



GRADUATE SCHOOL MANUAL

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Table of Contents

INTRODUCTION	4
ADMISSION	5
Categories of Admission.....	5
General Requirements for Admission.....	6
Admission Procedure for Graduate Unconditional, Conditional, and Provisional Status.....	7
Admission Procedure for Graduate Non-degree and Transient Status.....	8
Admission Decision Appeals.....	9
Dismissal Process.....	9
Petition for Readmission.....	9
International Students.....	9
Application Procedures for International Students.....	10
Registration Procedures.....	11
Permission/Approval to Register	11
Course Schedule Changes.....	11
Auditing Courses.....	11
Withdrawal from the University.....	12
Repeated Courses.....	12
Tuition and Fees/Refunds	12
GRADUATE CREDIT	13
Course Numbering System.....	13
Graduate Workshop Credit.....	13
Grading.....	13
Graduate Graduation Requirement.....	14
Graduate Academic Status.....	14
Credit Hour Definitions.....	15
Graduate Credit for Undergraduates.....	16
Transfer Credit.....	16
Procedure for Graduation.....	16
GRADUATE ASSISTANTSHIPS	17
Terms and Conditions for Assistantships.....	17
Length of Appointment.....	17
Tuition Remission.....	18
Other Benefits.....	18
Minimum Credit Hour and Work Hour Requirements.....	18
Speaking Proficiency Test	19

Off-Campus Employment	19
Graduate Assistantship Application Procedures	19
Student Responsibilities for Assistantship Processing.....	20
Employment Eligibility Verification	20
ORGANIZATION OF THE GRADUATE SCHOOL.....	21
Graduate Council	21
Graduate Council Chair.....	22
GRADUATE FACULTY	23
Application for Graduate Faculty Status	23
GRADUATE PROGRAMS AT SSU.....	25
School of Education.....	25
Department of Rehabilitation Sciences	26
Department of Mathematical Sciences	25
Department of English and Humanities.....	26
C.H. Lute School of Business.....	26
School of Nursing.....	26
Appendix A	27



INTRODUCTION

The following is a listing of general definitions, policies, and procedures related to graduate programs offered through the Graduate School at Shawnee State University (SSU). Each graduate program has a program specific manual which offers detailed policies and procedures for their individual program. The Graduate School 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, the Graduate Program Director, the Graduate School, and Registrar and complete all degree requirements specified in the selected annual catalog.

The original Graduate Programs Manual was completed in March 2011. It was revised in February 2013; January 2017; May 2020, October 2021, and October 2022.

ADMISSION

Applicants to graduate programs at Shawnee State University are evaluated and admitted by the program area's Graduate Program Director upon fulfillment of all Graduate School admissions requirements.

Categories of Admission

Students are identified by the Graduate School, upon recommendation of the appropriate program area's graduate committee or Program Director, as being in one of the following categories:

Unconditional Degree Status - Students are admitted for unconditional status when they:

- meet all of the Graduate School and program admission requirements for unconditional status and
- are recommended for admission by the program area's Graduate Admissions Committee or Graduate Program Director of one of SSU's graduate degree programs.

Conditional Degree Status - Students who do not meet the admission requirements for unconditional acceptance may be accepted conditionally. Examples for conditional acceptance include, but are not limited to students who:

- have an undergraduate grade point average less than that required for Unconditional Degree Status (see GPA requirements per program) and/or
- need to complete prerequisite coursework.

Students who are admitted conditionally must achieve no less than a 3.0 cumulative grade point average in nine (9) 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 the Unconditional Degree Status. Graduate programs may implement other requirements specific to their program. Students accepted conditionally who do not meet the 3.0 grade point average requirement after earning 9 graduate credit hours 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 application materials. A review of the completed application package may lead to a recommendation for admission in either Unconditional 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 do not wish to pursue a degree but would like complete graduate courses may be admitted as a Non-Degree Seeking Status. Admission into this status does not imply or guarantee subsequent admission into a degree program. Students who wish to convert to degree seeking status must maintain at least a 3.0 cumulative graduate grade point average. Failure to meet **GPA requirement once admitted to a degree program** may result in dismissal from the 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 School a completed Permission for Transient Status form signed by the Associate Provost 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 School admission requirements. Programs may have additional requirements than those of the Graduate School. Prospective students need to fulfill all program requirements in addition to Graduate School requirements.

