoM recommends that interested students obtain an undergraduate degree in physics, mathematics, engineering, chemistry, meteorology, atmospheric science, or one of the physical sciences. We offer an undergraduate degree program for those who are interested – requirements can be found [here](#).
- We prefer that applicants have a working knowledge of partial differential equations, although some graduate students may pursue this after arriving at OU.
- Students are not required to take the GRE. Should a student take the GRE, scores will not be accepted or considered for admission.

The deadline for the formal application to the University of Oklahoma for Fall admission is June 1st for U.S. residents and April 1st for international students. The deadline for Spring is November 1st for U.S. residents and September 1st for international students. Please refer to the [Office of Admissions for further information](#). However, for Fall admission, the School of Meteorology prefers to receive the application when you have one semester (or less) to complete in your current degree program. **For most applicants, this means submitting applications by November. The deadline and review process are summarized below:**

1 November	Review of applications for Fall semester entry. While the School will accept applications past this deadline, students who apply later risk the opportunity of early admission and funded GRA/GTA opportunities within the School and the National Weather Center.
15 April	If you receive an offer of an assistantship, you must accept or decline the offer by this date. Students are encouraged to notify the SoM of their decision to accept or decline a GRA/GTA offer as early as possible. This allows the SoM to make additional offers.
1 June	The final deadline to apply for Fall admission.
1 September	The deadline for Spring entry for International Students outside the United States.
1 November	The deadline for Spring entry. Sometimes applications are accepted for new students for Spring admission. There are not usually more than 1 or 2 funded positions available, but occasionally funding for an RA position becomes available after the beginning of the Fall semester. For a student beginning in the Spring semester, courses will be somewhat out of sequence. However, it is generally easy to coordinate any differences.

Note that even though the SoM has a policy that allows for direct admission into a Ph.D. program, the SoM strongly advises you to first matriculate as an MS degree student. After you have begun the MS degree program, it is possible to switch to the Ph.D. program with permission from the SoM, if such a track is deemed to be optimal for you.

Beginning in early February, the School of Meteorology (and separately OU) may notify you that you have been admitted to the graduate degree program, and the School of Meteorology may notify you of an offer for employment as either a Graduate Teaching Assistant (GTA) or Graduate Research Assistant (GRA).

### **2.3. Admission <sup>1</sup>**

The OU Graduate College expects each department to designate a Graduate Admissions Officer (GAO) who has the authority and responsibility for all admissions decisions. The SoM has decided that its Graduate Liaison will also serve as GAO. The SoM expects that, normally, the GAO will consult with the SoM Graduate Admissions Committee (GAC) before making admissions decisions. The GAC is formed independently of the SoM Graduate Studies Committee (GSC) and is responsible for the evaluation of graduate admission applications and communication with the applicants regarding the status of their applications. The GAC consists of at least three regular faculty members of SOM, including the chair, as voting members. As a non-voting member, the SOM's [Academic Coordinator of Graduate Programs](#) serves as a staff representative on the committee.

The SoM GAC screens all graduate admission applications and ranks them into the following four categories:

1. Exceptional
2. Well Qualified
3. Conditionally Qualified
4. Not Qualified

The rankings will be obtained based on the following factors:

- i) Suitability of their academic background for success in the program (e.g., degree in atmospheric sciences, earth sciences, physics, engineering, mathematics or related disciplines),
- ii) Academic record including overall GPA, GPA in their major and their grades in core classes critical to success in our program (e.g., dynamic and physical meteorology, math series from calculus to partial differential equations, physics, engineering classes, etc.),
- iii) Reference letters,
- iv) Other factors indicating success including publications, research, awards or employment experience, and
- v) TOEFL for foreign students.

The composite GAC rankings will be provided to the faculty for review and will be utilized in the following manner:

- Students ranked as Not Qualified will receive early notices of their application not being accepted by the SoM.
- GTA offers will be made based on merit, beginning with the Exceptional and strongest Well Qualified students who have research interests that match those of our faculty.
- Offers of GRAs will normally be made to those students that are Exceptional or Well Qualified. Offers may be made to Conditionally-Qualified students upon GAC approval of an exception (e.g.,

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<sup>1</sup> Approval of Admission Policies and New Degree Requirements by SoM faculty on October 11, 2012

the faculty member has been turned down by higher ranked students and is unable to find a student with interests in their general research area)

To be consistent with Graduate College practices, the GTA and GRA offers will be made by the SoM and signed by the Director or Associate Director of the School. In the case of a GRA, the person who will support the student will also sign the offer letter to show their commitment to the student. If a GRA offer has been made to an applicant and another faculty member is interested in that applicant, the applicant will be asked to decline, within a reasonable period of time, all but one of these various offers. While we cannot ask a student to make a decision about coming to OU before the 15 April deadline, we can ask for a reasonably quick decision on selecting their preference for an OU adviser. In general, early career faculty will be given preference in the selection process.

## **2.4. Annual Evaluations**

The Graduate College requires that all OU departments conduct an annual evaluation of their graduate students' progress. The [Graduate Student Status Report](#) is the tool by which the SoM satisfies this requirement. **All SoM graduate students and their advisors must fill out these Reports each year and submit them to the SoM Graduate Liaison by April 15.**

## **2.5. SoM Degree Requirements <sup>2</sup>**

### **2.5.a. Master of Science (MS) in Meteorology**

- 30 Graduate Credit Hours including:
- 16 credit hours of letter-graded, regular, graduate-level meteorology courses numbered 5000 or above, which must be passed with a grade of B or better, consisting of:
  - METR 5004: Fundamentals of Atmospheric Science
  - METR 5113: Advanced Atmospheric Dynamics I
  - METR 5413: Advanced Synoptic Meteorology
  - 2 METR electives (total of 6 credit hours, METR 5990 cannot be used)
- 4 credit hours of METR 5980: Research for Master's Thesis (no more than 4 hours may be applied towards the degree)
- A minimum of 1 credit hour METR 6970: Seminar (may be repeated for up to 4 credit hours)
- The remaining 9 credit hours can be fulfilled by additional METR graduate-credit electives, graduate-credit courses from other departments, or METR 5990: Independent Study (a maximum of 6 credit hours of METR 5990 is allowed)
- Satisfactorily defend the Master's Thesis

A modification to the MS Coursework Requirement for a student may be approved by the GSC of the SoM and forwarded to the Graduate College for final approval. GSC approval is granted upon receiving a vote of approval by a simple majority of all elected GSC members who are regular faculty members of the SoM. The vote of approval will be conducted by a secret ballot box.

### **2.5.b. Non-Thesis Master of Science in Meteorology**

- 32 Graduate Credit Hours including:
- 19 credit hours of regular, graduate-level meteorology lecture courses numbered 5000 or above, which must be passed with a grade of B or better, consisting of:
  - METR 5004: Fundamentals of Atmospheric Science
  - METR 5113: Advanced Atmospheric Dynamics I

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<sup>2</sup> Approval of New Degree Requirements by OU Regents, June 2013



- METR 5413: Advanced Synoptic Meteorology
- 3 METR electives (total of 9 credit hours, METR 5990 cannot be used)
- A minimum of 1 credit hour METR 6970: Seminar (may be repeated for up to 4 credit hours)
- The remaining 12 credit hours can be fulfilled by additional METR graduate-credit electives, graduate-credit courses from other departments, or METR 5990: Independent Study (a maximum of 6 credit hours of METR 5990 is allowed)
- Pass the comprehensive exam particular to the MS in Meteorology (see [Section 2.8](#) for details).

A modification to the MS Coursework Requirement for a student may be approved by the GSC of the SoM and forwarded to the Graduate College for final approval. GSC approval is granted upon receiving a vote of approval by a simple majority of all elected GSC members who are regular faculty members of the SoM. The vote of approval will be conducted by a secret ballot box.

### **2.5.c. SoM Degree requirements – Ph.D. in Meteorology**

A total of 90 graduate credit hours are required, subject to the following: A minimum of 34 credit hours of letter-graded, regular, graduate-level meteorology courses numbered 5000 or above (METR 5990 cannot be used). These hours may be OU METR credit or transfer credit from another university. The following courses must be included and must be passed with a grade of B or better:

- METR 5004 Fundamentals of Atmospheric Science
- METR 5113 Advanced Atmospheric Dynamics I
- METR 5413 Advanced Synoptic Meteorology
- METR 5223 Atmospheric Radiation
- METR 5233 Cloud and Precipitation Physics
- Any of these five courses may be replaced by a transfer course with equivalent course content as indicated in the advisory conference report.
- METR 5004 may be waived at the discretion of the advisory committee and graduate liaison.
- At least 1 credit hour of METR 6970: Seminar every academic year after admission into the Ph.D. program
- Transfer credits from MS degree:
  - A total of up to 44 credit hours from a completed master's degree and additional graduate course work may be approved for transfer credit.
  - Only 4 thesis research (METR 5980) credits can be transferred from a MS meteorology degree (the number required for the degree)
- Enrollment in METR 6980: Research for Doctor's Dissertation:
  - After the first semester of enrolling in METR 6980, continuous enrollment of at least 2 hours of METR 6980 each semester (excluding summer sessions) must be maintained until the doctoral degree is completed. Enrollment in the summer session is required only if (1) the degree is conferred in the summer session, or (2) work is being done on the dissertation.
- S/U graded coursework restrictions:
  - No more than one-half of the credits for OU coursework for a doctoral degree, excluding research for the dissertation (METR 6980), may be S/U-graded coursework; and no more than one-half of the overall coursework (OU credit and transfer credit, combined), excluding credits for METR 6980, may be S/U-graded coursework.
- Ph. D. Exams:
  - Satisfactory completion of the written and oral portion of the SoM's General Examination.
  - Satisfactory dissertation defense

A plan for the completion of the required and elective Ph.D. course work must be indicated in the student's Report of the Advisory Conference, or its amendments.

