

## **Graduate Programs Manual Shawnee State University**

### **INTRODUCTION**

The following is a listing of general definitions, policies, and procedures related to graduate programs at Shawnee State University (SSU). Each graduate program has a program specific manual which offers detailed policies and procedures for their individual program. SSU retains the right to change its course offerings, academic policies and requirements for graduate degree programs. In the event that such changes occur while a student is enrolled in a degree program, the following policies are in effect:

- Students are governed by the policies of the most current edition of this manual.
- Students are governed by the degree requirements in the annual catalog in effect at the time of their initial matriculation in the program.
- Students may elect to complete a degree program under a more recent annual catalog than when they initially matriculated into the program. If this choice is made, the student must inform his/her graduate advisor, Graduate Center, Registrar and complete all degree requirements specified in the selected annual catalog.

## ADMISSION

Applicants to graduate programs at Shawnee State University are evaluated and admitted by the program area graduate admissions committee upon fulfillment of all Graduate Center admissions requirements. Appeals of admission decisions should first be addressed at the program level.

### Categories of Admission

Students are identified by the Graduate Center, upon recommendation of the appropriate program area graduate committee, as being in one of the following categories:

**Regular Degree Status** - Students are admitted for regular status when they:

- meet all of the Graduate Center and program admission requirements for regular status,
- are recommended for admission by the graduate committee of one of SSU's graduate degree programs.

**Conditional Degree Status** - Students who have an undergraduate grade point average less than that required for regular status (see GPA requirements per program) and/or need to complete prerequisite coursework may be admitted under Conditional Degree Status. Conditionally admitted students must achieve no less than a 3.0 cumulative grade point average in twelve (12) or more graduate hours after being admitted in this status. Students who have achieved this grade point requirement must also meet other requirements (listed under Regular Degree Status and/or the specific program's requirements for conditional status) before achieving Regular Degree Status. Graduate credit up to twelve (12) credit hours earned while in Conditional Degree Status will apply toward degree requirements. Students in this category who do not meet the 3.0 grade point average requirement will be dismissed from their graduate program.

**Provisional Status** – When official copies of all application materials have not been submitted by the application deadline, applicants who appear to be admissible based on the available information may be granted provisional admission for one semester pending receipt of the official academic transcripts, test scores, etc. A review of the completed application package may lead to a recommendation for admission in either Regular Degree Status or Conditional Degree Status, or denial of admission. Failure to provide the missing information by the end of the semester may result in any or all of the following actions:

- a hold may be placed on the student's academic records;
- registration for future semesters may be denied;
- and/or students may be immediately dismissed from their graduate program.

**Non-Degree Status** - Students who desire to take graduate courses but do not wish to pursue a degree program are admitted into this status. Admission into this status does not imply or guarantee subsequent admission into a degree program. Students in this status must maintain no less than a 3.0 cumulative graduate grade point average with a minimum of 9 semester hours. Failure to meet this grade point average requirement will result in dismissal from the appropriate graduate program.

**Special Status** - Students desiring to take only workshop courses for graduate credit may do so under this status. Students are granted special status without being admitted to the Graduate Center.

**Transient Status** - Students actively pursuing graduate programs at other colleges or universities who wish to earn credits for transfer to those institutions may be granted transient status. Students must present to the Graduate Center a completed "Permission for Transient Status" form signed by the graduate school dean or equivalent at their university. The form must be presented for each semester the student desires to register for graduate course work at Shawnee State University.

### **General Requirements for Admission**

Each applicant must submit official documentation as evidence of meeting the following Graduate Center admission requirements. Programs may have requirements over and above those of the Graduate Center. Prospective students need to fulfill all program requirements in addition to Graduate Center requirements.