- A. Completion of a bachelor's degree program from a regionally accredited college or university.
- B. Degree seeking candidates should have a bachelor's degree in the declared field of study that is acceptable to the graduate program for which they are applying.
- C. Documentation that the applicant has the minimum undergraduate grade point (GPA) established by the Graduate School for admission:
 1. For Unconditional 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.

* Students with an overall GPA that is less than 3.0 but have a discipline specific GPA that is higher than 3.0 may be accepted conditionally, contingent on approval of the Graduate Program Director or program admissions committee.

Admission Procedure for Graduate Unconditional, Conditional, and Provisional Status

The following procedure should be followed for students seeking unconditional, conditional, and provisional admission status:

- 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. Some graduate programs at SSU do not have application deadlines and accept applications throughout the year.
- B. Request all colleges or universities previously attended to send one *official* transcript directly to the Graduate School. 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 the Graduate School
 1. All graduate documents go first to the Graduate School to be processed and reviewed by the Graduate School Administrator; for e-Campus programs, e-Campus Admission Team communicates with Graduate School Administrator during student application process.
 2. The Graduate School Administrator works with the Director of the Center for International Programs and Study Abroad (CIPSA) to ensure compliance of international regulations for international graduate candidates;

3. The Graduate School Administrator administers the student information system for all graduate applications, including OTCAS;
 4. Once initial screening indicates that application is complete and meets the Graduate School's minimum requirements, the application is then reviewed for program specific minimum requirements;
 5. The Graduate School Administrator provides pre-advising to potential students on programmatic requirements for admission;
 6. Completed and screened applications will be forwarded to the respective Graduate Program Director for review and approval by their Graduate Program Director.
- F. Graduate Program Directors notify Graduate School Administrator of accepted students
1. The Graduate School Administrator updates student records in the student information system.
 2. The Graduate Program Director sends acceptance and/or denial letter.
 3. The Graduate Program Directors organize the orientation of new students; e-Campus Admission Team helps to organize orientation for e-Campus programs.
 4. Advisors are assigned within each program; an e-Campus advisor is assigned to e-Campus students (in addition to the student's program advisor).
 5. The Graduate School Administrator works out any registration issues for new graduate students.

Admission Procedure for Graduate Non-degree and Transient Status

The following procedure should be followed for students seeking non-degree and transient admission status:

- Applicants for Non-Degree Status must submit a completed SSU Graduate Application to the Graduate School and request an official transcript from all institutions where they completed undergraduate and/or graduate courses/degree(s).
- Applicants for Transient Status must submit completed Permission for Transient Status form in lieu of official transcripts.
- Applicants for Graduate Workshop Credit must submit a completed non-degree-seeking Application form, and are not required to pay application fee.
- All applicants, except those seeking Graduate Workshop Credit, 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 be addressed at the graduate program level. If a resolution is not reached, then the appeal may then be taken to the Graduate School who will present it to the Graduate Council for consideration. If a resolution is not reached there, then the appeal may be taken to the Associate Provost, whose decision is final.

Dismissal Process

If a student is dismissed from his/her academic program, then the Graduate Program Director sends an email and/or an official letter to the student stating the reason(s) for dismissal. The Graduate Program Director notifies the Graduate School Administrator, the Registrar, Associate Provost, and Wiley Education Services, if applicable.

