SoM Advisory Conference Report (ACR) Form Guidance

This document is intended to serve as step-by-step guidance for filling out the Advisory Conference Report (ACR) form in the School of Meteorology. The ACR form can be found under the "Doctoral Forms" section of the OU Graduate College's Forms page. General instructions for completing the ACR can be found throughout the form itself, but this document seeks to provide additional context for all students and to provide further guidance to external M.S. to Ph.D. transfer students.

Before completing the ACR form, review of the following resources is recommended:

- "Information for Doctoral Students" section of the OU Graduate College's Graduate Bulletin
- School of Meteorology Doctoral Degree Requirements
- Section 2.9: *Best Practices for the PhD Advisory Conference* in the SoM Graduate Student Handbook

Example ACR forms can be found here:

- SoM M.S. to SoM Ph.D.
- Direct-track Ph.D.
- External M.S. to SoM Ph.D.

ACR Form Completion

Student Information section

Type your name, OU ID, Major (Meteorology), and Name of Degree (Ph.D.) in their respective text boxes. In the "Previously Awarded Degrees" section, list your undergraduate and/or graduate degree(s), awarding university, and graduation date (month and year).

Example:

STUDENT INFORMATION			
Enter your name, OU ID, major, name of degree (Ph.D., D.M.A. or Ed.D.) and previously awarded degrees below.			
Name:	**Carl-Gustaf Rossby**	**OU ID:**	**019990503**
Major:	**Meteorology**	**Name of Degree:**	**Ph.D.**
Previously Awarded Degrees:	**B.S. Mathematical Physics, University of Stockholm, May 1921** **M.S. Meteorology, University of Stockholm, August 1923**		

Tools of Research section

SoM has no requirement for Tools of Research in the doctoral degree. This section can be left blank.

Coursework Taken While Enrolled in OU Doctoral Program section

General guidelines for all coursework listings in this and following sections are provided in the ACR form.

All courses you have taken in the past, present, and expect to take in the future *while enrolled in the SoM doctoral program* should be listed in this section. This includes all graded courses, seminars, and independent study enrollment, but does *not* include research hours (i.e., METR 6980). In cases of enrollment in the same course over multiple semesters (i.e., seminars, independent studies, etc.), list each enrollment separately.

For each source, list the course number, course name, grade received, semester/year (e.g., Spring 2025 as "SP25"), credits received, and institution taken (i.e., OU). List these exactly as they appear on your transcript.

For future courses, leave the "Grade" column blank, but still list the expected enrollment semester and number of credit hours. Note that if your enrollment timeline changes after ACR submission, a revised form reflecting said changes will need to be approved.

Once finished, type the total number of credits in the "Total Hours" box.

Example with past and future courses:

COURSEWORK TAKEN WHILE ENROLLED *in* OU DOCTORAL PROGRAM					
Course Prefix & Number	**Course Name**	**Grade**	**Semester & Year**	**Semester Hours**	**Institution**
METR 5673	Weather Radar Theory/Practice	A	FA23	3	University of Oklahoma
METR 6970	Convective METR Seminar	S	FA23	1	University of Oklahoma
METR 5990	Independent Study	S	FA23	2	University of Oklahoma
METR 6313	Adv Data Assim Methods	A	SP24	3	University of Oklahoma
METR 6970	Convective METR Seminar	S	FA24	1	University of Oklahoma
METR 6970	Convective METR Seminar		FA25	1	University of Oklahoma
METR 6970	Convective METR Seminar		FA26	1	University of Oklahoma
			Total Hours:	**12**	

Coursework Forming Completed Master's Degree section

Coursework applied to a previously awarded master's degree that will also be used toward a SoM doctoral degree is to be listed here.