- A. Completion of a bachelor's degree program at a regionally accredited college or university.
- B. For degree candidates, preparation for the declared field of study that is acceptable to the graduate program concerned.
- C. Documentation that the applicant has the minimum undergraduate grade point average (GPA) established by the Graduate Center for admission:
  1. For Regular Degree Status, an overall undergraduate GPA of at least 3.0 (based on a 4.0 system)
  2. For Conditional Degree Status, an undergraduate GPA of at least 2.5 (based on a 4.0 system) or an undergraduate GPA of at least 2.3 but with a 2.75 or better for the last 60 semester hours (90 quarter hours) earned toward the undergraduate degree.
  3. For Special Status and Non-Degree Status there is no grade point average requirement for admission.
  4. For Transient Status, a completed "Permission for Transient Status" application form
  5. For students who are accepted in an SSU undergraduate 3+2 pathway for admission into a graduate degree must maintain an overall undergraduate GPA of at least 3.3.

### **Admission Procedure for Graduate Degree Status (Regular, Conditional, Provisional)**

- A. Apply to Shawnee State University by submitting a completed "SSU Admissions Application. Applications for admission and all supporting documentation, including test scores if required, should be received by the application deadline.
- B. Request all colleges or universities previously attended to send one *official* transcript directly to the Graduate Center (official transcripts become the property of Shawnee State

- University and will not be returned to the applicant). If courses from one university/college appear on another university's/college's transcript, students are still required to submit an official transcript from the college where they originally completed the course work.
- C. Pay a non-refundable graduate application fee.
  - D. Complete all program admission requirements. Please see program websites.
  - E. All graduate applications/materials submitted to graduate center
    - a. All graduate documents go first to graduate center to be processed and scanned;
    - b. Initial screening performed by graduate programs representative;
    - c. Graduate programs representative works with Center for International programs and Activities (CIPA) director to ensure compliance of international regulations for international graduate candidates;
    - d. Graduate programs representative administers the OTCAS system for MOT graduate applications;
    - e. Once initial screening indicates that application is complete and meets graduate center minimum requirements the application is then reviewed for program specific minimum requirements;
    - f. Graduate programs representative provides pre-advising to potential students on programmatic requirements for admission;
    - g. Completed and screened applications will be forwarded to graduate program directors for review and approval.
  - F. Graduate Program Directors notify graduate programs representative of accepted students
    - a. Graduate programs representative contacts students by sending acceptance and or denial letters copying graduate Program directors;
    - b. Graduate programs representative updates student records in CARS;
    - c. Graduate programs representative organizes orientation of students with collaboration from the graduate program directors;
    - d. Assigns graduate advisors to accepted students in collaboration with graduate program director;
    - e. Graduate programs representative works out any registration issues for new graduate students.

#### **Admission Procedure for Graduate Non-degree, Special, and Transient Status**

- Applicants for Non-Degree Status must submit a completed “Graduate Admission Application” to the Graduate Center and request an official transcript from the institution where they received their undergraduate or graduate degree.
- Applicants for Transient Status must submit a completed "Permission for Transient Status" form in lieu of official transcripts.
- Applicants for Special Status must submit a completed “Special Status Application” form.

- All applicants except those for special status must pay a non-refundable application fee.
- In addition to the above, applicants may be required to meet specific program requirements in order to take graduate courses offered by those programs.
- The Graduate Center will notify applicants by letter of the admission decision.

### **Petition for Readmission**

If resolution is not reached, then the issue may be taken to the Graduate Council. If resolution is not reached, then the issue may be taken to the Provost, whose decision is final. An applicant who has been dismissed from a program may submit a “Petition for Readmission” to the graduate program. The petition should provide a rationale as to why the student should be readmitted. The graduate program will notify the student of its decision in a timely fashion. The student may appeal the graduate program’s decision by submitting a petition to the Graduate Center. The Director of the Graduate Center will notify the Chair of the Graduate Council of petitions for readmission. The Graduate Council will review the petition and notify the student of its decision.

### **International Students**

The Center for International Programs and Activities (CIPA) supports the needs of international students at Shawnee State University. The office assists international students in understanding the rules, regulations, and procedures that must be followed during their stay in the United States, and provides support services and cultural information to students.