## **2.6. Definition of SoM Ph.D. Tracks and Related Admission Practices**

It is SoM policy that all accepted applicants without an MS degree are initially admitted into the SoM MS program. However, students can transfer into the Ph.D. program before completing the MS degree. The policies for this Direct-Track Ph.D. and the MS-track options are further described in this section.

### **Definition of Ph.D. tracks:**

There are three different tracks by which students can obtain a Ph.D. in Meteorology at OU:

- |                           |  |
|---------------------------|--|
| <b>Direct-Track:</b>      | Student is admitted into the Ph.D. program before completing a SoM MS degree. However, students still have the option to receive a non-thesis MS degree from OU if they (i) successfully pass the Ph.D. General Examination <sup>3</sup> , (ii) indicate their preference to do so on the <a href="#">Program of Study</a> form, and (iii) submit the <a href="#">Program of Study</a> form for the MS degree. |
| <b>SoM MS Track:</b>      | Student has completed the SoM MS degree and enters into the Ph.D. program.   |
| <b>External MS Track:</b> | Student enters the Ph.D. program after completing an MS degree outside the School of Meteorology.  |

Students without an MS degree that are interested in pursuing a Ph.D., should become familiar with the requirements for the Direct-Track and SoM MS Track described in the following, and are encouraged to discuss these options with the GAC during the application process and with their adviser.

### **Admission Practices for the Ph.D. tracks:**

**Direct-Track students** are initially admitted into the MS program and can later simultaneously enroll in the Ph.D. program after the first year of study if affirmatively recommended by their Direct-Track evaluation committee as outlined in [Section 2.7](#). By the start of the third year of study, students can be formally admitted to the SoM Direct-Track upon approval by both their evaluation committee and by the GAC based on the following criteria:

1. Student completed the 16 credit hours fulfilling the METR lecture course requirements for the MS in Meteorology (described in [Section 2.5.a](#)) and received a grade of A in at least 2 of 5 courses, and
2. Student identified a research adviser who commits in writing to support the student as GRA (dependent on continued satisfactory progress and pending availability of funds) or will serve as an adviser for student on graduate fellowships, and
3. Student developed a 5-10 page proposal for their Ph.D. research, which is positively reviewed by the Direct-Track evaluation committee. After the student's Direct-Track Committee has reviewed the written proposal, the student must meet with the Direct-Track Committee to discuss the proposal. As written documentation of this review, the Ph.D. Direct-Track Application Form is

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<sup>3</sup> If the Ph.D. General Examination is failed, a student may apply credits they have already earned toward a thesis or non-thesis MS degree in Meteorology. See "[Application of Credit from an Unsuccessful Doctoral Degree to a Master's Degree](#)" in the Graduate College Bulletin for further details.

filled out and signed by the Direct-Track evaluation committee members. A copy of the signed form must be presented to the GAO. The Academic Coordinator of Graduate Programs will retain the signed copy in the student's SoM folder.

**SoM MS-Track students** are admitted into the Ph.D. program by the GAC if the following criteria are fulfilled:

1. Student has completed an MS degree at SoM or is on track to complete the MS degree at SoM, and
2. Student received a grade of A in at least 2 of 5 courses fulfilling the lecture course requirements for the MS in Meteorology (described in [Section 2.5.a](#)), and
3. Student identified a research adviser who commits to supporting the student as GRA (dependent on continued satisfactory progress and pending availability of funds) or will serve as an adviser for student on graduate fellowships. In exceptional cases, such as an adviser who has funding pending with a strong likelihood of success or the student has an outstanding thesis and strong academic record, GTA funding is also acceptable, and
4. Student receives at least two very favorable written endorsements from their MS committee members. All MS committee members will be asked to submit a written recommendation to the GAO. The endorsements should include assessments of the applicant's preparation for the SoM Ph.D. program and their ability to conduct independent research.
5. In the event a student does not meet the full set of requirements outlined in 1-4, the student may petition the GAC for admission into the Ph.D. program. The written petition is in addition to the application package and should address any critical or unique circumstances that explain why any requirements were not met and should be sent to the [Academic Coordinator of Graduate Programs](#). While not required, supporting documentation from the advisor, MS committee members, staff, or faculty may be included in the petition package and will be considered by the GAC.

**External MS-Track students** are admitted into the Ph.D. program by the GAC if the following criteria are fulfilled:

1. Student's application for graduate study in the SoM is favorably reviewed by the SoM GAC. This includes that the application for admission is submitted to the Graduate College of the University of Oklahoma and forwarded to the SoM for approval, and
2. Student identified a research adviser who commits to supporting the student as GRA (dependent on continued satisfactory progress and pending availability of funds) or will serve as an adviser for student on graduate fellowships. In exceptional cases, such as an adviser who has funding pending or the student comes with an extremely strong background, GTA funding is also acceptable, and
3. Student has three or more letters of reference. At least two of these should be from their MS institution. All should indicate good potential for success as a Ph.D. student, and
4. MS record includes courses that fulfill the SoM core course requirement for the MS in Meteorology (described in [Section 2.5.a](#)) and/or indicates that student will be able to successfully complete this coursework requirement in a timely manner. Applicable transfer credit will be identified by the student's Ph.D. committee during the Advisory Conference and indicated in the Advisory Conference Report. METR 5004 may be waived at the discretion of the advisory committee and graduate liaison.

## **2.7. Best Practices for the Direct-Track Ph.D. in the School of Meteorology**

Students pursuing the direct-track Ph.D. program should follow these steps to assure that important paperwork will be processed in a timely manner and tuition waivers will be granted by OU's Graduate College:

1. Students are initially admitted into the MS program and should make sure that they enroll in courses required for the Ph.D. program in Meteorology during the first year<sup>4</sup>.
2. Additionally, during the first year, the student should identify two members of the Ph.D. committee. These two members and the research adviser form the student's direct-track evaluation committee.
3. After the completion of the first year of study:
  - The direct-track evaluation committee should conduct an initial evaluation of the student's progress in year one and the student's funding prospects for their Ph.D. studies.
  - The direct-track evaluation committee should make a recommendation to the student based on this evaluation whether they should pursue the direct-track Ph.D. program or complete a thesis MS degree before entering the Ph.D. program.
4. If the student has been recommended to continue on the Direct-Track, they should formally enroll in the Ph.D. program while remaining enrolled in the MS program. Before completing 20 credit hours of coursework, the student should submit online the **Addition or Change of Program Request** application (<https://gograd.ou.edu/apply/>) and **ADD** (not switch to) the Ph.D. degree.
  - Select "*I am currently in a graduate program and would like to pursue an additional graduate program.*"
5. After adding the Ph.D. enrollment, the student should submit a Program of Study form (<http://www.ou.edu/gradcollege/forms>) for the MS degree. This form must be submitted before the student finishes 20 hours of coursework (otherwise the student will run into issues with tuition waivers), and at least one semester before the student plans to take the Ph.D. General Examination.
  - When filling out the Program of Study form for the MS degree, students leave the lines related to the thesis research blank and instead list the additional electives to fulfill the non-thesis MS requirements in Meteorology.
  - Additionally, on the Program of Study form for the MS degree, students should decide if they wish to receive the non-thesis master's degree upon successful completion of the general exam and check the appropriate checkbox for "*I am enrolled as a doctoral student, and I wish to receive the non-thesis master's degree on the basis of my doctoral general examination which I will take in the \_\_\_\_\_ semester.*"
6. After submission of the Program of Study for the MS degree, the student should work toward completing the required coursework for the Ph.D. degree and begin developing a 5-10 page proposal for their Ph.D. research.
7. Before starting the third year in the graduate program, the student should provide the completed research proposal and a completed School of Meteorology Ph.D. Direct-Track Application Form to their Direct-Track evaluation committee. The Direct-Track evaluation committee will review the research proposal and will also evaluate the student's progress against the direct-track course requirements:
  - Completion of 16 credit hours fulfilling the METR lecture course requirements for the Ph.D. program in Meteorology, with a grade of A in at least 2 of 5 courses.
  - After the student's Direct-Track Committee has reviewed the written proposal, the student must meet with the Direct-Track Committee to discuss the proposal.
8. Based on the quality of the research proposal and the student's performance in the core courses, the direct-track evaluation committee will then make one of the following recommendations about the student's continuation in the School of Meteorology graduate program:
  1. The student should continue on the direct-track Ph.D. Program.
  2. The student should complete the thesis MS degree before they continue in the Ph.D. Program. To pursue the thesis MS degree, they will need to send a petition to the Graduate College with an updated Program of Study according to the thesis MS degree requirements.

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<sup>4</sup> These courses will also fulfill the requirements for the non-thesis MS or thesis MS degree in Meteorology.

