



# GRADUATE PROGRAMS MANUAL



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## **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 request to complete a degree program under the most recent annual catalog. If this choice is made, the student must submit the completed change of graduate change of catalog form to his/her graduate advisor and the Graduate Center, 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's graduate admissions committee upon fulfillment of all Graduate Center admissions requirements.

### **Categories of Admission**

Students are identified by the Graduate Center, upon recommendation of the appropriate program area's 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 greater than or equal to 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” placed on the student's academic records;
- the denial of registration for future semesters;
- and/or the immediate dismissal from the respective 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 that wish to convert to degree seeking status must maintain no less than a 3.0 cumulative graduate grade point average. 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 a Graduate Program.

**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.
- 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. An applicant must first 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. Next, the applicant must 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. The applicant must pay a non-refundable graduate application fee.
- D. Furthermore, the applicant must complete all program admission requirements. See program websites for details.
- E. For all graduate applications/materials submitted to the graduate center:
  - a. All documents will go first to graduate center to be processed and scanned;
  - b. Initial screening will be performed by the Graduate Center Administrator;
  - c. Graduate Center Administrator will work with Center for International programs and Activities (CIPA) director to ensure compliance of international regulations for international graduate candidates;
  - d. Graduate Center Administrator initiates the OTCAS system for MOT graduate applications, TK-20 software system for MEd graduate applications; and the CARS system for Mathematic graduate applications;
  - e. Once initial screening indicates that an application is complete and meets Graduate Center minimum requirements, the application is then reviewed for program specific minimum requirements;
  - f. Graduate Center Administrator provides pre-advising to potential students on programmatic requirements for admission;
  - g. Completed and screened applications are forwarded to the respective graduate program director for review and approval by the appropriate admission committee.
- F. Graduate Program Directors notify Graduate Center Administrator of accepted students
  - a. Graduate Center Administrator updates student records in CARS;
  - b. Graduate Program Directors send acceptance and/or denial letters;
  - c. Graduate Program Directors organize orientation of students;
  - d. Administrative assistant of each Graduate Program assigns graduate advisors to accepted students in collaboration with Graduate Program Director;
  - e. Graduate Center Administrator assists with 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(s) where they received their undergraduate and/or graduate degree(s).

- 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 Program Director will notify applicants by letter of the admission decision.

### **Admission Decision Appeals**

Appeals of admission decisions should first be addressed at the graduate program level. If resolution is not reached, the appeal may then be taken to the Graduate Council. If resolution is not reached, then the appeal may be taken to the Provost, whose decision is final.

### **Dismissal Process**

To begin the dismissal process, the Graduate Program Director will send an email to the student as well as an official letter signed by the Program Director. In addition, the Graduate Program Director will notify the Graduate Center Administrator and the Registrar.

### **Petition for Readmission**

An applicant who has been dismissed from a program may submit a "Petition for Readmission" to the respective 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 Chairperson of the appropriate department who will notify the student of his/her decision also in a timely manner. If the student chooses to appeal the Chairperson's decision, the student may elect to appeal to the Dean of the appropriate college. If the concern is still not resolved, then the final appeal is to the Provost of the University. The Graduate Center Administrator will notify the Chair of the Graduate Council of the petition(s) for readmission.

### **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 will 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. The English proficiency requirement does apply to green card holders.

International Students are encouraged to apply to both the Masters in Education and the Masters in Occupational Therapy programs. However, due to restrictions placed on International Students regarding their enrollment in hybrid and online programs, the Graduate Program in Mathematical Sciences does not accept applications for International Students.

### **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/index.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 a student's circumstance warrant a complete withdrawal from all classes at the University, he/she may withdraw from all of classes through the drop/withdraw period using MySSU or by submitting a withdrawal form in the Student Business Center. The Business Center staff can answer any questions regarding the academic, financial, and financial aid impacts of the withdrawal. 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 a student does not follow the withdrawal procedure, he/she is still considered enrolled in the class and is graded and assessed fees accordingly.**

## **Repeated Courses**

Graduate courses may be repeated one time contingent upon approval by the Graduate Program Director and the instructor teaching the class to be repeated. When a course is repeated, it is counted only once in meeting requirements for the degree and only once toward GPA. The highest grade earned is used in calculating the student's 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 and above      Graduate courses

## **Graduate Workshop Credit**

Graduate credit is only awarded for courses in a time-shortened format when the rigor and deliverables are 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 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. It is also the responsibility of the graduate program to submit the required documentation to the ODHE representative for Program Development and Approval at least 6 months in advance of offering the expedited course.

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.

**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 an incomplete*) will receive a letter of warning and will be allowed to register for 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, 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/studentconduct-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 student status:

- 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**

Upper level undergraduate students (Juniors or 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 graduate course, the graduate program director, and the Dean of Graduate Studies, 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 Dean of Graduate Studies.