International students with F-1 and J-1 visas can be granted admission with regular degree status only. Students with green cards (U.S. resident aliens/permanent residents) are not defined as international students and, therefore, are not governed by the university’s international student policies. However, the English proficiency requirement does apply to green card holders.

### **Application Procedures for International Students**

Application procedures are the same as those described for U.S. students (see previous section) except for provisions described in this section. Applications for admission from applicants outside the United States should be submitted at least one semester prior to the semester in which the student wishes to begin studies at Shawnee State University. International transfer students from U.S. colleges and universities, or international applicants already in the United States, must apply at least two months prior to the semester in which they wish to begin their studies.

Only an official transcript and the English translation will be accepted as evidence of academic preparation. The applicant will be required to submit his or her credentials to an international transcript evaluation service (American Association of Collegiate Registrars and Admissions Officers or World Education Services). The applicant must bear the cost of the evaluation. Applicants must meet the special requirements in English language proficiency, financial evidence, health insurance, and related immigration regulations as specified by the U.S. Citizenship and Immigration Services.

Please refer to the international student page on Shawnee State's web site (<http://www.shawnee.edu/offices/international-students/international-students.aspx>) for additional information and requirements for international students.

## REGISTRATION

### Registration Procedures:

Shawnee State's web-based registration is the primary method to register for classes. Students can log on to the system and access the tutorials, FAQ's, and on-line HELP for instructions on how to register via the web. Assistance is available in the Office of the Registrar.

### Permission/Approval to Register

Some students require permission to register. Such permission is granted electronically. Primary permission is obtained from the student's faculty advisor. Courses such as thesis, field studies, clinical papers, independent research, and comprehensive examination also require permission by the faculty advisor.

Registration "*HOLDS*" may prevent registration. These include but are not limited to non-payment of fees, overloads, and academic deficiencies per university policy. Students not properly registered will not receive graduate credit.

### Course Schedule Changes

Along with initial registration, course schedule changes may be made on-line via the web. Registration dates, fee deadlines, drop/add deadlines are available online at Shawnee State's website. Please note that deadlines are subject to change. See the University's refund schedule for dropping a course.

### Auditing Courses

Students may register for courses on an audit basis. A course being audited carries no degree credit and is not counted in the grade point average. It is considered a part of the student's academic record. Students auditing courses are expected to attend class regularly, but need not do course work or complete exams. Full fees are assessed for audited courses. Audit courses do not satisfy credit requirements for "*full-time*" or "*half-time*" status for financial aid purposes.

### Withdrawal from the University

Should your circumstance warrant a complete withdrawal from all classes at the University, you may withdraw from all of your classes through the drop/withdraw period by dropping them using MySSU or by submitting a withdraw form in the Student Business Center. The Business Center staff can answer any questions you may have regarding the academic, financial, and financial aid impacts of your withdraw. Deadlines are listed on the "Important Dates" web page at the following address: <http://www.shawnee.edu/off/reg/courses.html>.

Grades for scheduled classes are recorded as withdrawals (WD). Refunds will be issued according to refund schedules published by the Bursar. **If you do not follow the withdrawal procedure, you are considered enrolled in the class and are graded and assessed fees accordingly.**

### Repeated Courses

Graduate courses may be repeated once with the graduate program committee's approval. When a course is repeated, it is counted only once in meeting requirements for the degree and only once toward GPA.

**Payment of fees/refunds**

Payment of all fees is due on the deadlines published by the Bursar's Office. The student accepts responsibility for all fees by completing registration for courses. Payment may be made in person with cash, check (*payable to Shawnee State University*), or university accepted credit card. Payment may be made on line with a university-accepted credit card or electronic funds transfer (EFT).