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 believes they should be readmitted as well as a plan for successful completion. 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 respective graduate program. If the appeal is denied by the graduate program, then a student can appeal the decision to the Graduate Council. The Graduate Council will review the petition(s) and notify the student of its decision via an official letter signed by the Graduate Council Chairperson. If a resolution is not reached by the Graduate Council, then the issue may be taken to the Associate Provost, whose decision is final.

International Students

The Center for International Programs and Study Abroad (CIPSA) supports the needs of international students at Shawnee State University. CIPSA assists international students in understanding the rules, regulations, and procedures that must be followed during their stay in the United States. CIPSA also 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. They are like all domestic students at SSU.

Application Procedures for International Students

These application procedures are the same as those described for U.S. students (see previous section) except for the provisions described in this section. (See Appendix C for an admission checklist to assist International Students.) International transfer students from U.S. colleges and universities or international applicants already in the United States should 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 (Incred, 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 Ohio law and the U.S. Citizenship and Immigration Services.

For additional information and requirements, please refer to the international student page on Shawnee State's website at <http://shawnee.edu/cipsa>.

REGISTRATION

Registration Procedures

Shawnee State's web-based registration through the student's MySSU account is the primary method used to register for classes. Students can find instructions for using MySSU for online registration from the Office of the Registrar by visiting <https://www.shawnee.edu/admission-and-financial-aid/registrar/register-classes>.

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. Registration for some individual courses such as math research courses, special topics in education courses, and occupational therapy fieldwork require permission from a faculty member, department Chair or Program Director. Please refer to the academic catalog (<http://catalog.shawnee.edu>) to see if a particular course requires permission before registering.

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

Course Schedule Changes

Along with initial registration, course schedule changes may be made online via MySSU. Registration dates and drop/add deadlines are available online at <https://shawnee.edu/areas-study/academic-calendar>. Please note that deadlines are subject to change. See the University's refund schedule for dropping a course at <https://www.shawnee.edu/admission-and-financial-aid/bursar/withdrawaldrop-refund-deadlines>

Auditing Courses

Students may register for courses on an audit basis. However, a course being audited carries no degree credit and is not counted in the grade point average, though 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 circumstance warrant a student to completely withdrawal from all classes at the University, s/he may withdraw from all of his/her classes through the drop/withdraw period by using MySSU or by submitting a withdraw form in the Student Business Center. Please see the academic policies and programs in the academic catalog at [How To Withdraw | Shawnee State](#).

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 in the student's GPA. Courses may be repeated for credit if so identified in the course description.

Tuition and Fees/Refunds

Payment of all fees is due by the deadlines published by the Bursar's Office at <https://www.shawnee.edu/admission-and-financial-aid/bursar>. The student accepts responsibility for all fees by completing registration for courses. Payment may be made in person with cash, money order or check (payable to Shawnee State University). Payment may be made online using Transact/Cashnet with a university-accepted credit card or electronic check (E-check) using checking or savings account.

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 – 6999 Master's Level Courses

7000 – 8999 Doctorate Level 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.

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 Academic Policies and Programs section of the SSU Catalog at <http://catalog.shawnee.edu>, unless program requirements supersede.

Graduate Graduation Requirement

A cumulative grade point average (GPA) of 3.0 or higher is required for conferral of a graduate degree or certificate. Individual graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section.

Graduate Academic Status

Academic Standing

Students must maintain a cumulative GPA of 3.0 or higher on all graduate-level coursework to be in good academic standing.

Academic Probation

If a student's cumulative GPA falls below 3.0, then the student will no longer be in good academic standing and will be placed on Academic Probation. Students who are placed on Academic Probation should schedule a meeting with their Program Director or advisor.

- If the student does not achieve at least a 3.0 GPA for the next term in which they are enrolled (cumulative GPA remains below 3.0), then they will be placed on Academic Suspension.
- If a student achieves at least a 3.0 GPA for the next term in which they are enrolled but does not raise their cumulative GPA to at least 3.0, then the student will remain on Academic Probation and will be permitted to enroll in classes one additional term.
- If a student raises their cumulative GPA to 3.0 or higher in the next term in which they are enrolled, then they will be in good academic standing.