3. The student should complete the non-thesis MS degree and no longer pursue the Ph.D. degree. To complete the non-thesis MS degree the student will have to pass the comprehensive exam particular to the Master of Science in Meteorology.
4. The student should no longer continue in the SoM graduate program.
9. If the student has been recommended to continue on the Direct-Track Ph.D. program, they should form the full Ph.D. committee as outlined in the Graduate Student Handbook and hold an advisory conference.
  - The student must fill out an [Advisory Conference Report \(ACR\)](#). Usually, this is filled out by the student before the Advisory Conference and discussed at the Advisory Conference for approval by the Ph.D. committee. The ACR form must be signed by the student, Ph.D. committee, and graduate liaison.
  - The first pay raise occurs after the completion of 30 credit hours of coursework.
10. Apply for authority to take the Ph.D. General Examination. If the student elected to receive the non-thesis MS degree on the Program of Study for the MS degree, the student will also need to apply for the Authority Report Form for the Non-Thesis Exam (which is the Ph.D. General Examination). Upon successfully completing the Ph.D. General Examination, the student will be admitted as a Ph.D. candidate, which will be accompanied by a second pay raise.
11. After successful completion of the Ph.D. General Examination, the status of the non-thesis MS degree must be updated:
  - If the student elected to receive the non-thesis MS degree on the Program of Study for the MS degree, the student will need to apply for graduation for the non-thesis MS program during the same semester as the Ph.D. General Examination. Be aware of the deadline for graduation and submit the Online Graduation Application (<https://one.ou.edu>) at the beginning of the semester during which the General Exam is taken.
  - If the student elected not to receive the non-thesis MS degree on the Program of Study for the MS degree, the student's enrollment in the MS program can be dropped at that point.
12. The student now follows guidelines for completing the Ph.D. program and dissertation as described for all SoM Ph.D. students.

## 2.8. SoM Comprehensive Exam Policy<sup>5</sup>

The Comprehensive Examination is required only for the Non-Thesis Master of Science in Meteorology (Non-thesis M.S). Non-thesis MS students are required to write a report. The report may summarize original research or may be a critical review of the literature. The Comprehensive Examination consists of two parts: 1) evaluation of the report by the student's Examining Committee, and 2) a subsequent oral exam by the Examining Committee covering both the report and all fields studied by the student for the degree, in compliance with the Graduate College stipulation that the Comprehensive Examination should cover all work offered for the degree (fields, not courses).

A student wishing to pursue a Non-thesis MS must have the request approved by a vote of the Graduate Studies Committee of the School of Meteorology.

According to the rules of the Graduate College, the Examining Committee for a Comprehensive Exam consists of "no fewer than three persons". Also, the composition of the MS committee should be consistent with the "Agreement Between the Graduate College and the School of Meteorology on Adjunct/Affiliate Faculty Supervision of Graduate Students". According to this agreement, regular SoM faculty members cannot be in a minority on the MS committee. The Examining Committee is nominated to the Graduate College on the Admission to Candidacy Form. The Graduate Liaison of the SoM (who approves the Admission to Candidacy Form) has ultimate authority within the SoM in approving the members of the

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<sup>5</sup> Approved by the School of Meteorology Faculty at the December 7, 2006 School of Meteorology Faculty meeting.

Examining Committee. One of the members will be nominated to serve as Chair of the Examining Committee. It is possible that this Examining Committee could be distinct from any prior Thesis Committee that had been registered with the Graduate College, or that had been provisionally formed.

The student, with the advice and consent of the Examining Committee, will choose and provide an outline of an acceptable topic for the report. It is the responsibility of the Examining Committee, led by the Chair of the Examining Committee, to define for the student the acceptable standards for the report.

The student passes the Comprehensive Examination if the Committee judges that the report is of acceptable quality and questions are answered satisfactorily in the oral exam. The questions in the oral exam will be drawn from the fields that were covered in the student's particular degree program, including, for example, radar meteorology, cloud physics, atmospheric dynamics, synoptic meteorology, numerical weather prediction, climatology, climate change, boundary layer meteorology, radiation, objective analysis, data assimilation, statistics, tropical meteorology, mesoscale meteorology, turbulence and computational fluid dynamics. Normally, the committee will choose topics from a reasonable sub-set of these fields.

The student has the responsibility for submitting the report to the individual Examining Committee members at a mutually agreeable time prior to the time of the oral exam, normally a minimum of two weeks. The student will bring the "Authority Report Form of the Comprehensive Examination/Thesis Defense" to the Chair of the Examining Committee at, or before, the time of the oral Exam. This form lists a last date for the exam, which will usually be the "Final Day for Comprehensive Exam" listed in the class schedule. Equally important is the date one week after that, which is the date the "Authority Report Form of the Comprehensive Examination/Thesis Defense" is due in the Graduate College. The Chair of the Examining Committee has the responsibility of obtaining the signatures from the Examining Committee members before the deadline for filing the report. The Chair of the Examining Committee will either return the completed form directly to the Graduate College, or to the student, prior to the deadline.

The Graduate College defines other rules for a Comprehensive exam, among which are rules about repeating a Comprehensive Exam that has been failed.

## **2.9. Best Practices for the Ph.D. Advisory Conference in the SoM<sup>6</sup>**

It is the responsibility of both the Ph.D. committee under the leadership of its Chair and the student to ensure that the committee is kept informed of and provide feedback on the important milestones in a student's progress, typically beginning with the selection of a Ph.D. topic and the student's preliminary thoughts on research goals, approach, and the relationship of the proposed work to previous findings in the literature. Feedback on a student's research plan can be done through committee meetings, seminars, and one-on-one meetings with the student. An important formal milestone for Ph.D. students is the Advisory Conference.

As discussed in the [OU Graduate College Bulletin](#), the purpose of the Advisory Conference is to aid the student in developing an overall plan for attaining a doctoral degree. The student and all committee members must attend the Advisory Conference. After the Advisory Conference, the student will submit the signed, completed *Advisory Conference Report* form (ACR) to the Graduate College. The ACR form can be downloaded at <https://www.ou.edu/gradcollege/forms-and-policies/forms>

This document highlights important, best practices for the Advisory Conference in the SoM, but students

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<sup>6</sup> Approved by the SoM faculty 05/01/2014



are strongly advised to also check the website of the [OU Graduate College](#) for related information, forms and deadlines.

- The ACR lists all coursework to be applied toward the doctoral degree, identifies all members of the student's Advisory Conference committee, and requires original signatures from the student, all committee members, and the graduate liaison of the student's academic unit.
- The ACR must be submitted to the Graduate College no later than one semester before the student plans to take the General Examination. **The SoM recommends that students hold their Advisory Conference no later than 12 months after first enrollment in the Ph.D. program, but ideally within the first semester of admission.**
- Before scheduling the Advisory Conference, students should form their committee in consultation with their adviser taking into account the rules about committee membership that are described in [Section 8.3.1 of the OU Graduate College Bulletin: Advisory Conference Committee Membership](#). The student's Advisory Conference Committee will become their Ph.D. Committee in most cases.
- The student will then contact faculty members and ask them if they are willing to serve on the Ph.D. committee. When contacting committee members, the student should shortly describe their planned Ph.D. research. This can be in written form in a paragraph similar to a seminar abstract, by inviting the committee members to attend a departmental seminar that outlines the student's research plans, and/or in form of a meeting of the student with individual committee members.
- Once a student has formed the committee, they will schedule the Advisory Conference at a time that all committee members can attend. Typically, Advisory Conferences in the SoM are no more than 30-60 min long.
- Before the Advisory Conference commences, students should have the ACR prepared with all courses listed that they have already taken. They should have a digital version of the ACR on hand to show the committee, which can be edited during the meeting to reflect the recommendations of the committee members.
- At the beginning of the Advisory Conference, the student should start with a short, 10-20 min long, presentation, which outlines the major research questions and shortly describes the methodologies used in the dissertation. The committee will then discuss the research plan and identify coursework that is critical for the student's research plan as well as courses that are needed to fulfill the SoM Ph.D. requirements.
- Starting from Fall 2013, SoM Ph.D. students need to enroll in at least 1 credit hour of METR 6970 "Seminar" (see also Sections [2.5.c](#) and [2.12](#)) in every academic year after admission into the Ph.D. program. It is important that the ACR form lists how the Ph.D. student will fulfill this SoM seminar requirement. The semesters in which the student is required to enroll in METR 6970 should be listed in the section "REQUIRED COURSEWORK TAKEN WHILE ENROLLED IN OU DOCTORAL PROGRAM" on the ACR form.
- Before submitting the signed ACR to the Graduate College, the student should submit a copy of the final, signed ACR to the Academic Coordinator of Graduate Programs in the SoM, who will keep the copy in the student's folder. This is important in case the form gets lost before it is filed in the OU Graduate College records.

- Should there be a change to the ACR, such as a change in committee membership or course work, the student should submit a [Request for Change in Doctoral Advisory Conference Report](#) to the OU Graduate College and provide a copy to the Academic Coordinator of Graduate Programs in SoM, who will keep the copy in the student's folder. See [Section 8.3.1.5](#) in the Graduate College Bulletin for further details about changes to the ACR.

## **2.10. SoM Policy for The General Examination for a Ph.D. in Meteorology<sup>7</sup>**

As stipulated by the Graduate College, passing a "General Examination" consisting of a written and oral portion is a degree requirement for receiving a Ph.D. from the University of Oklahoma. As described in the OU Graduate College Bulletin, the Graduate College defines many procedures for the General Examination, which the student and the student's Doctoral Committee should recognize and heed. The following text codifies additional School of Meteorology (SoM, the "academic unit") rules pertaining to the "General Examination for a Ph.D. in Meteorology."