## GRADUATE CREDIT

### Course Numbering System

Shawnee State University graduate course numbers use a combination alpha/numeric identifier. The alpha characters identify the academic department or program offering the course. The 4-digit number is the catalog number and is assigned to courses according to the following key:

5000 – 5999	Primarily graduate courses
6000 and above	Graduate courses

### Graduate Workshop Credit

Graduate credit should only be awarded for courses in a time-shortened format when the amount of learning is at least equivalent to that which would occur if the courses were offered for the same number of credit hours over the course of a full term. It is the responsibility of the graduate program offering the graduate workshop credit to ensure that the limitations imposed on the opportunities for (i) student thinking and understanding to develop and mature over time and (ii) self-directed learning to occur are addressed in a way which ensures that the learning taking place is at least equivalent quantitatively and qualitatively to that which would occur if the course were offered for the same number of credit hours over the course of a full term. (RACGS guidelines 11/30/2012)

Graduate workshop credit is awarded for instruction that occurs in a workshop environment with at least 15 contact hours of instruction for each graduate workshop credit hour awarded.

Graduate workshop credit cannot count towards a graduate degree unless it has been approved through the graduate curriculum approval process. A maximum of 6 approved graduate workshop credits can count towards a graduate degree.

**Grading - See SSU Catalog for Grading System at <http://catalog.shawnee.edu>.**

### Scholastic Requirements

Graduate programs will consist of a minimum of 30 semester hours. A 3.00 minimum cumulative GPA must be maintained as well as 3.00 GPA in the program courses. Departments may have higher standards.

A graduate student whose cumulative GPA falls below 3.00 (*not including incomplete*) will receive a letter of warning and will be allowed to register one additional term (or 9 additional semester hours) beyond the term in which the unsatisfactory GPA resulted. If, after the additional term (or 9 additional semester hours), the GPA remains below 3.00 then the student will be dismissed from the program.

Policies regarding academic misconduct and grievance procedures are addressed in program specific handbooks, the student code of conduct (<http://www.shawnee.edu/offices/dean-students/student-conduct-code.aspx>), under Academic Policies on Shawnee State University website (<http://www.shawnee.edu/offices/provost/academic-policies/academic-concerns.aspx>), and complaints and concerns fact page (<http://www.shawnee.edu/information/comment.aspx>).

## **Credit Hour Definitions**

Full- time graduate students:

- Students registered for nine (9) or more graduate credits in a term.
- The following are the maximum credits a graduate student admitted to an academic program may enroll in an academic term:

Fall or Spring Semester – 9 - 16 credit hours

Summer Semester – 9 credit hours

The student's faculty advisor and the specific program must approve any registration above these levels.

## **Graduate Credit for Undergraduates**

Seniors at Shawnee State may apply for permission to take 5000-level courses, normally open only to graduate students, for undergraduate or graduate credit. If a student elects to receive graduate credit for the 5000 level course, graduate tuition fees would apply.

To apply for permission, a student must have at least 90-semester hours toward a bachelor's degree and a cumulative GPA of at least 3.00. The instructor of the course, the program director, and the Graduate Center, must grant approval.

Up to twelve (12) semester hours may count toward a graduate degree if the courses are taken for graduate credit. Extenuating circumstances may allow for additional transfer credit. This will be handled individually and with the approval of the Program Director and the Graduate Center Director.

## **Transfer Credit**

A maximum of 9 semester hours of graduate work earned at other accredited graduate schools may be applied toward a graduate degree at SSU if approved by the Program Director and the Graduate Center Director. The cumulative GPA for the transfer courses must be 3.0 or higher. Transfer credit will not be granted for courses with grades of B- or lower. Students must request credit for such transfer work at the time of their application for admission.

There may be extenuating circumstances that will allow for additional transfer credit from a program offering the same program curriculum. This will be handled individually and must be approved by the Program Director and the Graduate Center Director.

Transfer credit is awarded based on program area requirements. Official transcripts must be forwarded from the transferring institution and must be mailed directly to the Graduate Center. Grades of transferred courses are not posted to the Shawnee State transcript and are not used to calculate grade point averages.

**Procedure for Graduation**

To graduate, whether or not the student plans to attend Commencement, a “Graduation Petition” must be submitted to the Registrar’s Office and a fee paid by the application deadline.