After being placed on Academic Probation the first time, if a student returns to good academic standing but their cumulative GPA falls below 3.0 for a second time, then the student will be placed on Academic Suspension.

Academic Suspension

Academic Suspension constitutes a separation of the student from the University for academic reasons. Students on suspension will not be permitted to register for courses, including registering as a non-degree student. If a student is placed on Academic Suspension, they must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.

Upon reinstatement from Academic Suspension, students will be placed on Academic Probation. The terms for being placed on Academic Probation after returning from Academic Suspension:

- If the student does not achieve at least a 3.0 GPA in the next term in which they are enrolled (cumulative GPA remains below 3.0), then they will be placed on Academic Dismissal.
- If the student achieves at least a 3.0 GPA for the next term in which they are enrolled but does not raise their cumulative GPA to at least 3.0, then the student will remain on Academic Probation and will be permitted to enroll in classes for one additional term.
- If the student raises their cumulative GPA to 3.0 or higher in the next term in which they are enrolled, then they will be in good academic standing.

Academic Dismissal

If a student is placed on Academic Dismissal, then they must sit out for two academic years (six semesters) before submitting a written appeal to return to Shawnee State University.

Permanent Dismissal

If a student does not meet the GPA requirements (cumulative GPA of at least 3.0 or at least a 3.0 GPA for the term) after reinstatement from one Academic Dismissal period then they will be placed on Permanent Dismissal, which cannot be appealed.

Appealing a Suspension or Dismissal

At the time of Academic Suspension or Dismissal, the student may submit an Appeal for Academic Reinstatement to the Student Business Center. The appeal must include a letter of support from the student's advisor or faculty within the program. The appeal must be received by the published deadlines for the term the student plans to return with all supporting documentation.

Graduate Academic Appeals Committee

The Graduate Academic Appeals Committee is the final arbiter in the academic appeals process and the decision of the committee is final.

Voting Members:

- Graduate Program Director
- One representative from the Graduate Program, preferably a member with graduate faculty status
- Dean of the appropriate College
- One representative from the Registrar's Office
- Associate Provost

Academic Misconduct

The Student Conduct Code (<https://www.shawnee.edu/campus-life/dean-students/student-conduct-code>) prohibits all forms of academic misconduct. Academic misconduct refers to any conduct that evidences deceit, dishonesty or fraud to obtain an unfair advantage over other students, or violation of the academic standards and policies of the University. Policies regarding academic misconduct and grievance procedures are found on SSU's website at <https://www.shawnee.edu/about-us/university-policies/academic-policies-appeals>.

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 in which 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.

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 Director of the Graduate School must grant approval.

Up to nine (9) 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 Director of the Graduate School.

Transfer Credit

A maximum of nine (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. Only courses in which the student earned at least a B can be considered for transfer credit. 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 the transfer of additional credits from a program offering the same program curriculum. This will be handled individually and must be approved by the Program Director and the Associate Provost.

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 School. The 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.

Petitioning to graduate is an easy online process that can be completed using this link: <https://www.shawnee.edu/petition-graduate>

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are intended for full-time students granted unconditional 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 School.

Each Graduate Assistant will receive tuition reimbursement for two full semesters per academic year. Each Graduate Assistant will receive stipend of up to \$8,000 per year, and its distribution is determined by 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

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 class materials, assisting faculty in research endeavors, or other types of assistance that 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 that was received during the previous academic year. Graduate assistantship support may be provided for up to a maximum of six (6) semesters for master's degree candidates, not including summer extensions.

To receive continued support, Graduate 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. (Please see Appendix D: Graduate Assistant Evaluation Form.)

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

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 graduate 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 in the Department of Human Resources. Graduate Assistants are eligible for gate-controlled parking area access, and this benefit is available through Department of Human Resources.