The Graduate College states: "The general examination is intended to test the student's mastery of a number of related fields as well as the student's capacity for synthesis, sound generalization, and critical ability. The first part of the general examination consists of written examinations. A satisfactory written examination will be followed by an oral examination in the presence of the entire committee." To this end, the following is required:

1. The student's Doctoral Committee will define a task of critical review and analysis of a topic in meteorology. The task may be relevant to the student's specialty within meteorology but should not be about material that is planned to be directly incorporated into the student's Dissertation. The task should be sufficiently challenging that the written report stemming from it would allow indication of (i) a breadth of knowledge of graduate level meteorology, (ii) an intellectual capacity to proceed with independent research at the doctoral level and (iii) written communication skills necessary for the research to culminate in the production of a Dissertation.
2. After the student's "Application for General Examination" has been approved by the Graduate Dean, the Doctoral Committee will inform the student -- in writing -- of the examination task and set a time limit by which a written report fulfilling the task must be returned to the committee. The report serves as the written portion of the General Examination.
3. The definition of the task and the evaluation criteria that are given to the student must be in writing, and a copy, signed by all members of the student's Doctoral Committee, should be submitted by the Chair of the Doctoral Committee to the SoM Academic Coordinator of Graduate Programs for record keeping.
4. The SoM recommends the time limit for completing the written report to be approximately one month after the task is revealed to the student. Other time limits could be used but should be roughly commensurate with expected half-time labor by the student toward completion of the task. As mandated by the Graduate College, "The student must complete the General Examination during the semester in which the authority is given." and "Both the written and oral portions should be taken during the same semester."
5. The SoM recommends that the student be allowed full access to all written resources for completion of the written report: all books, journals and online resources.
6. However, the student is not allowed to receive personal tutoring from any source, except perhaps clarification of the task from the Doctoral Committee (the Committee will decide based on the wording of the original task and of the background knowledge expected of the student whether such clarification is warranted).
7. Any clarification as described in Point 6 should be viewed as an amendment to the original

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<sup>7</sup> Approved by the SoM faculty 05/02/2013



definition of the task. As such, the clarification should be communicated to the student in writing by the Chair of the Doctoral Committee, who should also send a copy to the SoM Academic Coordinator of Graduate Programs for record keeping.

8. Once the student submits the written report to the Ph.D. committee members, they should also send a copy to the SoM Academic Coordinator of Graduate Programs for record keeping.
9. After the submission of the written report, and prior to the oral Exam, the committee members may provide feedback to the student about the written report and the upcoming oral Exam. During that time, the student is free to discuss the task with any source. A written record of the feedback given to the student from the committee members must be provided by the Chair of the Doctoral Committee to the SoM Academic Coordinator of Graduate Programs for record keeping.
10. Before the Oral Examination takes place, the Ph.D. committee assesses the written report and decides whether or not it is satisfactorily completed to proceed with the Oral Examination. If the written report is deemed not satisfactory, the student may not proceed to the oral portion and the General Examination is considered failed. If the written report is marginal but not failing the results can be held in abeyance as described under Point 14. The Chair of the Doctoral Committee must inform the student and the SoM Academic Coordinator of Graduate Programs about the outcome of the assessment of the written report.
11. The SoM recommends that the Oral Examination should typically occur at least two weeks after submission of the written report but no later than the last day of class of the current semester.
12. The Oral Examination procedure should be akin to the procedure traditionally used for a defense of a Dissertation. That is, the student will be asked to present an explication and defense of the written report, accompanied by thorough questioning confirming the student's proficiency of a number of related fields as well as the student's capacity for synthesis, sound generalization and critical ability.
13. Only the student and student's Doctoral Committee will be present for the Oral Examination.
14. Following the OU Graduate College rules, if a student's performance in either the written or oral portion of the General Examination is marginal, but not failing, and the Ph.D. committee wishes the student to do further reading, coursework, investigations, etc., the results of the examination can be held in abeyance with approval of the Graduate Dean. The Ph.D. committee has to submit a request for an abeyance to the Graduate Dean, which should state a specific time period (usually limited to one month, but no longer than one semester) in which the student has to complete the extra work. The Chair of the Doctoral Committee must submit a copy of the abeyance request to the SoM Academic Coordinator of Graduate Programs for record keeping.
15. Within one week of having administered the General Examination, the Chair of the Doctoral Committee will provide a photocopy of the official "Report of General Examination" to the SoM Academic Coordinator of Graduate Programs for record keeping.
16. The Chair of the GSC will receive monthly reports from the SoM Academic Coordinator of Graduate Programs about the status and topic of ongoing and completed General Examinations and will announce the results during executive session of the next faculty meeting.

## **2.11. Best Practices for the Ph.D. General Examination in the So<sup>8</sup>**

Section [2.10](#) provides information about the SoM and OU Graduate College policies for the "General Examination (GE)". In the following, best practices for the written and oral portion of the GE in SoM are summarized.

### **Timing of the GE:**

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<sup>8</sup> Approved by the SoM faculty 05/01/2014

- The SoM recommends that students take their GE as soon as possible after the advisory conference. Since the timing depends in large part on how much of the required coursework a student has completed, there will likely be much variation from student to student. However, ideally, the student can take their GE within a year of the advisory conference.

### **GE topics:**

- A document with hard copies of GE topics given to SoM Ph.D. students over at least the last 2 years will be kept in the office of the Academic Coordinator of Graduate Programs in the SoM.
- SoM graduate faculty members may review the document and make a copy of this document for their own use. The copy should not be distributed to students or other faculty members.
- Students can review the document in the office of the Academic Coordinator of Graduate Programs in the SoM but are not allowed to make copies of the document.
- A digital version of this document will not become available, and the document should never be distributed electronically.

### **Written GE report:**

- Typically, the GE written report is formatted following the [AMS author's guide](#) for manuscript submissions.
- The written report should include a title page with an informative title and name of the author. It should also include an abstract that is no longer than 250 words and printed on a separate page.
- The report should be typed using 12-point font or larger. All text must be double-spaced, and the page margins should all be 1 inch.
- The report, not counting the title page, abstract, list of references and pages with figures, should be no longer than 25 pages.
- Alternatively, students may be tasked to prepare their GE written report in NSF proposal format. In that case, students typically follow the [NSF proposal guidelines](#) and submit a single-spaced report, similar to an NSF project description, which does not exceed 20 pages including all figures. The list of references should not count towards the page limit and the student may also be asked to additionally submit a 1-page proposal summary.
- The specific formatting requirements for the GE report should be clearly described in the GE student's assignment.
- Copies of reports submitted by students will be kept in a student's folder in the SoM office.
- Students retain their authorship rights on the GE reports and committee members should not share the reports without the consent of the student and their committee chair.

### **Oral portion of the GE:**

- The oral portion of the GE is not public, and only the student and Ph.D. committee members can be present.
- The oral portion of the GE starts with a presentation given by the student that documents the work completed as part of the GE and summarizes the findings of the written GE report. The presentation should typically not be longer than 30 min (not counting possible interruptions due to questions by committee members).
- Following the student's presentation, the Ph.D. committee will assess the student's proficiency in their field of research and their capacity to synthesize, generalize, and critically evaluate research

findings. All committee members are allowed to ask questions. Oral GEs will normally be completed within 2 hours.

## 2.12. Implementation of SoM Seminar Requirements for MS and Ph.D. Students<sup>9</sup>

The SoM offers the following sections for the seminar course METR 6970:

- 1) METR 6970-001 National Weather Center Colloquium
- 2) METR 6970-002 Radar and Remote Sensing Seminar Series
- 3) METR 6970-003 Boundary Layer, Urban Meteorology and Land-Surface Processes Seminar Series
- 4) METR 6970-004 Convective Meteorology Seminar Series
- 5) METR 6970-005 Weather and Climate Systems Seminar Series
- 6) METR 6970-006 School of Meteorology Colloquium

Each of these sections will have a regular or adjunct faculty member assigned as instructor of record. The instructors will be responsible for scheduling the talks given in the seminars, whereby speakers will typically be a mix of students enrolled in the seminar section, faculty members, members from the NWC scientific community, and outside speakers. The instructors will ensure that all students enrolled in the section will be accommodated and will also assign the grade for the seminar class. Students enrolled in a section are expected to attend all seminars presented during the semester that they are enrolled in. **Not all seminar presentations are expected to be of the same length and format.** Seminars of beginning Ph.D. students can be shorter and focus on literature review and/or provide an update on the student's progress with their research. A nominal length of 20 minutes is acceptable for all but the final MS or Ph.D. presentations satisfying the METR 6970 enrollment requirement.

Students will have to decide with their advisers in which sections they should enroll and **coordinate their seminar date at or before the beginning of the semester with the instructor of record.** This will apply to all students enrolled in the various sections, but instructors are encouraged to work with students that are graduating the same semester to find a seminar date that best fits the students' needs. During the semester of graduation, and for both MS and Ph.D. students, the time between presenting a seminar as part of the student's enrollment in METR 6970 001-005 and the student's defense should be no less than 2 months. If the student's defense is within 2 months of the start of the semester of their graduation, then it is strongly recommended that the seminar as part of the student's enrollment in METR 6970 001-005 take place in the previous semester. Exceptions will be considered and subject to approval by the student's committee and GSC chair.

In the final year of a student's Ph.D. candidacy, the Ph.D. defense and annual seminar requirement can be combined by enrolling in METR 6970-006: School of Meteorology Colloquium. Only Ph.D. students may enroll in METR 6970-006. The School of Meteorology Colloquium will normally be allocated a weekly time slot on Friday from 2-5pm, where the public seminar portion will take place from 2-3pm and the remainder of the defense will take place immediately afterward. If the student's committee is unable to meet during this time slot, another time may be chosen, as long as the full 3-hour block of time remains within regular business hours during the academic semester (i.e., 8am-5pm Monday-Friday, not on university designated holidays, etc.). Note that the entire dissertation defense is open to the public and must be scheduled according to requirements of the OU Graduate College as described in the [Graduate Bulletin \(Section 8.7.2\)](#). **Students are strongly advised to schedule their dissertation defense well in advance, and it is highly recommended that it be set up the semester before their defense.**

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<sup>9</sup> Approved by SoM faculty, April 04, 2013

## 2.13. Graduate Faculty Appointments and Student Committee Membership

### 2.13.a. Definition of an Adjunct, Affiliate, and Regular Faculty Appointments in the School

The terms, “Adjunct”, “Affiliate,” and “Regular Faculty” are defined by the Office of the Provost at the University of Oklahoma (OU):

<https://ou.edu/content/dam/provost/documents/Assigning-Appropriate-Temp-Faculty-Titles.pdf>

and is upheld by the OU Board of Regents:

<https://ou.edu/content/dam/provost/documents/Assigning-Appropriate-Temp-Faculty-Titles.pdf>

Adjunct status is given to those who are employed at OU. Affiliate status is given to those employed outside of OU (e.g., federal employees). The term "regular faculty appointment" of the SoM refers to those appointments that are tenure-track appointments, tenured appointments, or renewable term appointments at the academic ranks of assistant professor, associate professor, or professor in the SoM.