### **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 Dean of Graduate Studies. 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 Dean of Graduate Studies.

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.

Graduate credit earned within a previously completed graduate degree will not be accepted as transfer credit unless the previous graduate degree was awarded by Shawnee State University.

### **Procedure for Graduation**

To graduate a “Graduation Petition” must be filed with the Office of the Registrar along with the payment of a graduation fee. Both the petition and fee must be paid by the graduation petition deadline. This must occur whether or not the student plans to participate in Commencement exercises.

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.

Petitioning to graduate is now an easy online process that can be done from anywhere. To begin the process, the student should login to his/her MySSU account and select the student tab at the top. Once on the student page, the student is directed to click on the SSU Graduation link at the left side of that page to begin the graduation petitioning process.

### **Accredited Graduate Programs**

All accredited graduate programs must ensure they are compliant with all the requirements set forth by their specific accrediting body. These requirements include but are not limited to:

1. Any changes that occur in sponsorship or institutional name must be given to the accrediting agency within 30 days of the transfer.
2. Accrediting agencies must be informed within 30 days of the notification of any adverse accreditation action taken to change their status to probation or withdrawal of accreditation.
3. Accrediting agency must be notified and receive approval for any significant program changes prior to the admission of students into a new/changed program.
4. Accrediting body must be informed within 30 days of the resignation of the program director or appointment of a new or interim program director.
5. Accreditation fees must be paid within 90 days of the invoice date.
6. A report of self-study and other required reports must be submitted within the period of time designated by the accrediting body.
7. Programs must agree to an onsite visit before the end of the period for which accreditation was previously awarded.
8. All programs must demonstrate honesty and integrity in all interactions with their accrediting agency.

## **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 receive tuition reimbursement for two full semesters or up to 18 credit hours per academic year. In addition, each GA will receive a 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 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, teaching undergraduate classes, 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 a recommendation from the Graduate Program Director and approval by the Dean of Graduate Studies.

### **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 nine semester hours of graduate credit per academic semester or their assistantship may be terminated; however, individual departments and/or programs may establish a different minimum. For example, the typical full-time load for Graduate Assistants for the Mathematical Sciences Graduate program is 9/5/5 for summer/fall/spring semesters.

Full-time Graduate Assistants normally devote a minimum of 16 hours per week to assistantship assignments (for the purpose of this program 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. Other than in Mathematical Sciences, 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 Graduate Program Director 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 Dean of Graduate Studies 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 Program Committee**

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.

## **Graduate Council**

The Graduate Council (GC) membership shall consist of the graduate program directors and other non-tenure track FTI's or tenure-track faculty representatives. In addition, the Dean of Graduate Studies, 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, recommended by the GC and 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 Dean of Graduate Studies, Department Chair, and the Dean of the appropriate 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 graduate faculty via a five-day open hearing process to be conducted through the Curriculog system. 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 Center Administrator;
- 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 Dean of Graduate Studies on Annual Report of Graduate Programs and summary of faculty holding graduate faculty status

Voting members are the graduate faculty representatives. The Dean of Graduate Studies, Provost, Registrar, and the Deans of the College of Professional Studies and College of Arts and Sciences are non-voting members of the Graduate Council, except that the 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 non-tenure track full time instructors (FTIs) or tenure track faculty appointed at the rank of Assistant Professor or higher. Both categories of faculty must provide evidence of academic credentials and a record of scholarship and/or professional experience and accomplishments that 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 unless approved by the Program Graduate Director, Graduate Council, and Dean of Graduate Studies.

## **Application for Graduate Faculty Status**

Faculty seeking graduate faculty status must complete the “Application for Graduate Faculty Status” (see Appendix A) 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 B). Faculty holding Graduate Faculty status are required to provide artifacts supporting their scholarship by posted deadlines, using the electronic portfolio process. Graduate faculty status is reviewed every three years after initial appointment of graduate faculty status.

## **Appendix A**

### **Shawnee State University**

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

(Retain pp. 20-22 for your information)

#### **I. Information for the Application Process:**

Per Article XII, Section 3.C. of the SSU-SEA Collective Bargaining Agreement (CBA), “Bargaining unit members must apply for graduate faculty status in accordance with the Graduate Council Manual [Graduate Programs Manual].” Further, Article XII, Section 3.E. 10. of the CBA states, “Graduate Scholarship by graduate bargaining unit members is considered part of the workload and shall not be considered for additional compensation.” The Graduate Faculty status review process is designed to support, not supplant, the faculty promotion and tenure system at the University. As with all faculty promotion, “excellence in teaching is considered the primary qualification for promotion and shall be weighted accordingly” (CBA, Article XI, Section 4.D.).