Minimum Credit Hour and Work Hour Requirements

Graduate Assistants must carry a minimum of nine (9) 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 sixteen (16) hours per week to assistantship assignments. 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 (9) hours of graduate credit only in the summer semester.

Graduate Assistants may perform no more than 1,500 hours of service to the University in any calendar year. International students who are Graduate Assistants may have additional limitations and should contact the Director of CIPSA for relevant information.

Graduate Assistants may hold concurrent active appointments with the Graduate School 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

As per an Ohio law, Graduate Assistants whose native language is not English and would like to have classroom teaching responsibilities must successfully pass a test to demonstrate their oral English skills are adequate for their teaching and instructional assignments. International graduate students for whom English is not the first language shall meet English proficiency standard established by Admissions and the Center for International Programs and Activities.

Off-Campus Employment

Graduate Assistants must abide by the policies of the employing program or department with regard to off-campus employment. Holding off-campus employment requires written permission from the program or department that sponsors the graduate assistantship.

Graduate Assistantship Application Procedures

Students should contact the appropriate Graduate Program Directors to request an application and discuss opportunities. (See the list at <https://www.shawnee.edu/admission-and-financial-aid/graduate-admission/graduate-assistantship>.) Appointments may be available in a variety of departments, programs, and some administrative offices. The Program Director to whom students submit their applications for graduate assistantships will notify students of final decisions concerning their applications.

Students who wish to apply for a Graduate Assistant position in a program different from their enrolled program must obtain written permission from their program director and the Associate

Provost before submitting their application. Emails from the student's program director and the Associate Provost to the hiring program serve as sufficient documentation for this purpose.

Student Responsibilities for Assistantship Processing

- A. After being notified that the assistantship agreement is ready for final processing, students should contact the appropriate program to schedule an appointment with the Program Director.
- B. Students who have not previously certified employment eligibility with Shawnee State University should bring the required documents for certification on the day of their appointment. Additionally, 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 the 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 (<https://www.uscis.gov/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 SCHOOL

The Graduate School oversees graduate programs offered by SSU and those where the University offers collaborative programs with other Institutions of Higher Education or where the University hosts external providers of graduate programs.

The Associate Provost is responsible for the Graduate School and works with Graduate School administrator in the general administration of the Graduate School in accordance with policies and procedures established by the University.

The Associate Provost's duties include promotion and maintenance of graduate programs, as well as supporting graduate faculty research activities. The Graduate School administrator is responsible for implementation of admissions processes for all graduate programs, as well as preparing reports as requested for the President/Provost/Associate Provost regarding activities, status, and needs of the Graduate School.

Graduate Council

Each graduate program will determine a mechanism within their department or school that provides structure and process for the oversight of the graduate program and course offerings and shall include faculty with Graduate Faculty status.

The Graduate Council (GC) membership shall consist of the graduate program directors and other faculty representatives. Additionally, the Graduate School administrator, the Associate Provost, the Registrar, and the Deans of the College of Professional Studies and College of Arts and Sciences serve on the Graduate Council in an ex-officio capacity. Each department/school housing graduate programs 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 school or department and approved by the appropriate Graduate Program Director, Department Chair, and the Dean of College prior to coming before the GC.

All business before the GC will be made available for comment and criticism by all full-time Faculty 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 through Curriculog. 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;

Reviewing and approving faculty for graduate faculty status

- 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; and
- 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. The Graduate Council Faculty Chair shall serve for a two-year term beginning fall semester after the 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 School 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; and
- Collaborating with the Associate Provost and administrator of Graduate School on the Annual Report of Graduate Programs and the list of faculty holding Graduate Faculty status.

Voting members are the graduate faculty representatives. The Graduate School administrator, the Associate Provost, the 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 Deans shall be permitted to vote on graduate faculty status. 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

Application for Graduate Faculty Status

All faculty, both full-time and adjunct, who teach graduate courses must have Graduate Faculty status. Faculty seeking Graduate Faculty status must submit a cover letter and a current curriculum vitae. Additional information and criteria are provided in Appendix A. The Graduate Council will review applications and make awards in a timely fashion.