### 2.13.b. Types of Graduate Faculty Appointments

According to OU’s Charter of the Graduate Faculty, any tenure-track or tenured faculty member in any College awarding an undergraduate degree on the Norman campus is eligible for membership on the Graduate Faculty. The different levels of privileges for these appointments as Graduate Faculty member range from RM0 (may teach graduate level classes), RM1 (may serve on M.S. degree committees), RM2 (may serve on M.S. degree committees and chair non-thesis M.S. committees), RM3 (may chair M.S. degree committees and may serve on Ph.D. committees) to RM4 (may serve on and chair Ph.D. committees). For tenure-track or tenured faculty members in the School of Meteorology, the School selects the level of appointment (typically RM4 status) for a Graduate Faculty member and the Graduate College records the status of these appointments.

Adjunct Faculty members appointed as tenure-track or tenured faculty at another OU department are not considered regular faculty in the SoM. Once appointed as Adjunct Faculty member, they typically receive a RM3-level Graduate Faculty appointment from the SoM. RM4-level Graduate Faculty appointments to chair Ph.D. committees of Meteorology students are granted on request based on a 2/3-majority vote of regular Som faculty. In these instances, the SoM strongly encourages the naming of a regular faculty of the SoM as Co-chair of the Ph.D. Committee.

The SoM can also recommend a person to be appointed as a Special Member (SM) to the Graduate Faculty. All SM appointments require subsequent approval by the Dean of the Graduate College, and the level of assigned privileges and the duration of the SM appointment are also recommended by the SoM for approval by the Dean of the Graduate College. These SM appointments facilitate the Graduate Faculty engagement of Adjunct or Affiliate Faculty members in the SoM who are not regular faculty in another department at the University.

To standardize the SM appointment process and to recognize the important role of Adjunct and Affiliate Faculty in the SoM’s Graduate program, the SoM defines the following five levels of privileges:

Level	Privileges	Duration of Appointment	Selection Criteria
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SM-Ia	May teach graduate-level classes	Individually decided based on length of teaching assignment	Expertise must meet the SoM's criteria for Graduate Faculty at RM0 level
SM-Ib	May teach graduate-level classes and may serve on an MS committee of an individual student	Individually decided based on expected committee duration	Expertise must meet the SoM's criteria for Graduate Faculty at RM1 level
SM-Ic	May teach graduate-level classes and may serve on a Ph.D. committee of an individual student	Individually decided based on expected committee duration	Expertise must meet the SoM's criteria for Graduate Faculty at RM1 level and may also serve on Ph.D. committee of any individual student
SM-IIa	May teach graduate-level classes, may serve on and chair MS, and serve on and co-chair Ph.D. committees. Will count towards the majority rule of the Graduate College but regular faculty members cannot be in the minority on any MS or Ph.D. Committee in the SoM.	5-yr appointment	Must be Adjunct or Affiliate Faculty in the School of Meteorology and meet the SoM's criteria for Graduate Faculty at RM3 level
SM-IIb	May teach graduate-level classes, may serve on and chair MS, and serve on and chair Ph.D. committees. Will count towards the majority rule of the Graduate College but regular faculty members cannot be in the minority on any MS or Ph.D. Committee in the SoM.	5-yr appointment	Must be Adjunct or Affiliate Faculty in the School of Meteorology and meet the SoM's criteria for Graduate Faculty at RM4 level

The SM-Ia, SM-Ib, and SM-Ic appointments are typically recommended based on specific, one-time needs, either for teaching a specific graduate-level course or for serving on an individual MS or Ph.D. committee. The appointments are short-term and being an Adjunct or Affiliate Faculty member in the SoM is not required for these types of SM appointments.

The SM-IIa and SM-IIb appointments grant extended privileges and are reserved for Adjunct or Affiliate Faculty members in the SoM. Further details about the requirements and evaluation criteria for these types of SM appointments are described in [School's Adjunct and Affiliate policy](#).

### 2.13.c. MS Committees

- A student in a thesis program must work with an adviser to select both a thesis topic and a thesis committee.
- The Master's Thesis Topic and Committee Membership form must be submitted to the Graduate College at the time the Program of Graduate Work/Admission to Candidacy form is submitted.
- The committee must consist of a committee chair and at least two other members of the graduate faculty.

- The committee chair must hold an RM2 (for MS non-thesis committees), RM3 (for MS thesis committees), or RM4 graduate faculty appointment through the SoM. SoM adjuncts/affiliates with SM-IIa or SM-IIb status, as described above, can also serve as chairs of M.S. committees.
- Special members of the Graduate Faculty with SM-Ib or SM-Ic status may not, under any circumstances, serve as the chair of a master's committee or make up the majority of the committee membership.
- The total number of committee members must be determined following (i) the Graduate college rule that a majority of the committee members must hold an RM3-RM4 (or RM2 for MS non-thesis committees), SM\_II, or SM IIb graduate faculty appointment through the SoM and (ii) the SoM policy that SoM regular faculty members cannot be a minority on any M.S. committee. Possible scenarios are provided in Table 1 in Section 2.13.e.
- The Dean of the Graduate College must approve the committee membership. In rare circumstances, the Dean may appoint additional members to a student's committee.

#### 2.13.d. Ph.D. Committees

Ordinarily, an advisory conference should take place within one year of the time of enrollment as a Ph.D. student. The advisory conference committee will examine the student's academic record to determine the coursework required to meet the student's individual needs. In most cases, the advisory conference committee will become the student's doctoral committee. The student should select members of the advisory conference/doctoral committee following Graduate College rules and SoM policies as outlined in the following:

- At a minimum, the Ph.D. committee must consist of three members of the Graduate Faculty (including a chair) and a Graduate College representative.
- The designated chair of an Advisory Conference Committee or doctoral committee must hold an RM4 or SM-IIb graduate faculty appointment through the SoM.
- The chair serves as the student's primary adviser for all areas of the doctoral program coursework and the dissertation. The chair, along with the other committee members, is responsible for ensuring that the dissertation meets the standards of the university, the student's program, and the field of study.
- Only one individual may be formally designated as the committee chair on the Advisory Conference Report. This committee member will be responsible for all chair functions and will sign doctoral paperwork as the committee chair. However, more than one committee member may be identified as "Co-Chair" on the signature page of the final dissertation.
- The designated Graduate College Representative of an advisory conference committee or doctoral committee must hold an RM3 or RM4 OU graduate faculty appointment outside of the SoM. Any individual who holds any graduate faculty appointment through the SoM is not eligible to serve as the student's Graduate College Representative.
- Although more than one committee member may hold a graduate faculty appointment outside the student's academic unit, only one individual may be formally designated as the Graduate College Representative on the Advisory Conference Report. This individual will be responsible for all Graduate College Representative functions and will sign doctoral paperwork as the Graduate College Representative.
- In addition to the responsibilities shared by all committee members, **the Graduate College Representative is charged with assuring that the rights and interests of both the student and the Graduate College are maintained.** Therefore, the Graduate College Representative should be present at all committee meetings.
- The Graduate College Representative must be familiar with the rules, regulations, policies, and quality standards of the Norman campus Graduate College. Therefore, the following categories of faculty are not, under any circumstances, eligible to serve as the designated Graduate College Representative of a doctoral student's committee:

- College of Law faculty
- Health Sciences Center faculty
- Faculty from other institutions or organizations
- Retired University of Oklahoma faculty
- The Dean of the Graduate College may exercise the prerogative to appoint another Graduate College Representative to serve as an evaluator for the Graduate College. The evaluator may be one of the required five graduate faculty members of the committee or may serve only at the time of the examination.

The total number of committee members must be determined following (i) the Graduate college rule that a majority of the committee members must hold an RM3-RM4, SM\_IIa, or SM IIB graduate faculty appointment through the SoM and (ii) the SoM policy that SoM regular faculty members cannot be a minority on any M.S. or Ph.D. committee. Possible scenarios are provided in Table 2 of Section 2.13.e.

### **2.13.e. School of Meteorology Committee Membership Table**

Adjunct and Affiliate Faculty members appointed by the SoM to the Graduate Faculty at the RM3 – RM4 level (adjuncts who are regular faculty in other departments at OU) or SM-IIa and SM-IIb level (adjuncts or affiliates who are not regular faculty in other departments at OU) count towards the majority rule of the Graduate College, **but regular faculty members cannot be in the minority on any M.S. or Ph.D. Committee in the SoM.**

Adjunct and Affiliate Faculty members appointed by the School to the Graduate Faculty (at the RM3, RM4, SM-IIa or SM-IIb level) **cannot** serve as the Graduate College Representative on any SoM Ph.D. committee.

Below are Tables with various scenarios of committee membership for MS (Table 1) and Ph.D. (Table 2) committees.



Table 1: Scenarios for MS committees. Graduate faculty members counting towards graduate college majority rule are highlighted in dark and light shades of green, while Graduate Faculty counting towards the SoM minority rule are highlighted in dark green.

