



GRADUATE PROGRAMS MANUAL

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INTRODUCTION

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

- Students are governed by the policies of the most current edition of this manual.
- Students are governed by the degree requirements in the annual catalog in effect at the time of their initial matriculation in the program.
- Students may elect to complete a degree program under a more recent annual catalog than when they initially matriculated into the program. If this choice is made, the student must inform his/her graduate advisor, 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; and May 2020.

ADMISSION

Applicants to graduate programs at Shawnee State University are evaluated and admitted by the program area's Graduate Admissions Committee or 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
- 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 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 this requirement may result in dismissal from the 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 School a completed Permission for Transient Status form signed by the Dean of the Graduate School 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 scanned;

2. Initial screening performed by the Graduate School Administrator;
 3. 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;
 4. The Graduate School Administrator administers the student information system for all graduate applications, including OTCAS;
 5. 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;
 6. The Graduate School Administrator provides pre-advising to potential students on programmatic requirements for admission;
 7. Completed and screened applications will be forwarded to the respective Graduate Program Director for review and approval by their Graduate Admissions Committee or 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 students;
 4. The Administrative Assistant of each Graduate Program assigns Graduate Advisors to accepted students in collaboration with Graduate Program Directors;
 5. The Graduate School Administrator works out any registration issues for new graduate students.

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

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

- Applicants for Non-Degree Status must submit a completed SSU Admission 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 Guest 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 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 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, the Director of the Graduate School, 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 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 (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 withdraw 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 <http://admission-and-financial-aid/registrar/how-withdraw>.

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.

Payment of 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, check (payable to Shawnee State University), or university accepted credit card. Payment may be made online with a university-accepted credit card or electronic funds transfer (EFT).

GRADUATE CREDIT

Course Numbering System

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

5000 – 5999 Primarily graduate courses

6000 – 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 are 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. It is also the responsibility of the graduate program to submit the required documentation to the Ohio Department of Higher Education CCGS 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 Academic Policies and Programs section of the SSU Catalog at <http://catalog.shawnee.edu>.

Scholastic Requirements

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

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

Policies regarding academic misconduct and grievance procedures are addressed in program specific handbooks and the Student Conduct Code (<https://www.shawnee.edu/campus-life/dean-students/student-conduct-code>) and in specific academic policies found on SSU's website at <https://www.shawnee.edu/about-us/university-policies/academic-policies-and-appeals>. More related information can be found at the Dean of Students' office website at <https://www.shawnee.edu/campus-life/dean-students>.

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. 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 Director of the Graduate School 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 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 Director of the Graduate School.

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 now an easy online process that can be done from anywhere that the student has internet access. To do so, the student should log in to his/her MySSU account and select the student tab at the top of the page. Once on the student page, the student should click on the SSU Graduation link on the left side of the page to start his/her graduation process.

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 \$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.

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

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 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. (For the purpose of this manual, twenty (20) hours per week is considered full-time.) Any other conditions should be specified by the appropriate program area. This includes off-time between academic semesters, specific duties, and proper faculty supervision. Such conditions should be stated in writing on the Graduate Student Assistantship Employment Contract. Graduate Assistants may take less than nine (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 passed in 1986, 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. Official scores on either the paper or internet-based (iBT) Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) or the EIKEN must be received before a student's Graduate Assistantship Application is processed. The following minimum scores must be earned for students to qualify for graduate assistantships:

500	TOEFL paper
60	TOEFL iBT
5.5	IELTS
2A	EIKEN

Off-Campus Employment

Graduate Assistants must abide by the policies of the employing program or department with regard to off-campus employment. Generally, holding off-campus employment will require written permission from the program area 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.

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 Director of the Graduate School is responsible for the general administration of the Graduate School 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 School and perform such other duties as may be assigned by either the President or Provost.

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 full, associate and temporary Graduate Faculty status.

The Graduate Council (GC) membership shall consist of the graduate program directors and other faculty representatives. Additionally, the Director of the Graduate School, the Provost, the Registrar, and the Deans of the College of Professional Studies and Arts and Sciences serve on the Graduate Council in an ex-officio capacity. Each graduate program will have two representatives: the Graduate Program Director and one additional representative that serves a two-year repeatable term who shall be popularly elected by a majority vote of the graduate faculty of each program. One graduate student selected by the Student Government Association shall serve a one-year repeatable term.

The GC shall have the responsibility for overseeing all matters pertaining to graduate educational policies and curricula. Any proposed change in existing programs or proposals for new programs shall be properly vetted by the appropriate 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 graduate 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;
- 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 Director of the 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 Director of the Graduate School, the 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 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

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) and their curriculum vitae. (See rubric in Appendix A.)
- B. All Graduate Faculty (GF) will be reviewed for initial appointment or continuation of their status by the Graduate Council. 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 Director of the Graduate School 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. 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 Director of the Graduate School 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 Dean 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. No other documentation may be provided at this time.