Graduate Faculty status will be communicated on the Graduate School webpage. The Chair of the Graduate Council, with the assistance of the Graduate School Administrator, is responsible for maintaining current list of those with Graduate Faculty status.

Graduate Faculty Status Initial Appointment and/or Review

- A. Faculty must demonstrate effective teaching, and evidence of scholarship and service in their cover letter (narrative), their curriculum vitae, and completed rubric (Appendix A.)
- B. All Graduate Faculty (GF) will be reviewed for initial appointment or continuation of their status by the Graduate Council. Initial status should be applied for as soon as possible after hire, and submitted to Graduate Council for review at meeting occurring closest to the hire date. After granting the initial status of Graduate Faculty, each GF's scholarly activity will be reviewed every three (3) years to determine if GF status will continue.

By January 15th of each year, the Graduate Director for each program will provide the Associate Provost a list of Graduate Faculty whose appointments are subject to review.

By February 15th of each year, each Graduate Faculty subject to review will provide his/her Graduate Program Director and his/her Department Chairperson an updated curriculum vitae with an accompanying supportive narrative and completed faculty rubric (Appendix A). Upon consultation with the appropriate Department Chairperson, the Graduate Program Director will forward the recommendation for renewal or non-renewal to the Graduate Council for consideration at its March meeting. In the event that a vote for renewal results in a tie, the Associate Provost will then cast his/her vote.

By March 30th of each year, the recommendation of the Graduate Council will be sent by the Graduate Council Chairperson to the appropriate Dean and Department Chairperson.

The Associate Provost is responsible for reappointing Graduate Faculty status for an additional three-year term.

A faculty member who is not recommended by the Graduate Council may appeal this decision to the Graduate Council for further review, at which time the faculty member may provide clarification concerning his/her scholarly activities.

If the faculty member is not awarded continuation of his/her status and his/her appeal is denied, s/he will be dropped from Graduate Faculty status. The non-renewed faculty member may then:

1. re-apply in the fall immediately following the non-renewal in the spring as long as his/her application addresses an improvement plan for the deficiencies that led to non-renewal; or
2. re-apply after one academic year.

For the non-renewed faculty member who chose option one (1), the Graduate Council has the option of issuing a one-year conditional appointment if the improvement plan is acceptable.

- C. The rubric in Appendix A is used by faculty seeking Graduate Faculty status and by the Graduate Program Director, the Department Chairperson, and the Graduate Council to evaluate the faculty member's scholarly contributions.

GRADUATE PROGRAMS AT SSU

School of Education

Master of Education: Curriculum & Instruction

This program is designed to meet the professional development needs of teachers by providing them with an advanced professional degree that will enhance their teaching knowledge, skills, experiences, and dispositions. This online program requires 33 graduate hours of coursework.

Master of Education: Intervention Specialist K-12

This program is designed to help expand the credentials of the already-licensed teacher. This program requires 35 graduate hours of coursework. Content in this program focuses on curriculum, behavior interventions, and assessment techniques, as well as other applicable topics for intervention-related classrooms.

Intervention Specialist: Visually Impaired Licensure Program

This is a multi-university program that leads to licensure as a teacher of students with visual impairments. The hybrid program requires 22 graduate hours of online coursework and mandatory face-to-face field hours.

Intervention Specialist: Hearing Impaired Licensure Program

This program is a multi-university program that leads to licensure as a teacher of students who are deaf or hard of hearing. The hybrid program requires 24 graduate hours of online coursework and mandatory face-to-face field hours.

Certificate in Deafblindness Education

A graduate-level, 15-credit-hour program, culminating in a certificate in Deafblind Education. This certificate will meet the post-baccalaureate education needs of working professionals. The program courses provide in-depth knowledge of the needs of and supports for children with combined hearing-vision loss (also known as deafblindness) and is aligned with CEC standards for deafblindness.