Tenure-track, tenured, or renewable term SoM faculty	Adjunct or Affiliate Faculty with RM3, RM4, SM IIa, or SM IIb graduate faculty appointments in SoM	Special members of the graduate faculty without extended privileges (either SM I-b, or SM I-c)	Total Number of Committee Members
3	0	0	3
2	1	0	3
2	0	1	3
2	2	0	4
2	1	1	4
3	0	2	5

Table 2: Scenarios for Ph.D. committees. Graduate faculty members counting towards graduate college majority rule are highlighted in dark and light shades of green, while Graduate Faculty counting towards the SoM minority rule are highlighted in dark green.

Tenure-track, tenured, or renewable term SoM faculty	Adjunct or Affiliate Faculty with RM3, RM4, SM IIa, or SM IIb graduate faculty appointments in SoM	Special members of the graduate faculty without extended privileges (either SM I-b, or SM I-c)	Graduate College Representatives	Total Number of Committee Members
3	0	0	1	4
2	1	0	1	4
3	1	0	1	5
3	0	1	1	5
3	2	0	1	6
3	1	1	1	6
4	0	2	1	7
4	3	0	1	8
4	2	1	1	8
4	1	2	1	8

Implementation of graduate college majority rule: Sum of Column 1 and Column 2 > total number / 2

Implementation of SoM minority rule: Column 1 >= total number / 2



## 2.14. Assistantships and Fellowships

Most SoM graduate students are funded through teaching assistantships (provided by OU) or research assistantships (provided by faculty grants, funds from affiliated institutions, or fellowships). The funding consists of a [tuition waiver](#) and a stipend, students are also responsible for paying any University fees not covered by the tuition waiver. When not enrolling for summer credit hours, students may be required to pay for the use of OU facilities, such as Goddard Health Services or Sarkeys Fitness Center. More information about the total cost per credit hour and per academic semester can be found here ([http://www.ou.edu/bursar/tuition\\_fees.html](http://www.ou.edu/bursar/tuition_fees.html)). Tuition waivers are handled by OU Graduate College and students should be aware of the Graduate College [tuition waiver policies](#). As part of these policies, students usually must be enrolled in five (5) or more credit hours and hold a graduate assistantship appointment of at least .50 FTE or twenty (20) hours per week for the entire semester to qualify for a tuition waiver during a fall or spring semester. Students with a spring .50 graduate assistantship appointment qualify for applicable summer waivers when enrolled in summer. During a student’s last spring or fall semester, exceptions to the 5-credit hour enrollment minimum may be possible if less than 5 credit hours are required to complete the degree during that semester. Students should contact the Graduate College to inquire about such exceptions.

Graduate Student Level	2024-2025		
	Biweekly	Monthly	12-month
Level 1 Entry to MS or PhD	\$1,179.81	\$2,556.25	\$30,675.01
Level 2 Completed MS or completed 30 credit hours towards a PhD in Meteorology	\$1,238.80	\$2,684.06	\$32,208.76
Level 3 Completed the SoM PhD coursework requirement	\$1,275.96	\$2,764.59	\$33,175.02
Level 4 Passed the General Exam	\$1,314.24	\$2,847.52	\$34,170.27

*Table 3: GRA and GTA biweekly, monthly, and 12-month stipend rates for the 2024-2025 academic year.*

increase of 5% from Level 1. Levels 3 and 4 will maintain fixed increases of 3% from Levels 2 and 3, respectively. Otherwise, changes to this formula for annual stipends must be approved by the GSC with 2/3 approval.

Graduate assistantships are subject to certain limitations, including enrollment requirements and maximum allowable FTE levels. Students are expected to continue their full-time effort towards the completion of their degree throughout the entire academic year. Students will continue to be paid 0.50 FTE in the summer to work on their degrees and to fulfill their assigned responsibilities as graduate research or teaching assistants. In rare cases, a student may receive an additional 0.2 FTE during a semester (including the

With the exception of fellowship recipients (whose stipends are determined by the fellowship program), all graduate students’ stipends, whether from GTA or GRA appointments, are set at fixed stipend rates (Table 3). The annual stipend increase for each academic year for Level 1 will by default be equal to the Department of Labor’s [Employment Cost Index](#) from the 12-month period ending December of the previous calendar year minus 0.5% (December 12-month, not seasonally adjusted), bounded by a maximum increase of 3% and minimum increase of 0%. This formula is identical to the annual federal government salary increases. Furthermore, the Level 2 salary increase will maintain a fixed

summer term<sup>10</sup>) for additional duties as a GRA or GTA, which contribute to their education and professional development, and aid in the successful completion of their degree. In the fall and spring semesters, any appointment higher than 0.50 FTE requires the approval of the Graduate College. When offered a position we expect it to continue but all decisions about renewals depend on academic progress, job performance and budgetary constraints.

The [Graduate Assistant page](#) describes the policies that govern your role as a graduate student employee, as well as many university resources available to graduate assistants. We urge you to read this and, should you accept an offer, we request that you become familiar with your rights and obligations as a GRA at OU.

## **2.15. Graduate Student Advisee/Advisor Expectations**

Academic research conducted under a faculty advisor (Regular faculty, affiliate faculty, or adjunct faculty) is an opportunity for a student's academic and professional career growth. This is best facilitated by having clear expectations between the advisor and student – a graduate research or teaching assistant (GRA/GTA). The intent of this document is to provide a common framework in the School of Meteorology for a safe and supportive environment that best promotes a successful and productive advisor/advisee relationship.

Advisees should acknowledge that they received and reviewed this document with their advisors. Note that this document outlines the School of Meteorology's common framework and that your advisor may also provide a separate document of expectations as a supplement. The signature page is at the end of this document.

### **2.15.a. Advisor/Advisee Roles**

The advisor and advisee have unique roles in the research process.

The *advisor's* role includes:

- i) Securing research funding through grant proposals if needed.
- ii) Managing research funds and directing the student's efforts, including balancing research and other deliverables associated with the grant funding, including education, training, and thesis/dissertation content.
- iii) Mentoring researchers working on projects under their direction. This mentoring includes providing academic advising, thesis/dissertation preparation, and professional development opportunities.
- iv) Providing constructive and timely feedback to the advisee about their progress on research and other activities associated with the grant funding.
- v) Reviewing, editing, and approving all external communication relating to the research effort in a timely manner.
- vi) Assisting the advisee in selecting courses and providing advice about such things as time management and preparing for academic success.
- vii) Understanding and supporting the career plans (e.g., faculty, research, operational meteorology, private sector) of the advisee. This support could include taking career plans into account when selecting courses, conferences, seminars at other institutions, and aiding the student in establishing appropriate contacts.

The *advisee's* role includes:

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<sup>10</sup> In compliance with federal immigration regulations and OU policy, International students are allowed to work up to 39 hours a week during the summer but can only be employed 0.5 FTE during the fall and spring term.

- i) Conducting research and other related tasks associated with the grant funding as assigned by the advisor.
- ii) Sharing knowledge gained through study and experience with the advisor.
- iii) Preparing presentations, reports, and publications to effectively communicate research and other accomplishments related to the grant funding.
- iv) Sharing information about progress in their course work and seeking advice about strategies and best practices for academic success.
- v) Sharing their vision for career paths with their advisor.
- vi) Note that advisees' independently-sourced funding (i.e., fellowships, etc.) is not under the financial control of the advisor.

As an advisee grows in knowledge and experience, the advisee is encouraged to actively collaborate with the advisor in conceiving, designing and implementing effective strategies to help accomplish their research goals. Such strategies may include, for example, taking on additional tasks such as developing testable research hypotheses, proposal writing, developing modeling and/or observing strategies acting as a reviewer for a journal, or mentoring.

Adaptations to these roles may be necessary in some circumstances but should be either appended to this document or supplemented by an additional document. Both parties are responsible for maintaining a safe and professional environment and supportive culture at all times with each other, the research group, the School, the University, and the community.

### **2.15.b. Academic Advising**

The student GRA/GTA's advisor also serves as their academic advisor. Students are expected to consult regularly with their advisor and/or thesis committee about selecting coursework in order to gain necessary skills needed for success in their research. The education and career interests of the student and requirements agreed to by the student's advisory committee should be considered in such discussions. Advisors are expected to be knowledgeable of and support a student's efforts in adhering to all Graduate College policies and procedures, balancing coursework and research responsibilities, establishing a thesis/doctoral committee, thesis/dissertation preparation, and other program requirements. Ultimately, it is the student's responsibility to meet all academic requirements and timelines set by the School and the Graduate College.

### **2.15.c. Advisor and Graduate Student Resources**

The [School of Meteorology Graduate Student Handbook](#) is updated annually by the School's Graduate Studies Committee and provides details on the SoM's degree requirements, best practices, committee requirements, seminar requirements, and more.

[The Graduate College Bulletin](#) contains current policies and procedures related to graduate studies. It is the responsibility of all graduate students and advisors to familiarize themselves with this information in addition to specific requirements of the particular discipline in which they are seeking a degree.

Graduate students must uphold the highest standards of performance and [academic integrity](#). It is the responsibility of each student to be familiar with the definitions, policies, and procedures concerning performance and academic misconduct.

The School of Meteorology is responsible for periodic performance reviews of graduate students in accordance with the guidelines of the Graduate College described in the [Graduate College Bulletin](#). If these

standards are not met, the Graduate College has the authority to deny further enrollment. [Section 6 of the OU Graduate Student Bulletin](#) (Graduate College Standards) outlines graduate college standards, retention, academic integrity, academic misconduct, and procedures regarding student grievances.

Graduate students may complete a [grievance report](#) about a course at any time ([https://ousurvey.qualtrics.com/jfe/form/SV\\_3C2QXe8Qg59Ib0p](https://ousurvey.qualtrics.com/jfe/form/SV_3C2QXe8Qg59Ib0p)). By default, the grievance report will be submitted to the Associate Director for Graduate Programs so they can further help with the issue, or the student can instead specify for it to go to another person (such as the Graduate Studies Committee Chair or the Coordinator of Graduate Programs).

