December 10, 2017

Dear Student,

Welcome to the University of Tulsa! We look forward to working with you during the upcoming semester and hope all of your preparations are going well.

The Spring semester begins on Monday, January 8, 2018. If you have not enrolled, please discuss your enrollment with your graduate program advisor by phone or email. After discussing your class schedule with your graduate program advisor, please complete an enrollment card, sign it, then mail, fax or deliver it to your advisor for their signature. Once your enrollment card has been signed by your graduate advisor, submit it to the Graduate School for processing. You must enroll before classes begin so you can focus your energies on your coursework.

All graduate students receiving scholarships, assistantships, or fellowships should be enrolled by January 5 to ensure the timely receipt of stipend checks at the end of the month. Other offices on campus must have time to process your billing, which is generated once you have registered for courses.

Also enclosed is notification of the Graduate Student Orientation and the Life Skills Workshops, which will be held on Thursday, January 4 in the Allen Chapman Student Union, Great Hall (#3 on the enclosed campus map). Light refreshments will be provided during Orientation. This event gives new graduate students an opportunity to meet university administrators, speak with fellow graduate students from a variety of academic disciplines, and learn how to utilize campus resources. This orientation is required of all new graduate students, even those who have previously attended TU at the undergraduate level. We want to help make your transition to graduate studies at TU as easy and enjoyable as possible.

A letter regarding University policies and Life Skills Workshops is also included. Please read and sign a copy of the Academic Honesty Policy and the Ethical Conduct in Research and Scholarship Policy once you arrive on campus, copies will also be available in the Graduate School.

Please notify the Graduate School if you will be unable to attend the Graduate Orientation program in January. If you have attended Graduate School Orientation at TU before, you are not required to attend this Orientation. You may notify us by emailing
Caitlin Getchell at caitlin-getchell@utulsa.edu, or calling the Graduate School at (918) 631-2336 or toll free at 1-800-882-4723.

Additionally, you can follow the Graduate School on Facebook and Twitter to find out what is happening on campus, connect with other students, and learn more about things to do in Tulsa. Our Facebook page is at [facebook.com/utulsagradschool](http://facebook.com/utulsagradschool) and our Twitter account is at [twitter.com/UTulsaGradSch](http://twitter.com/UTulsaGradSch). We look forward to your arrival on campus and meeting you at the Graduate Student Orientation!

Sincerely,

Janet A. Haggerty
Vice Provost for Research and Dean of the Graduate School
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Student Signature: ________________________________

Advisor’s Signature: _____________________________

Dean’s Office: ________________________________

I agree to pay the total fee assessed based on this enrollment plus an interest of 1.5% monthly on balances over thirty days past due.
Allen Chapman Student Union
Great Hall
Thursday, January 4, 2018

Orientation:  12:30 PM – 5:00 PM
Workshops:  2:30 - 4:00 PM, 4:15 - 5:00 PM

An orientation program for new graduate students is set for Thursday, January 4, 2018, the Thursday before classes begin. It will be held in the Great Hall in the Allen Chapman Student Union from 12:30 – 5:00 PM. You will learn about a variety of student services available to you free of charge, including how to navigate the library, how to get internet access, and free health services.

There will be light refreshments available during the Life Skills workshops.

Please notify the Graduate School if you will be unable to attend either by emailing Caitlin Getchell at caitlin-getchell@utulsa.edu or by calling the Graduate School at (918) 631-2336 or 1-800-882-4723 if you are outside of the Tulsa area.

**ORIENTATION SCHEDULE**

12:30 – 1:00 PM  Registration and Meet and Greet
1:00 – 2:30 PM  Welcome & Introductions
2:30 – 5:00 PM  Life Skills Workshops

**LIFE SKILLS WORKSHOPS**

2:30 PM - 4:00 PM  Research Integrity & Plagiarism
4:15 PM - 5:00 PM  Harassment: Avoiding It, Defining It, Reporting It
To: Newly Admitted Graduate Students
From: Janet A. Haggerty
Vice Provost for Research and Dean of the Graduate School
Subject: University Policies

The Graduate School at The University of Tulsa encourages our students to develop a strong sense of professional integrity, ethics, and courtesy. Life Skills Workshops are offered to our graduate students during the academic year to provide them with skills that are outside of their discipline-specific knowledge and will maximize their opportunities to be successful in their career. We view this training as aiding in the development of their professional competencies. In addition to dealing with career development skills, this series also encompasses issues related to stress, juggling of one’s career and personal life, professional integrity, professional ethics, and more. Each workshop, seminar, or panel discussion is intended to focus on an issue that relates to a student’s academic career, but can then be transferred to their career beyond Graduate School. All graduate students are strongly encouraged to attend these workshops.