Department of Rehabilitation Sciences

Master of Occupational Therapy: This selective admission entry-level professional program prepares students to obtain initial certification as an occupational therapist. The full-time program is delivered in a hybrid format, combining online coursework with required on-campus intensive learning 3 weeks per semester. The curriculum consists of 66 credit hours, with 18 of the 66 credit hours completed as full-time clinical fieldwork in an occupational therapy practice setting. The entry-level MOT program is accredited by the Accreditation Council on Occupational Therapy Education (ACOTE).

Post-Professional Occupational Therapy Doctorate: This fully online clinical program is for practicing occupational therapists possessing an entry-level master's degree in occupational therapy.

Department of Mathematical Sciences

Master's in Mathematics: This program is fully online and is designed to meet the needs of working professionals, including high-school teachers and college instructors who want to become qualified to teach college level mathematics courses. The program is also appropriate for students who wish to complete a master's degree so they can pursue a doctoral degree or for students who wish to expand their employment opportunities. The program offers a Master of Science (M.S.) in Mathematics degree and a **Graduate Certificate in Mathematics** that is designed for students with a prior master's degree who complete 18-credit hours to become qualified to teach College Credit Plus courses.

Department of English and Humanities:

Master's in Composition and Rhetoric: This Master of Arts (M.A.) program prepares its graduates to teach college-level writing courses in dual-credit, community college, and university settings. It is fully online and has been designed with working teachers in mind. The 30-hour program includes coursework in composition, rhetoric, and education as well as a capstone experience (a thesis or portfolio). The department also offers a **Graduate Certificate in Composition and Rhetoric** that is designed for students with a prior master's degree who complete 18-credit hours to become qualified to teach College Credit Plus courses.

C.H. Lute School of Business

The **Master of Business Administration (MBA)** in the C.H. Lute School of Business is a learning experience specific to entrepreneurial business practices in the socioeconomically challenging and underserved Appalachian region of the United States. This hybrid online/in-person program consists of 30 hours of course work (10 classes) and students apply current business concepts, theories, and methods in practicable case studies and projects. Courses emphasize current business approaches in management, leadership, finance, marketing, and other subjects crucial to entrepreneurship, within the context of sustainable economic development in Appalachian communities. This program is designed for working professionals, with three in-person sessions in each seven-week course in evening or on Saturday. The program can be completed in as little as 12 months if attending full time (four courses in autumn and spring semesters plus other courses in summer). There are multiple entry points to the program during the year and courses are not in required sequence.

School of Nursing

The online **Master of Nursing (MSN)** degree is designed for Registered Nurses (RNs) with a Bachelor of Science in Nursing degree from an accredited program who are interested in pursuing an advanced practice degree to further their professional knowledge and skills. The MSN provides two different concentrations of study: Nursing Education and Nursing Leadership. Each concentration offers students a readily recognizable degree program with focused curricular content and two clinical practicum experiences designed to prepare students with advanced nursing knowledge and experience for career advancement in their selected concentration. The required practicum experiences allow students to develop and demonstrate proficiency in graduate-level competencies. The program consists of 36 credit hours and will help prepare students to sit for a national certification exam in their selected concentration.

Appendix A

Shawnee State University Application for *Graduate Faculty Status* (*Initial or Review*)

I. Directions for submitting applications for Graduate Faculty Status

- A. Submit a cover letter, which provides an overview of teaching, scholarship, and service to be considered by the Graduate Council for Graduate Faculty status review. Use the Graduate Faculty Status Rubric (below) to guide content of your letter, highlighting the teaching, scholarship, and service accomplishments in the past three years.
- B. Submit a copy of a current curriculum vitae that includes and specifically identifies information to be considered by the Graduate Council, including current faculty rank and highest degree awarded. The curriculum vitae also should include information that demonstrates effective teaching and scholarship or effective teaching, scholarship, and service.
- C. All materials are submitted to the Program Director, who may provide additional comments. The application materials are forwarded to the College Dean, the Chair of the Graduate Council, and the Graduate School Administrator. The Graduate School Administrator will upload the application to the Graduate Council Blackboard site.
- D. The College Dean will review the application materials and provide comments to the Graduate Council regarding the application.
- E. The Graduate Council will review the application materials and vote on graduate faculty status. The Associate Provost will notify the applicant of the decision via email. The College Dean, Graduate Program Director, Program Director, and Graduate School Administrator will be copied on the email.