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 has been developed to provide guidance to faculty seeking Graduate Faculty status. Additionally, the rubric will be used 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 hybrid program requires 33 graduate hours of coursework. Courses are offered in a convenient, blended format, meaning that students and faculty meet both face-to-face as well as online.

Master of Education: Intervention Specialist K-12

This program is designed to help expand the credentials of the already-licensed teacher or those who hold a baccalaureate degree and are seeking an initial teaching license as an intervention specialist. This hybrid program requires 35 graduate hours of coursework. Courses are offered in a convenient, blended format, meaning that students and faculty meet both face-to-face as well as online. In order to earn an initial teaching license, course work and extensive supervised field and clinical experiences are required beyond those included in the graduate level program.

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.

Certified Orientation & Mobility Specialist Program

This program leads to certification as an Orientation and Mobility Specialist. The hybrid program blends online instruction with face to face field hours and an extensive internship experience providing Orientation and Mobility services to individuals who are blind or visually impaired.

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 Rehabilitation Professions

Master of Occupational Therapy: This selective admission entry-level professional program that prepares students to obtain initial certification as an occupational therapist. The full-time program requires 77 credit hours, with 18 of the 77 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 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).

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.
- 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 make a decision. The Chairperson of the Graduate Council will notify the applicant of the decision via email. The Provost, College Dean, Graduate Program Dean, Program Director, and Graduate School Administrator will be copied on the email.

Graduate Faculty Status Rubric (Initial & Review)

Scholarship Activity	Faculty Identified Activities*	Reviewing Comments**
Giving scholarly presentations		
Holding offices or positions in professional academic organizations		
Article publication in scholarly professional journals		
Article submission to a scholarly professional journals		
Professional Book Publications (must be with a reputable, academic press. Not self-published)		
Professional Book Proposals (must be with a reputable, academic press. Not self-published)		
Book chapter publications		
Book chapter submissions		

Textbook review/peer reviews/editorial board memberships		
Accreditation (SPA or Program) Report/Preparation and submissions		
Symposia		
Grant submissions/receipts		
Resubmissions of a previously submitted grants		
Excellence in teaching		
Creating new courses <ul style="list-style-type: none"> • Online • Hybrid • Face-to-Face 		
Chairing Thesis Committees		
Mentoring new graduate faculty or graduate students		
Online Delivery Certifications		
Other activities included in the narrative		

* 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.

Appendix B



International Students Seeking Admission to SSU Graduate Programs

(PLEASE USE AS CHECK LIST FOR DOCUMENTS REQUIRED)

APPLICATION AND \$50 INTERNATIONAL FEE

Fill out and return the Graduate Application <http://www.shawnee.edu/offices/graduate-center/media/masters-degree-application.pdf>

You may send a check or money order to:

Shawnee State University

Graduate School

940 2nd Street

Portsmouth, OH 45662

Or, you may pay via peer transfer, <https://www.peertransfer.com/school/shawnee>

TRANSCRIPTS AND PROOF OF BACCALAUREATE DEGREE

All official postsecondary (college or university) transcripts or actual diploma. These transcripts/diplomas must be copies of the original and in the student's native language and must be accompanied by a certified English translation. See department web page for minimum GPA.

You may email documents to Bobbi Massie, Graduate School Administrator, bmassie@shawnee.edu.

EVIDENCE OF TEACHING LICENSE OF EQUIVALENCY (IF APPLICABLE)

TWO LETTERS OF REFERENCE

WRITTEN ESSAY

See respective program web page for details, <http://www.shawnee.edu/offices/graduate-center/index.aspx>.

PROOF OF ENGLISH LANGUAGE PROFICIENCY

- An official score of 500 (paper-based), or 60 (internet-based), at a minimum, on the Test of English as a Foreign Language (TOEFL) or
- 5.5 on the International English Language Testing System (IELTS)
- an EIKEN of Grade 2A is required for admission to a degree program for students whose native language is not English.
- TOEFL may send your scores directly to SSU. For TOEFL to do so, it will need our code. Shawnee State University's code is **1790**.
- Successfully graduate from an undergraduate program with the United States or United Kingdom with a cumulative GPA of 2.75 or greater.

PASSPORT COPY

A legible copy of your current passport. We MUST be able to see the photo and read the information. If married, the passports of spouse or children are required.

VISA (If currently in the US) Not applicable

CURRENT I-20 Not applicable

If you are a transfer student from a college or a university, or finished an undergraduate program in the U.S. you should send us a copy of your I-20.