The credits counted in this section must meet the following criteria:

- Master's credit applied to the doctoral degree must not exceed 44 credits (49% of a 90-credit program)
- Up to 6 thesis research credit hours may be applied to a doctoral degree
- For transfer students, all credit must meet standards of the Graduate College Bulletin
    - *Note that transfer credit requires an official transcript indicating conferral of master's degree and must be graded "A", "B", or "S" to apply (with some exceptions)*

Once credits to apply have been determined, list them in the same manner as in the previous section and sum them under "Total Hours."

TRANSFER STUDENTS: When transferring graded coursework, it may be helpful to indicate which courses the committee decides are transferrable as core courses to the doctoral degree. These courses can be found in SoM's Doctoral Degree Requirements. Other courses need not be matched to exact OU courses; relevant courses will transfer as general METR credit. More information can be found under the "Petition to Transfer External Credit to OU" section below.

Example with external transfer credits:

COURSEWORK FORMING COMPLETED MASTER'S DEGREE					
Course Prefix & Number	**Course Name**	**Grade**	**Semester & Year**	**Semester Hours**	**Institution**
ATMO 5321	Cloud & Precipitation Physics* **transferring as METR 5233: Cloud and Precipitation Physics*	A	SP23	3	Texas Tech University
GPH 5310	Geophys Fluid Dynamics* **transferring as METR 5113: Advanced Atmospheric Dynamics I*	A	SP23	3	Texas Tech University
GPH 5324	Radiative Transfer* **transferring as METR 5223: Atmospheric Radiation*	A	SP23	3	Texas Tech University
ATMO 5101	Atmospheric Science Sem	A	SP23	1	Texas Tech University

Other Coursework Completed Prior to Doctoral Admission section

Any credits wished to apply to the doctoral degree that have not been applied to a prior degree should be listed here. Courses older than 4 years for students admitted with a master's degree and 5 years with a bachelor's degree cannot be applied. Additionally, for a course listed in this section to apply, the general exam must be taken within these specified time periods following completion of said course (for more specific guidance on the general exam and its pertinence to the ACR, see Sections 2.9 and 2.10 of the SoM Graduate Student Handbook). Sum the total number of credits in this section.

Most students will leave this section blank.

Summary of Credit Hours section

List the credit totals from the 3 prior sections in the first 3 rows of the table. The dissertation hour total is determined by subtracting the sum of these totals from the 90-hour SoM doctoral degree. In this example, 12 + 38 + 0 = 50 graded credits, and 90 – 50 = 40 research credits to meet the 90-hour requirement.

SUMMARY *of* CREDIT HOURS	
Type of Credit	**Semester Hours**
Coursework Taken While Enrolled in OU Doctoral Program	12
Coursework Forming Completed Master's Degree	38
Other Coursework Completed Prior to Doctoral Admission	0
Dissertation Hour Total	40
Total Hours (at least 90 required)	**90**

Finally, fill in the remaining totals.

Submission of ACR Form

Once your ACR form has been completed, it ***must*** be submitted to the online ACR submission form found in the Graduate Bulletin. Other forms of submission, including email to the Graduate College, will not be accepted.

1. After logging in using your 4x4 credentials, your name, student ID, and OU email address should automatically populate. Make necessary changes if any information is incorrect.

2. Using the dropdown menus, select "Norman – Main Campus" as the Campus, "Meteorology" as the Academic Unit, and "Meteorology, Doctorate" as the Major. Once a major is chosen, the Committee Selection section will appear.

GRADUATE COLLEGE
The UNIVERSITY of OKLAHOMA

ADVISORY CONFERENCE REPORT (ACR) SUBMISSION

Use this form to upload your ***Advisory Conference Report (ACR)***. The Advisory Conference Report (ACR) lists all the coursework and credits needed to fulfill the requirements of your doctoral degree program.

Before scheduling your advisory conference and completing this form, you should review:
- The "Information for Doctoral Students" section of the *Graduate College Bulletin*, and
- the *Doctoral Degree Requirements* check sheet for your program.