If a student applies for graduation and then does not qualify for the degree, the student must reapply and submit a reapplication fee to the Bursar’s Office. The same deadlines apply to reapplications.

These forms are available in the Registrar’s Office.

## **GRADUATE ASSISTANTSHIP**

Graduate Assistantships are intended for full-time students granted regular admission to a graduate degree program. Appointments are made by the hiring program or unit according to the policies of this Manual and the procedures established by the Graduate Center.

Each GA will get tuition reimbursement for two full semesters per academic year. Each GA will get stipend of \$8000 per year. Distribution is up to the program.

Shawnee State University has a limited amount of financial assistance available for graduate students in the form of graduate assistantships. Applications for assistantships are competitive and must be made directly to the academic program or department.

### **Terms and Conditions for Assistantships**

Graduate Assistant (GA) – A Graduate Assistant's duties should require service to the University and should be in support of an instructional, research, teaching, or public service function. This category includes graduate students performing functions such as grading or reading, assisting faculty in research endeavors, or other types of assistance which cannot be classified as routine clerical work.

### **Length of Appointment**

Normally, Graduate Assistants receive appointments for two semesters beginning with the fall semester. If funds are available, a program may issue a contract to the student for the summer semester at the same stipend as was received during the previous academic year. Graduate assistantship support may be provided for up to a maximum of six (6) semesters for master degree candidates, not including summer extensions.

To receive continued support, assistants must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements as determined by the program. Failure to meet these standards, or failure to perform satisfactorily as an assistant, will be grounds for cancellation of the assistantship agreement.

Continued support of a master's level student as a Graduate Assistant beyond the normal two-year period requires special approval by the Director of the Graduate Center.

### **Tuition Remission**

Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees (not including laboratory or other program fees). Tuition remissions are not authorized for audited courses. Tuition remissions are not authorized for undergraduate courses unless recommended by the graduate program and directly germane to the assistant's courses of study. Graduate fees will be assessed.

Students who had assistantship agreements for the preceding two (2) consecutive semesters (fall and spring) may be authorized, contingent upon availability of funds, a summer semester tuition remission with no service required during the summer semester. Students who have completed their graduate degree program of study are not authorized to receive a summer semester tuition remission.

Those Graduate Assistants not completing the terms of their assistantship agreements in a given academic semester may be required to reimburse the University for part or all of the tuition that was remitted.

### **Other Benefits**

Graduate Assistants desiring information about student health insurance should contact Employee Benefits, Department of Human Resources.

### **Minimum Credit Hour and Work Hour Requirements**

Graduate Assistants must carry a minimum of semester hours of graduate credit per academic semester (excluding summer semester) or their assistantship may be terminated; however, individual departments and/or programs may establish a higher minimum. Full-time Graduate Assistants normally devote a minimum of 20 hours per week to assistantship assignments (for the purpose of this manual twenty hours per week is considered full-time). Any other conditions should be specified by the appropriate program area. This includes off-time between academic semesters, specific duties, and proper faculty supervision. Such conditions should be stated in writing on the Graduate Student Assistantship Employment Contract. Graduate Assistants may take less than nine hours of graduate credit only in the summer semester.

Graduate Assistants may perform no more than 1500 hours of service to the University in any calendar year. International students who are Graduate Assistants may have additional limitations and should contact CIPA for relevant information.

Graduate Assistants may hold concurrent active appointments with the Graduate Center and the Office of Student Employment provided that the students:

- Receive permission from the program area that sponsors the graduate appointment.
- Maintain a 3.0 cumulative graduate grade point average.
- Do not work more than 30 hours per week in all campus positions while classes are in session.
- Do not work more than 40 hours per week at any time when classes are not in session.
- Abide by all other rules governing the Student Employment and graduate programs.

Failure to adhere to any of the above conditions may result in termination from student employment and/or the graduate assistantship positions.