Other potentially useful graduate student resources at OU include:

- Health Services (<http://www.ou.edu/healthservices>): They provide physical and psychological health care services to OU students.
- International Student Services (<http://www.ou.edu/cis/iss>): If you are an international student, please work with ISS to make sure that you always maintain valid immigration status while you are at OU.
- Writing Center (<http://www.ou.edu/writingcenter>): This center provides various services to help with writing such as workshops, writing groups, and individual consultation.
- Information Technology (<http://www.ou.edu/ouit>): Students can report any issues related to their OU email and account through this website. The list of IT software available to OU students can also be found here.
- OU Campus Safety (<http://www.ou.edu/web/campussafety>): This page lists offices that are dedicated to the safety of OU students such as OU Police Department and OU Institutional Equity Office.
- Incidents of bias (<https://secure.ethicspoint.com/domain/media/en/gui/78323/index.html>): In the event that a student experiences an incident of bias on campus, it should be reported to the Campus Climate Incident Response Team
- The University of Oklahoma is committed to fostering an inclusive culture of respect, civility, belonging, and access for all. Resources at OU are available from the Division of Access and Opportunity:
- [Division of Access and Opportunity](#)

Reporting abuses of student conduct (<https://www.ou.edu/studentconduct/report-an-incident>): This includes reports of bias, discrimination, physical or mental harassment or misconduct by OU community members

#### **2.15.d. University Graduate Assistant Responsibilities**

Graduate assistants belong to a unique group within the University of Oklahoma in that they have two basic responsibilities: 1) fulfilling the academic requirements of the graduate degree and 2) supporting the instructional mission of OU or the research mission and related activities of the project providing the student's stipend (i.e., depending on whether they are supported as a GRA or GTA). The [OU Graduate Assistant section of the OU Graduate College Bulletin](#) describes the university policies that deal with a student's role as a graduate assistant. The School of Meteorology may also have its own policies regarding eligibility, appointment, enrollment, workload, performance review, and reappointment described in the [School of Meteorology Graduate Student Handbook](#). Ownership interests in intellectual property created during the course of graduate research shall be determined in accordance with the University of Oklahoma Intellectual Property Policy.

#### **2.15.e. Communication**

Advisors and advisees should maintain a preferred and regular means of communication (i.e., in-person meetings, online meetings, phone, text, Slack, email, or other electronic formats). All parties should do their best to respect personal time by limiting non-electronic communications to regular business hours (Monday-Friday, 8am-5pm) except under extenuating circumstances (i.e., conference travel, field research, presentations, paper, thesis, or report deadlines) or permission from both parties.

#### **2.15.f. Work Schedule**

Graduate students receiving a stipend to help defray the cost of their graduate education are classified as exempt employees and are not eligible for overtime compensation. Successful research requires a sustained effort over an extended time period. In general, over the course of a year and during each month (excluding University holidays), students with a GRA position are expected to spend on average 20 hours/week on research. Specifically, graduate students with GRA positions may be spending an average of 40 hours/week doing a combination of GRA work and additional research work that pertains to the student's academic progress. This may mean that when taking a full course load, students may occasionally work less than 20 hours/week on research and are expected to make up the time by working more in other weeks. We recognize that students may choose to invest additional time to develop research skills and pursue their research projects to fulfill their degree. Occasionally, publications, reports, presentations, theses, field research, or other research-related deadlines may require a longer time commitment in some weeks. *However, persistent requirements of advisees to work beyond these guidelines are not expected or encouraged.*

#### **2.15.g. Vacation/Time off**

Researchers are free to take time off during [official university holidays](#). If a deadline or fieldwork interferes with a holiday or weekend, advisors should provide advance notice, when possible, and arrange for makeup days off. Any additional time off must be negotiated with the advisor at least 2 weeks ahead of time and should generally not exceed a maximum of 15 paid days off<sup>11</sup>. Summer is typically the most productive period of research, and thus advisees are expected to provide as much advance notice as possible for summer commitments that require time off.

#### **2.15.h. Professional Development**

It is the responsibility of the advisor to provide opportunities for advisees to attend regional and/or national conferences. Travel to such conferences is also expected to be from external funding sources at minimal or no cost to the student. However, it is the responsibility of the advisee to produce research results that are worthy of conference presentation and receive approval from their advisor to present those results. When external funding is not available to support conference travel, students may request support from University programs (e.g., [the Robberson travel grant](#)) or the SoM. All requests are subject to review and approval and are thus not guaranteed sources of support.

The time spent in graduate school should generally help the advisee develop as a professional. This includes:

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<sup>11</sup> The 15 paid days off is based on 5 paid holiday days off over winter break with 5 additional paid days over the winter break and 10 paid days the rest of the year.

- Treating others and their scientific ideas with respect and tolerance regardless of their position. It is acceptable to occasionally have a professional disagreement, but the disagreement should never become personal and the other person's right to have their own opinion should be recognized and respected.
- Taking responsibility for one's own actions and duties.
- Being willing to ask questions when having trouble with research or for help when being stuck on a problem for a lengthy period of time.
- Helping other students when they ask for it.
- Learning how to communicate with your advisor, other members of your research team and accept constructive criticism. Advisors will provide constructive criticism and also expect advisees to do the same for others.

### **2.15.i. Graduation Standards**

Peer-reviewed publication is the primary metric of evaluation for researchers. Funding for publications is expected to be from their advisor's external funding sources or from the student's graduate fellowship source at minimal or no cost to the student. As such, a general standard is that a M.S. thesis should result in work equivalent to at least one unique peer-reviewed publication in a reputable journal with the student as first author or co-author. A Ph.D. dissertation should result in work equivalent to at least three unique peer-reviewed publications in a reputable journal, with the student as first author on at least two of those publications. Fulfillment of the degree requirements and standards of the SoM is ultimately judged and decided upon by the student's committee.

### **2.15.j. Committee Engagement**

The thesis or dissertation committee is expected to be the primary source of student advising outside of the primary advisor and committee chair. Students are encouraged to leverage the technical expertise and professional experiences of their committee throughout their progress to further their academic and professional career growth. A well-formed committee should complement the strengths of the student's primary advisor, provide well-rounded and informed guidance on the research and professional goals of the student and, ultimately, increase their potential for success. The student is not limited to relying on the advice or guidance of individuals on their committee. The SoM generally recommends no more than 4 M.S. committee members and 6 Ph.D. committee members.

### **2.15.k. Additional Items**

If you have any additional items you want to add to this document, do so below. Note that this document outlines the School of Meteorology's common framework and that advisors may also provide a separate document of expectations as a supplement. In the event of a conflict between this document and a Graduate College Policy (including the Graduate Bulletin) and/or University Policy, the College or University policy will take precedence.

## **2.16. Graduate Student Teaching Assistant Expectations**

Teaching assistantships (TAs) in the School of Meteorology (SoM) provide unmatched experience toward a student's academic and professional career growth. Some TA appointments serve as a graduate student's primary appointment and others serve as a supplemental appointment in addition to their RA (Research Assistantship) appointment. In any case, the intent of this document is to provide clear guidance on TA appointments in the SoM and our expectations for effort, excellence, and ethics in such appointments.



### 2.16.a. TA Appointment Types

There are two distinct types of TA appointments in the SoM: **instructional** and **assistive**.

**Instructional** appointments are those in which the TA is the primary instructor of the course. Responsibilities for instructional appointments typically include:

- Developing and providing a syllabus to the course
- Developing/procuring and presenting course materials (composed of one or more of the following: slides, hand-written notes, publications, excerpts from textbooks, misc. media, a Canvas page)
- Developing, administering, and grading all assignments in the course
- Holding weekly office hours and being otherwise routinely available to the students for questions on business days (incl. prompt response to email, use of Canvas, etc.)
- Submitting course grades

Note: course materials are expected to be shared between students who are/have been assigned as TAs to a given course so that the burden of development activities is limited.

**Assistive** appointments are those in which the TA supports the primary instructor of the course (typically a regular faculty member in the SoM). Responsibilities for assistive appointments are determined on a course-by-course basis through consultation with the primary instructor in advance of the semester and may include:

- Grading of course assignments (some or all, depending on the effort required) – the primary instructor of the course is responsible for providing all assignments, answer keys, and grading rubrics to the TA.
- Office hour support (if possible; typically  $\leq 2$  hr per week)
- Giving lectures in the Primary Instructor's absence (in such cases, the Instructor is responsible for providing all necessary materials such as slides or hand-written notes to the TA well in advance; lectures independently developed by the TA are possible, but the effort required to do so must result in a reduction of regular responsibilities so that the total workload does not increase)

Note: it is common for students to unintentionally over-burden TAs rather than the primary instructor of the course in assistive appointments. If communication with the students (email or otherwise) begins to consume time best spent on the TA's main responsibilities, it is recommended that the TA refer the students to the primary instructor. The primary instructor should be flexible to revising agreed-upon responsibilities as needed so that the highest priority support for the course is met within the constraints of the appointment level (see Section 2).

### 2.16.b. Expectations of Effort

TA appointments almost always amount to a full-time equivalency (FTE) load of 0.2-0.5 FTE, where 1 FTE = 40 hr/wk. The common FTE range of TA appointments amounts to an expectation of 8-20 hours effort per week, on average. For TA appointments, the weekly workload can fluctuate considerably as the frequency of course assignments varies, and some tasks are often concentrated to certain periods within the semester. It is therefore important for TAs to carefully budget and manage their time, preparing in advance of expected variations in workload (i.e., attempt to balance out effort as much as possible) so that remaining academic activities do not lead to excessive strain/stress. Regular book-keeping of efforts that can be shared with the primary instructor is encouraged.