* Faculty member should check the activities included in their CV and narrative.

** Reviewers should provide comments during their examination of the GF's CV and narrative.

Graduate Faculty Status Rubric (Initial & Review)

Possible Activities	Faculty Identified Activities*	Reviewing Comments**
1) Research and scholarly activity		
a) Authoring books, book chapters, articles, or treatises in peer-reviewed academic or professional publications (may be published, accepted for publication, or under review).		
b) Authoring book reviews, creative works, collaborations, books or articles written for general audiences (may be		

published, accepted for publication, or under review).		
c) Giving presentations at academic and/or professional conferences/symposia		
d) Holding offices or positions in academic and/or professional organizations		
e) Serving as a textbook reviewer, peer reviewer, or member of an editorial board for an academic or professional publication		
f) Preparing, submitting, and obtaining grants		
g) Other activities not listed above (please describe)		
2) Excellence in teaching		
a) Developing new courses, redesigning existing courses, and/or revising courses for delivery in another modality (e.g., conversion of a face-to-face course to an online course)		
b) Communicating subject matter by different means or methods such as lecture, discussion, lab exercise, demonstration, and practical experience		
c) Developing new or improved instructional materials, including textbooks, textbook chapters, lab manuals, protocols, and assignments		
d) Mentoring of students in capstones, research/scholarly projects, creative works, and/or activities designed to develop student skills and promote student professional growth		
e) Structuring courses to be compliant with specialized accreditation requirements (e.g., IACBE)		
f) Participating in university, community, and/or professional activities concerning teaching and education		
g) Interacting with or serving as liaison with other institutions of higher education or K-12 institutions in the advancement of their field of study or collaboration between institutions		
h) Recognition for program/teaching activities by reputable internal or		

external bodies (e.g., teaching awards, recognition from accrediting organizations, etc.)		
i) Other teaching-related activities not listed above (please describe)		
3) Service Activities and Professional Experience		
a) Chairing and/or serving on committees, task forces, and/or advisory boards		
b) Serving in an administrative or leadership position within the university, educational organization, or related professional organization		
c) Developing or revising academic programs (majors or minors)		
d) Organizing or hosting a conference, symposium, or workshop at the national, state, or local level.		
e) Consulting or working part-time (no more than 20 hours per week on average) within one's discipline		
f) Serving as an exam item writer for licensing or certification exams		
g) Facilitating a journal club for a clinical agency		
h) Advising undergraduate or graduate students		
i) Mentoring an individual or group in the process of evidence-based change in a clinical practice		
j) Developing or maintaining studios, labs, or instructional spaces		
k) Serving as a regionally, nationally, or internationally recognized expert in a field related to the candidate's faculty appointment by contributing to print, broadcast, or digital media outlets		
l) Managing a website or database for one's department, college, university, or other organization		
m) Receiving awards in recognition of service to a university, organization, or community		
n) Other activities and experiences not listed above (please describe)		
4) Professional Development		

a) Completion, or satisfactory progress towards completion, of a doctoral degree or a second masters.		
b) Completion of continuing professional education courses.		
c) Attending scholarly and/or professional conferences, seminars, workshops, presentations, or other such gatherings of experts in the discipline		
d) Attainment of or optional certification within one's discipline (e.g., Certified Management Accountant) or related to teaching (e.g., online teaching certification)		
e) Other professional development activities not listed above (please describe)		