Student First Name: * Joanne
Student Last Name: * Simpson
OU ID#: * 111111111
OU Email: * Joanne.Simpson-1@ou.edu
Campus: * Norman - Main Campus
Major Code: D685
Academic Unit: Meteorology
Major: * D685-Meteorology, Doctorate

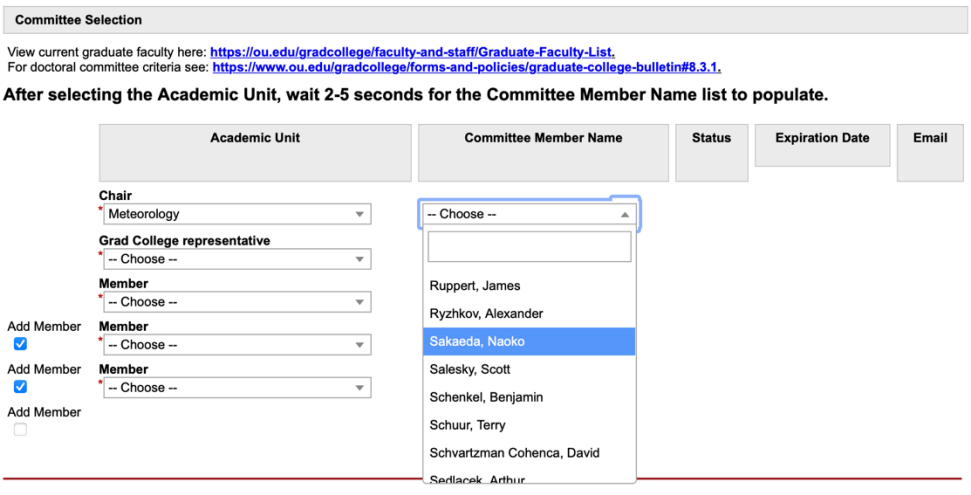
3. Under the Advisory Conference Report (ACR) Upload section, upload your ACR form in .doc format.

Advisory Conference Report (ACR) Upload

Upload the most current version of your *Advisory Conference Report (ACR)*.

* gc-advisory-conference-report-upload-2.doc Delete file

4. For each committee member, select their department (this will likely be Meteorology for most members). A dropdown menu containing names of faculty in that department will appear. After selecting the correct member, the remaining information for that member will populate. To create rows for additional members, click the necessary number of "Add Member" checkboxes.



5. Once completed, electronically sign the form and click “Submit Form.” The ACR will then be sent to the Graduate Liaison and your committee to verify and sign.

6. Once submitted, you will receive receipt of your submission from your Graduate College academic counselor. You, your committee, and SoM will receive notification following approval. This process may take up to several weeks. If an issue is found, your ACR will be returned with expectations to revise and resubmit.

PETITION TO TRANSFER EXTERNAL CREDIT TO OU *(Transfer Students Only)*:

External credits from one’s external M.S. (and/or incomplete Ph.D. studies) may be applied to their SoM Ph.D. degree under certain circumstances. To do so, SoM must submit a petition to the Graduate College that breaks down how credits transfer to Ph.D. requirements. This breakdown should be determined by the committee during the ACR meeting. It should then be provided to SoM to draft the petition which will be submitted with the ACR form.

The following are true for the Meteorology Ph.D. requirements:

- The requirement for METR 5004 (Fundamentals of Atmospheric Science) is generally waived (at committee and graduate liaison discretion) for SoM Ph.D. students with an external M.S. in atmospheric science topics.
    - Graded METR electives can be substituted for these 3 credits instead.

- External courses may be substituted for required core METR courses if the external course is deemed to have covered sufficiently similar material.

- External credits covering atmospheric topics outside core classes may be substituted in toward the remaining elective METR credits ***regardless*** of whether OU offers an equivalent course.

- See Section 8.2.3 of the Graduate College Bulletin for additional guidance on Ph.D. transfer credit.