### **Speaking Proficiency Test**

Graduate Assistants who have teaching responsibilities (who provide instructional or other direct-contact student services in either the classroom or laboratory) may be required to pass a speaking proficiency test before they will be allowed to sign their assistantship agreements. An Ohio Law, passed in 1986, requires all assistants who provide instructional or other direct student services in the

classroom or laboratory to be tested for English proficiency prior to assuming their assistantship responsibilities. Graduate Assistants whose native language is not English and who have classroom teaching responsibilities must successfully pass the Test of Spoken English (offered by the Educational Testing Service) with a score of 60 or higher before signing a “Graduate Student Assistantship Agreement.”

### **Off-Campus Employment**

Graduate Assistants must abide by the policies of the employing program or department in regard to off-campus employment. Generally, to hold off-campus employment will require written permission from the program area that sponsors the graduate assistantship.

### **Procedure for Processing Graduate Assistantship Applications**

#### **Application Procedures**

Students should contact the appropriate graduate program to request an application and discuss opportunities. Appointments may be available in a variety of departments, programs, and some administrative offices. The Director of the Graduate Center will notify students of final decisions concerning assistantships.

#### **Student Responsibilities for Assistantship Processing**

- A. After being notified that the assistantship agreement is ready for final processing, students should contact the appropriate program for an appointment.
- B. Students who have not previously certified employment eligibility with Shawnee State University should bring, on the day of their appointment, the required documents for certification. In addition, students who have been granted a tuition remission and have pre-registered during the early registration period should bring their fee statements.
- C. During the appointment, students will verify employment eligibility, complete the required tax forms, and review the assistantship agreement.

#### **Employment Eligibility Verification**

The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986. All Graduate Assistants are required to comply with this law. During the appointment for final processing of the graduate assistantship agreement, a student will be required to complete an Employment Eligibility Verification Form I-9 and provide proof of citizenship or legal alien status and eligibility to work in the U.S. This proof must be provided within three days from the day the assistantship agreement is signed, or a receipt must be presented within three days showing that an application has been made for the required document(s). The document(s) must then be produced within 90 days of the date on the assistantship agreement. If the required document(s) is (are) not provided within the specified time, the assistantship agreement will automatically be terminated until the required proof is furnished. The proof required for employment eligibility is contained on the sample Form I-9. Please note that if a student cannot provide a document from List A on Form I-9, then a document from both List B and List C must be provided. However, international students with visas must present their passports.

## **ORGANIZATION OF THE GRADUATE CENTER**

The Center oversees graduate programs offered by SSU and those where the University hosts external providers of graduate programs.

The Director of the Graduate Center is responsible for the general administration of the Graduate Center in accordance with policies and procedures established by the University.

- Included in those duties are:
- Promote the maintenance of graduate programs.
- Promote and assist graduate faculty research activities.
- Ensure implementation of the procedures for admission to graduate study at SSU.
- Prepare reports as requested by the President/Provost regarding the activities, status, and needs of the Graduate Center and perform such other duties as may be assigned by either the President or Provost.

### **Graduate Council**

Each graduate program will have a graduate committee made up of all graduate faculty in that program. The committee will be chaired by the graduate program director that is elected by popular majority vote to serve a three-year repeatable term by the committee members. The Graduate Council (GC) membership shall consist of the graduate program directors and other faculty representatives. In addition, the Graduate Center Director, Provost, Registrar, and Deans of the College of Professional Studies and Arts and Sciences serve on the Graduate Council in an ex-officio capacity. Each graduate program will have two representatives, the graduate program director and one additional representative that serves a two-year repeatable term who shall be popularly elected by a majority vote of the graduate faculty of each program. One graduate student selected by the Student Government Association shall serve a one-year repeatable term.

The GC shall have the responsibility for overseeing all matters pertaining to graduate educational policies and curricula. Any proposed change in existing programs, or proposals for new programs shall be properly vetted by the appropriate academic program, and approved by the Graduate Program Director, Department Chair and the Dean of College prior to coming before the GC.