Per the Graduate Programs Manual (GPM), “Graduate faculty status (Associate and Full Members) may be awarded to non-tenure track full time instructors (FTIs) and/or tenure track faculty appointed at the rank of Assistant Professor or higher. Both categories of faculty must provide evidence of academic credentials and a record of scholarship and/or professional experience and accomplishments that warrant their offering graduate instruction. Graduate faculty status will be granted by the Graduate Council” (GPM, p. 18). Graduate Faculty status will be awarded at the levels of Full, Associate, and Temporary (GPM, p. 18).

Scholarship requirements for Graduate Faculty will be documented and reported to the Graduate Council per CBA Article 12, Section 3.E.11. This scholarship report will be reviewed based on the attached criteria (See Appendix B). Effective teaching and service will be documented in a cover letter and a copy of the curriculum vitae submitted with the application.

#### **II. Graduate Faculty Status Types**

##### **Temporary Graduate Faculty Status**

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. Temporary Graduate Faculty Status shall be granted for a maximum of three semesters.

A list of non-graduate faculty teaching graduate coursework at the University will be Submitted to the Dean of Graduate Studies, who will provide a report to the Graduate

Council at least once per semester. Academic and professional credentials for adjunct faculty hired to teach in a graduate program will be maintained by the hiring department and will be supplied, as requested, to the Graduate Council.

### **Associate Graduate Faculty Status**

Associate Graduate Faculty status may be awarded to full-service tenured faculty who hold the rank of assistant professor or higher and/or full-time instructors with evidence of the appropriate academic credentials and a record of scholarship and/or professional experience and accomplishments. If the candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the experience, knowledge, and capability in the graduate program of intended participation. Associate Graduate Faculty may teach graduate courses, advise graduate students, and chair thesis committees.

### **Full Graduate Faculty Status**

Full Graduate Faculty 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, serve on the Graduate Council, chair thesis committees, and are eligible for appointment to serve as a Graduate Program Director.

## **III. Graduate Faculty Status Award Process**

### **New Faculty Appointments to Graduate Faculty Status**

Upon initial appointment, faculty applicants will be reviewed according to academic and professional qualifications, credentials, and expectations of beginning faculty within the department/program of hire. Position advertisements for graduate faculty positions will identify any specific requirements for graduate level teaching in the hiring department/program. Faculty hired into graduate level teaching positions will be awarded Associate Graduate Faculty status. Full Graduate Faculty status may be awarded at initial appointment upon recommendation of the hiring department and review of the Graduate Council.

### **Existing Faculty Appointments to Graduate Faculty Status**

Any faculty on full-service contracts as of the 2012-13 academic year who taught at least one credit hour of graduate level course work will be considered to meet beginning expectations of faculty in their respective graduate program and will be awarded Associate Graduate Faculty or Full Graduate Faculty status according to their eligibility for such status according to the Graduate Programs Manual.

### **Continuation of Graduate Faculty Status**

All Associate and Full Graduate Faculty will be reviewed for continuation of their status by the Graduate Council. The first review will occur in the spring semester of the faculty member's third year of appointment. Continuation review will occur every third year thereafter.

**Shawnee State University**

**Application for Graduate Faculty Status**

(Submit pp. 23-24 and attachments to your Dean's office)

**I. Directions for submissions**

- A. Complete the application form indicating the Graduate Faculty status for which this application is being submitted.
- B. Attach a copy of a current curriculum vitae that includes and specifically identifies information to be considered by the Graduate Council for Graduate Faculty status review. It must include information to demonstrate effective teaching and scholarship or effective teaching, scholarship, and service. Per CBA, departmental criteria may be used to document these areas of performance.
- C. Attach a cover letter which provides an over view description of teaching, scholarship, and service to be considered by the Graduate Council for Graduate Faculty status review.
- D. Submit all materials to your Department Chairperson who will provide a signature indicating a review of the application materials and acknowledgement that the application is being submitted. The Chair may provide comments to the Graduate Council regarding the application.
- E. The Department Chairperson will submit all materials to your College Dean.
- F. The Dean's office will review the cover letter, application, and curriculum vitae and then sign the application form indicating the review. The Dean may provide comments to the Graduate Council regarding the application.
- G. The Dean will forward all materials to the Graduate Center Administrator who will then place the entire application on the Graduate Council Blackboard site.
- H. The Chairperson of the Graduate Council will notify the faculty of the decision of the Graduate Council with a copy to the Department Chair and Provost.