If you find yourself routinely putting in more than the expected number of weekly hours based on your

appointment level, it is encouraged that you seek conversations about how to alleviate the time burden with: i) other students who have recently held or currently hold a similar appointment, ii) the Primary Instructor of the course if you hold an assistive appointment, and/or iii) the Associate Director for Graduate Programs for advice and guidance on how to reduce the burden. For assistive TA appointments, regular communication with the primary instructor regarding the level of effort required to support the course is strongly encouraged so that responsibilities and workload can be adjusted, if necessary, to best support the course. There are often numerous solutions to these challenges!

## **2.16.c. Policies and Resources**

### *Policies*

Most course policies that you must abide by as a TA are outlined in the OU Faculty Handbook (OUFH), which is referenced below. These include:

- Do not discuss or disclose student enrollment or performance information within anyone but the individual student (see FERPA law)
- Assignments worth more than 10% of a student's grade may not be assigned during pre-finals week, with some unique exceptions (see Section 4.10.1 of the OUFH)
- Provide the Syllabus by the first day of the semester (see Section 4.25 of the OUFH)
- Provide grades for assignments within 2 weeks of their due date, ideally via Canvas (see Section 4.11 of the OUFH)
- Do not reschedule course times for any reason without prior approval of the program Director, Dean, and Provost (see Sections 4.12 & 4.20 of the OUFH)
- Uphold academic integrity in your course. Any suspected violations of OU's integrity policy should be immediately reported via the *Academic Misconduct Reporting Form* to [integrity@ou.edu](mailto:integrity@ou.edu) (see <https://www.ou.edu/integrity> for complete guidance)
- As a mandatory reporter, you must report any instances of assault, harassment, and abuse that you become aware of (see responsibilities and guidelines outlined in detail at <https://www.ou.edu/eoo/reporting-responsibilities>)
- Meet final grade reporting deadlines (you should receive emails about this in advance, but check the Academic Calendar for the semester you TA to be sure)

If you find yourself unable to abide by one or more of these policies for any reason, please notify the Associate Director of Graduate Programs as soon as possible. Any TA who regularly fails to satisfy policy or meet expectations of the SoM may not be considered for TA support in future semesters.

### *Resources*

Faculty handbook (course requirements, policies, etc.) – <https://apps.hr.ou.edu/facultyhandbook/>. Read these *carefully* (most importantly Section 4), especially if you hold an instructional appointment. If you ever question whether an element of your course abides by OU policy, ask the Associate Director for Graduate Programs or another regular faculty member.

Canvas online learning management tool (a digital space for you to organize your course, post copies of the syllabus and other course materials, communicate with students, record grades, etc.); start early, update often – <https://canvas.ou.edu>

Syllabus templates (from the Center for Faculty Excellence, which provides many great resources) – <https://www.ou.edu/cfe/teaching/syllabus-support>



New GTA training (required Graduate College course to be completed by all first-time TAs) - <https://www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship#new-gta-orientation>

## **2.16.d. Common TA Appointments**

### ***Instructional***

METR 1014 (Intro to Weather & Climate) Lecture – 3 hr, Fa/Sp/Su

METR 1014 (Intro to Weather & Climate) Lab – 1 hr, Fa/Sp/Su

METR 2603 (Severe & Unusual Weather) – 3 hr, Fa/Sp/Su

METR 2613 (Meteorological Measurements) Lab – 1 hr, Sp

METR 2004 (Atmospheric Circulations) Recitations – 1 hr, Fa

### ***Assistive***

METR 1003 (Intro to Atmospheric Science) – Fa

METR 1313 (Intro to Programming) – Fa, Sp

METR 2004 (Atmospheric Circulations) – Fa

METR 2213 (Thermodynamics) – Sp

METR 3113 (Dynamics I) – Fa

METR 3123 (Dynamics II) – Sp

METR 3223 (Cloud Physics) – Sp

METR 3323 (Statistical Meteorology) – Fa

METR 3334 (Principles of Research & Communication in Meteorology) – Sp

METR 3513 (Atmospheric Chemistry) – Fa

METR 4133 (Dynamics III) – Fa

METR 4233 (Radiation & Remote Sensing) – Fa

METR 4424 (Synoptic Meteorology) – Fa

METR 4433 (Mesoscale Meteorology) – Sp

METR 4523 (Climate and the General Circulation) – Sp

METR 4913 (Capstone) – Fa

METR 5004 (Fundamentals of Atmospheric Science) – Fa

## **2.17. SoM Administration and Committees**

### **2.17.a. SoM Director, Faculty and Staff**

Dr. [Cameron Homeyer](#) serves as the interim director of the School of Meteorology since July 2023. He is succeeding Dr. [Jens Redemann](#), who served from July 2018 – June 2023. Dr. Homeyer joined the faculty in the School of Meteorology in July 2014. He completed all three of his degrees (B.S. in Meteorology, M.S. and Ph.D. in Atmospheric Sciences) from 2004-2012 at Texas A&M University, prior to receiving a postdoctoral fellowship in the Advanced Study Program at the National Center for Atmospheric Research (NCAR) from 2012-2014. He served as Associate Director for Undergraduate Studies in the School from 2017-2018 before moving into a similar role supporting the Graduate Program from 2018-2023.

The SoM is most well-known for national leadership in the areas of severe storms, mesoscale dynamics, convective-scale modeling and radar studies. However, SoM faculty research areas go beyond severe weather research, covering such areas as boundary layer and urban meteorology, climate, numerical weather prediction and data assimilation, tropical meteorology, lightning, cloud physics, dynamics, polar regions studies, machine learning, hydrology, and atmospheric radiation. The [SoM faculty website](#) provides

more details on the research areas, faculty videos, and contact information for all faculty members. Information about current [Graduate Students](#) is also available.

The [SoM staff website](#) provides contact information about the wonderful SoM staff. [Danika Hines-Barnett](#) is the Academic Coordinator of Graduate Programs and the main point of contact for students with questions related to the SoM graduate program.

### **2.17.b. SoM Graduate Studies Committee (GSC)**

Any revisions of the SoM graduate curriculum are handled by the SoM GSC. The GSC is also in charge of keeping this Graduate Student Handbook up to date and serves a point of contact for students who have concerns or suggestions for future improvements of the SoM graduate curriculum and SoM policies for the graduate program as described in this document. Students with questions about their individual educational experience at SoM, their MS or Ph.D. committee etc. should also contact the GSC. The GSC consists of 5 voting members (5 regular SoM faculty members) and 5 non-voting members:

#### Voting Members (as of Spring 2024):

Steven Cavallo	(Chair) Associate Professor, NWC 5349, phone:325-2439, email: <a href="mailto:cavallo@ou.edu">cavallo@ou.edu</a>
Aaron Hill	Assistant Professor, NWC 5650, phone: 325-6561, email: <a href="mailto:ahill@ou.edu">ahill@ou.edu</a>
Chenghao Wang	Assistant Professor, NWC 5220, phone: 325-5325, email: <a href="mailto:changhao.wang@ou.edu">changhao.wang@ou.edu</a>
Xuguang Wang	Professor, NWC 5341, phone: 325-3426, email: <a href="mailto:xuguang.wang@ou.edu">xuguang.wang@ou.edu</a>
Ming Xue	Professor, NWC 2502, phone: 325-6037, email: <a href="mailto:mxue@ou.edu">mxue@ou.edu</a>

#### Non-Voting Members (as of Spring 2022):

Cameron Homeyer	(SoM Director, ex-officio) Associate Professor, NWC 5919, phone: 325-5303, email: <a href="mailto:chomeyer@ou.edu">chomeyer@ou.edu</a>
Scott Salesky	(Graduate Liaison), Associate Professor, NWC 5650, phone: 325-1738 email: <a href="mailto:salesky@ou.edu">salesky@ou.edu</a>
Michael Hosek	(student representative) email: <a href="mailto:hosek.michael@ou.edu">hosek.michael@ou.edu</a>
Harold Brooks	(Adjunct/Affiliate representative) Team Leader/Meteorologist National Severe Storms Lab, NWC, phone: 325-6083, email: <a href="mailto:Harold.Brooks@noaa.gov">Harold.Brooks@noaa.gov</a>
Danika Hines-Barnett	(Coordinator of Graduate Programs), NWC 5913, phone: 325-6571, email: <a href="mailto:danika@ou.edu">danika@ou.edu</a>

### **2.17.c. SoM Graduate Admissions Committee (GAC)**

The GAC is responsible for the evaluation of graduate admission applications and communication with the applicants regarding the status of their applications. The GAC consists of at least three regular faculty members of SOM, including the chair, as voting members. As a non-voting member, the SOM's [Academic Coordinator of Graduate Programs](#) serves as a staff representative on the committee.

#### Members (as of Fall 2022):

Feng Xu	(Chair) Associate Professor, NWC 5636, phone: 325-2860, email: <a href="mailto:fengxu@ou.edu">fengxu@ou.edu</a>
Aaron Johnson	(Adjunct/Affiliate representative), Research Scientist in the Multiscale Data-Assimilation and Predictability (MAP) Lab, NWC 5345, email: <a href="mailto:ajohns14@ou.edu">ajohns14@ou.edu</a>
[Vacancy]	
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## **STUDENT ORGANIZATIONS**

The School of Meteorology has a variety of student organizations:

- [Oklahoma Weather Lab \(OWL\)](#)
- [OU Student Chapter of the AMS and NWA \(SCAN\)](#)
- [Student Affairs Committee \(SAC\)](#)

Information on all the student organizations can be found [here](#).