You are required to attend the Harassment, Research Integrity, and Plagiarism workshops during your first year of enrollment. These workshops are offered during fall and spring orientation.

Prior to your enrollment at The University of Tulsa, the Graduate School wants to verify that you are informed of the University policies regarding Academic Honesty and Ethical Conduct of Research and Scholarship. A good understanding of these two policies will aid you in your development of professional integrity and ethics.

Please sign the lower portion of this sheet to indicate that you have received and read the attached policies that summarize the Academic Honesty Policy and the Ethical Conduct in Research and Scholarship. Return this signed portion to the Graduate School either prior to, or at the time of your first enrollment.

I have read and understood the summary of the Academic Honesty Policy and the Ethical Conduct in Research and Scholarship Policy and agree to adhere to the rules and regulations as described in the Policies and Procedures Relating to Academic Misconduct of Graduate Students, The University of Tulsa Research Misconduct policy, and this document. In addition, I agree to attend the Harassment, Research Integrity, and Plagiarism and How to Avoid It Life Skills Workshops during the upcoming year.

Name (please print): ________________________________________________________________

Signature: ___________________________________________ Date: ____________________
Academic Honesty

In keeping with the intellectual ideals, standards for community, and educational mission of the University, students are expected to adhere to all academic policies. Cheating on examinations, plagiarism, and other forms of academic dishonesty violate both individual honor and the life of the community, and may subject students to penalties ranging from failing grades to dismissal. Academic misconduct also includes the unauthorized or inappropriate use of University computers, vandalism of data files or equipment, use of computer resources for personal reasons unrelated to the academic and research activities of the University, plagiarism, violation of proprietary agreements, theft, or tampering with the programs and data of other users.

Additional information regarding Academic Honesty and Misconduct may be found in the Policies and Procedures Relating to Academic Misconduct of Graduate Students on the portal. Once on the portal choose Graduate School under colleges, then choose Graduate School Academic Misconduct Policy, https://portal.utulsa.edu/colleges/graduate/_layouts/15/start.aspx#.

Academic Misconduct

The University of Tulsa expects students and instructors to have prepared the work or research that bears their name, and to give acknowledgment in the use of materials and sources. Students are expected to do their own work and research, to prepare their own reports and papers, and to take examinations without the assistance of others or aids not allowed in the testing procedure. The standards and ideals of learning at the University assert that students develop and learn as they participate directly in the process of learning, rather than by substituting the labor and experience of others.

Academic misconduct includes, but is not confined to, plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic materials; knowingly falsifying academic records or documents of the college; and turning in the same work to more than one class without informing the instructors involved.

In particular, plagiarism is presenting as one's own efforts the work of someone else without proper acknowledgment of that source. Exact copying is to be enclosed in quotation marks with an appropriate indication of its origin. Paraphrasing, wherein the basic sentence structure, phraseology, and unique language remain the same, is also plagiarism. The failure to acknowledge unique, unusual, or new ideas and facts not the product of one's own investigation or creativity is plagiarism. Submitting work that was created, researched, or produced by someone else is plagiarism. When in doubt in a particular course on these matters, it is the student's responsibility to seek guidance from the instructor of the course.

Unauthorized re-use of work or the turning in of the same work to more than one class without informing the instructors involved constitutes academic misconduct. Falsification of academic records by knowingly and improperly changing grades on transcripts, grade sheets, and related documents, class work reports, tests, and projects, and knowingly falsifying documents related to the meeting of academic requirements or to academic achievements constitute academic misconduct.

Submitting a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as if they were solely one's own are all forms of academic misconduct that are unacceptable. Falsification of data or creation of false data by instructors or students in research or experimental procedures is considered academic misconduct and is a form of research misconduct. Plagiarism may also be a form of research misconduct in addition to academic misconduct.
Ethical Conduct in Academic Research & Scholarship

The integrity of the research process is an essential aspect of a university's intellectual and social structure. Research is defined as all investigative, scholarly, and creative activity that supports the intellectual endeavors of the University. Although incidents of misconduct in research may be rare, those that do occur threaten the entire research enterprise.