The Graduate Council will be responsible for establishing rules and procedures by which to recommend curricular and program changes to the GC. All business before the GC will be made available for comment and criticism by the campus community via a five-day open hearing process to be conducted over e-mail. A digest of the five-day open hearing comments along with the agendas and minutes of previous meetings will be made available to the campus community by the Chair of the GC. All curricular proposals must be approved by a majority vote of the GC before being referred to the UFS Senate.

The duties and responsibilities of the Graduate Council, led by the Graduate Council Chair, include developing standards and procedures, approving graduate faculty, and reviewing and recommending to the UFS:

- New graduate programs
- New graduate courses
- Academic regulations governing graduate students including standards, policies and procedures for admission and continuation in graduate study
- Minimum requirements for attaining candidacy in graduate degree programs and for completing graduate degree programs
- Drafts and updates to the graduate programs manual and graduate catalog

### **Graduate Council Chair**

The Graduate Council shall be chaired by a graduate faculty representative who is elected by the voting members of the Graduate Council. Graduate Council Faculty Chair shall serve for a two-year term beginning fall semester after election, and elections for this position are held spring semester. Terms are repeatable. Duties and responsibilities of the Graduate Council Chair are:

- Chairing regular meetings of the Graduate Council, including development and distribution of meeting agendas and minutes, with support of Graduate Programs Representative;
- Coordinating the Graduate Educational Policies and Curriculum approval process for all graduate courses and programs;
- Reporting Graduate Council business (including Graduate Educational Policies and Curriculum decisions) to University Faculty Senate (UFS);
- Representing Graduate Faculty and Programs to UFS;
- Collaborating with Graduate Center Director on Annual Report of Graduate Programs and summary of faculty holding graduate faculty status

Voting members are the graduate faculty representatives. The Graduate Center Director, Provost, Registrar and the Deans of the College Professional Studies and College of Arts and Sciences are non-voting members of the Graduate Council, except that the Graduate Center Director and Deans shall be permitted to vote on graduate faculty scholarship evaluations. The student representative to the Graduate Council is also a non-voting member. In the event that new graduate programs are developed, the structure of the Graduate Council may need to be revised.

## **GRADUATE FACULTY**

Graduate faculty status (Associate and Full Members) may be awarded to faculty appointed at the rank of Assistant Professor or higher and whose academic credentials and record of scholarship and/or professional experience and accomplishments warrant their offering graduate instruction. Graduate faculty status will be granted by the Graduate Council.

### **Graduate Faculty - Full Members**

Full Member status may be awarded to full-service faculty appointed at the rank of Associate Professor or higher, who hold a doctoral degree, and who have distinguished themselves in research, thesis advising, and/or graduate teaching.

Faculty members holding Full Member status may teach courses carrying graduate credit, advise graduate students, chair thesis committees, serve on the Graduate Council, and be appointed as a graduate program director.

### **Graduate Faculty - Associate Members**

Associate Member status may be awarded to full-service faculty. If the faculty candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the experience, knowledge, and capability (including qualities according to special program accreditation standards) in the graduate program of intended participation. Faculty members holding associate status may teach courses carrying graduate credit, advise graduate students, and chair thesis committees.

### **Temporary Graduate Faculty**

Non-graduate faculty (e.g. adjunct faculty) may be granted Temporary Graduate Faculty status during the period of time that they are teaching graduate coursework or serving on thesis committees. Temporary Graduate Faculty are limited to six (6) credit hours of graduate teaching per year.

### **Application for Graduate Faculty Status**

Faculty seeking graduate faculty status must complete the “Application for Graduate Faculty Status” and submit it to the Graduate Center. The Graduate Council will review applications and make awards in a timely fashion.

Graduate Faculty status will be communicated on the Graduate Center webpages. The Chair of the Graduate Council is responsible for maintaining current list of graduate faculty status. Graduate Council will vote on Graduate Faculty status using the required graduate faculty criteria for scholarship (see Appendix A). Faculty holding Graduate Faculty status are required to provide artifacts supporting their scholarship by posted deadlines, using electronic portfolio process. Graduate faculty status is reviewed every three years after initial appointment of graduate faculty status.