**II. Applicant Information:**

Applicant's Name: \_\_\_\_\_ SSU ID# \_\_\_\_\_

Email: \_\_\_\_\_ Campus Phone Extension: \_\_\_\_\_

Department: \_\_\_\_\_ College: CAS \_\_\_\_\_ CPS \_\_\_\_\_ UC \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Date Attained: \_\_\_\_\_

Current Graduate Faculty Member Type: Associate \_\_\_\_\_ Full \_\_\_\_\_

**III. Indicate the Graduate Faculty Status for which the application is being submitted:**

\_\_\_\_\_ **Associate Graduate Faculty Status:** Associate Graduate Faculty status may be awarded to full-service faculty who hold the rank of assistant professor. If the candidate does not hold a doctorate degree, there must be demonstrable evidence that the candidate possesses the necessary experience, knowledge, and capability (including qualities according to special program accreditation standards) in the graduate program of intended participation. Associate Graduate Faculty may teach graduate courses, advise graduate students, and chair thesis committee.

\_\_\_\_\_ **Initial Full Graduate Faculty Status:** Full Graduate Faculty status may be awarded to the full-service faculty who hold the rank of *associate professor or professor*, who have a *doctorate degree*, and who have *distinguished themselves in scholarship, thesis advising, and/or graduate teaching*. Full Graduate Faculty may teach graduate courses, advise graduate students, chair thesis committees, serve on Graduate Council, and are eligible for appointment to serve as a Graduate Program Director.

\_\_\_\_\_ **Continuing Full Graduate Faculty Status:** Currently holds Full Graduate Faculty status and meets all criteria for teaching, scholarship, and/or service as indicated in this application and in the SSU-SEA Collective Bargaining Agreement (CBA).

**IV. Signatures**

**A. Applicant Name and Signature:**

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Name (print)	Signature	Date
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**B. Signature indicating review by Department Chair (comments may be attached):**

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Name (print)	Signature	Date
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**C. Signature indicating review by College Dean (comments may be attached):**

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Name (print)	Signature	Date
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## **Appendix B**

### **Shawnee State University**

#### **Graduate Faculty Status Review/Renewal**

- I.** Faculty will demonstrate effective teaching and service in their cover letter and their curriculum vitae.
- II.** All Graduate Faculty (GF) will be reviewed for continuation of their status by the Graduate Council. After granting the initial status of Graduate Faculty, each GF's scholarship activity will be reviewed every three (3) years to determine if GF status will continue.

By February 15<sup>th</sup> of each year, the Graduate Director for each program will provide the Dean of Graduate Studies a list of Graduate Faculty whose appointments are subject to review. By March 15<sup>th</sup> each Graduate Faculty subject to review will provide to the appropriate Graduate Program Director and the Department Chairperson an updated vita with an accompanying supportive narrative. Upon consultation with the Department Chair and the appropriate Dean, the Graduate Program Director will forward the recommendation for renewal or non-renewal to the Graduate Council (via the Graduate Center Administrator) for consideration at its April meeting. The recommendation of the Graduate Council will be sent to the appropriate Dean by April 30<sup>th</sup>. The Dean is responsible for reappointing graduate faculty status for an additional three-year term.

A Graduate Faculty member who is not recommended by the Graduate Council and/or Dean may appeal this decision to the Graduate Council for further review, at which time a review committee comprised of the Dean of the appropriate College, Dean of Graduate Studies, Graduate Program Director, and the Department Chairperson will reconsider the decision. A vote of at least 3 out of the 4 committee members is required to overturn the decision.

If the Graduate Faculty is not awarded continuation of their status and their appeal is denied, then they will be dropped from Graduate Faculty status. The non-renewed Graduate Faculty may reapply at any time.

To assist Graduate Faculty in providing appropriate documentation of their scholarship activity, the following rubric may provide guidance. In addition, the following rubric will be used by the Graduate Program Director, Department Chairperson, Dean, and Graduate Council to evaluate the Graduate Faculty's scholarly contributions.

### III. Graduate Faculty Review/Renewal Rubric

Scholarship Activity	Items Considered
Giving scholarly presentation	
Holding offices or positions in professional academic organizations	
Article publication in scholarly professional journal	
Article submission to a scholarly professional journal	
Professional Book Publication (must be with a reputable, academic press. Not self-published)	
Professional Book Proposal (must be with a reputable academic press. Not self-published)	
Book chapter publication	
Book chapter submission	
Textbook review/peer review/editorial board member	
Accreditation (SPA or Program) Report/Preparation and submission	
Symposia	
Grant submission/receipt	
Resubmission of a previously submitted grant	
Excellence in teaching	
Creating new courses <ul style="list-style-type: none"> <li>• Online</li> <li>• Hybrid</li> <li>• Face-to-Face</li> </ul>	
Chairing a Thesis Committee	
Mentoring new graduate faculty or graduate student	
Online Delivery Certification	
Other activities included on the narrative	

Original: March, 2011  
Revised: February, 2013; March, 2017