The integrity of the research process must depend largely upon self-regulation. Formalization of the rights and responsibilities underlying scientific method is imperative in the research process. The University is responsible both for promoting academic practices that prevent misconduct and also for developing policies and procedures for dealing with allegations or other evidence of fraud or serious misconduct. All members of the University community—students, staff, faculty and administrators—share responsibility for developing and maintaining standards to assure ethical conduct of research and detection of abuse of these standards.

In dealing with this problem it is important to create an atmosphere that encourages openness and creativity. Good and innovative science cannot flourish in an atmosphere of oppressive regulation. Moreover, it is particularly important to distinguish misconduct in research and scholarship from the honest error and the ambiguities of interpretation that are inherent in the scientific process and are normally corrected by further research. The policies and procedures outlined below apply to faculty, staff and students; however, they are not intended to address all academic issues of an ethical nature. For example, discrimination and affirmative action are covered by other University policies.

**Ethical Conduct in Academic Research and Scholarship**

The primary way to encourage appropriate conduct in research and scholarship at the University is for faculty to promote and maintain a climate consistent with high ethical standards. To reduce the likelihood of misconduct in research and scholarship, the faculty and administration should facilitate the following:

A. Encouragement of intellectual honesty.

B. Assurance that quality of research, scholarship, and creative activity is emphasized.

C. Acceptance of responsibility by supervisor as appropriate to the discipline.

D. Establishment of well-defined research procedures.

E. Appropriate assignment of credit and responsibility.

**Policy**

Misconduct in research and scholarship is inappropriate behavior by members of this University community. Allegations of misconduct in research and scholarship will be handled according to the policies and procedures included in the *Research Misconduct Policy*.

This brief summary does not replace the detailed policy. The full detailed policy can be found at the link below:

[https://utulsa.edu/research/office-research/research-compliance/](https://utulsa.edu/research/office-research/research-compliance/)
DIRECTIONS TO TU

FROM THE AIRPORT:

■ Take Interstate 244 to the Delaware Avenue exit.

■ Turn south (left) onto Delaware Avenue.

■ Go to 8th Street, by the Case Tennis Center, and turn east (left).

■ Go two blocks. Turn north (left) onto Tucker Drive and circle around to access visitor parking in the Westby Lot, located north of Collins Hall.

■ The Office of Admission is located on the first floor of Collins Hall. Use the 8th street entrance.

■ To make arrangements for a campus visit, please call 1-800-331-3050 toll free, or (918) 631-2307 locally.

LOCAL HOTELS

- Campbell Hotel ............................................... (918) 744-5500
  2638 East 11th Street, Tulsa, OK 74104

- Doubletree Downtown .................................. (918) 587-8000
  616 West 7th Street, Tulsa, OK 74127

- Doubletree Warren Place ................................ (918) 495-1000
  6110 South Yale Avenue, Tulsa, OK 74136

- Embassy Suites ........................................... (918) 822-4000
  3332 South 79th East Avenue, Tulsa, OK 74145

- Holiday Inn Tulsa City Center ....................... (918) 585-5898
  17 West 7th Street, Tulsa, OK 74119

- Hotel Ambassador (a boutique hotel) ............. (918) 587-8200
  1324 South Main Street, Tulsa, OK 74119

- Hyatt Place Tulsa .......................................... (918) 481-4010
  7037 South Zurich Avenue, Tulsa, OK 74136

- Hyatt Regency Tulsa ..................................... (918) 582-8000
  100 East 2nd Street, Tulsa, OK 74103

- Marriott Courtyard Downtown ...................... (918) 508-7400
  415 South Boston Avenue, Tulsa, OK 74103

- Renaissance Tulsa Hotel & Convention Center .... (918) 307-2600
  6608 South 107th East Avenue, Tulsa, OK 74133

- The Mayo Hotel ........................................... (918) 582-6296
  115 West 9th Street, Tulsa, OK 74103

An extensive hotel list, including all major chains and B&B’s, is available online at www.utulsa.edu/hotels. Ask for the TU rate when booking reservations.