FINANCIAL PROOF

Proof of financial resources which are adequate to support the student for one year. If you intend to finance your education yourself, you must supply a statement from your bank showing funds equal to those required for one year. If you are being sponsored, an affidavit of support and a bank statement showing adequate funds for one year must be submitted. SSU requires, in either case, that the bank statement must show a minimum amount in US dollars as specified for the academic year (Refer to SSU Admissions Office Website for the exact amount: <http://shawnee.edu/offices/student-accounts/tuition.aspx>). The bank statement must be a recent statement; we cannot accept a statement that is dated more than six months prior to the start of your studies. This amount covers tuition, fees, housing, meals, books and other miscellaneous expenses

CERTIFICATE OF FINANCE

A completed Certificate of Finance. Please note that the Certificate of Finance must demonstrate that you have enough financial resources to fund your education abroad. Also, please fill using a computer if possible.

TRANSFER IN FORM

A transfer student from a college or a university inside the U.S. should complete this form. This form will be sent after the applicant has sent all other required documents and has been accepted in SSU.

APPLICATION DEADLINES

Two entry terms: Fall and Spring

July 1 – for students applying to the Fall semester beginning in August

November 1 – for students applying to the Spring semester beginning in January

SHAWNEE STATE UNIVERSITY <http://grad.shawnee.edu>

GRADUATE SCHOOL

Bobbi Massie

bmassie@shawnee.edu

740.351.3177

Appendix C



International Students Seeking Admission to SSU Master of Occupational Therapy Program

(PLEASE USE AS CHECK LIST FOR DOCUMENTS REQUIRED)

APPLICATION AND \$50 INTERNATIONAL FEE

Fill out and return the Graduate Application <http://www.shawnee.edu/offices/graduate-center/media/masters-degree-application.pdf>

You may send a check or money order to:
 Shawnee State University
 Graduate School
 940 2nd Street
 Portsmouth, OH 45662

Or, you may pay via peer transfer, <https://www.peertransfer.com/school/shawnee>

APPLICATION TO THE OCCUPATIONAL THERAPY CENTRALIZED APPLICATION SYSTEM (OTCAS)
<https://portal.otcas.org/>

TRANSCRIPTS AND PROOF OF BACCALAUREATE DEGREE

All official postsecondary (college or university) transcripts or actual diploma. These transcripts/diplomas must be copies of the original and in the student's native language and must be accompanied by a certified English translation. See department web page for minimum GPA.

You may email documents to Bobbi Massie, Graduate School Administrator, bmassie@shawnee.edu.

THREE LETTERS OF REFERENCE (VIA OTCAS)

WRITTEN ESSAY (VIA OTCAS)

40 HOURS OF VERIFIED VOLUNTEER EXPERIENCE WITH A LICENSED OCCUPATIONAL THERAPIST WITHIN THE US, <http://www.shawnee.edu/academics/rehabilitation-sports/master-occupational-therapy/media/vol-eva.pdf>

PROOF OF ENGLISH LANGUAGE PROFICIENCY

- An official score of 550 (paper-based), or 79 (internet-based), at a minimum, on the Test of English as a Foreign Language (TOEFL) or
- 6 on the International English Language Testing System (IELTS) or
- an EIKEN of Grade 2A is required for admission to a degree program for students whose native language is not English.
- For TOEFL to do so, it will need our code. Shawnee State University's code is **1790**.
- If English is your first language this is not required.

PASSPORT COPY

A legible copy of your current passport. We **MUST** be able to see the photo and read the information. If married, the passports of spouse or children are required.

VISA (If currently in the US) Not applicable

CURRENT I-20 Not applicable

If you are a transfer student from a college or a university, or finished an undergraduate program in the U.S. you should send us a copy of your I-20.

FINANCIAL PROOF

Proof of financial resources which are adequate to support the student for one year. If you intend to finance your education yourself, you must supply a statement from your bank showing funds equal to those required for one year. If you are being sponsored, an affidavit of support and a bank statement showing adequate funds for one year must be submitted. SSU requires, in either case, that the bank statement must show a minimum amount in US dollars as specified for the academic year (Refer to SSU Admissions office Website for the exact amount: <http://shawnee.edu/offices/student-accounts/tuition.aspx>). The bank statement must be a recent statement; we cannot accept a statement that is dated more than six months prior to the start of your studies. This amount covers tuition, fees, housing, meals, books and other miscellaneous expenses

CERTIFICATE OF FINANCE

A completed Certificate of Finance. Please note that the Certificate of Finance must demonstrate that you have enough financial resources to fund your education abroad. Also, please fill using a computer if possible.

TRANSFER IN FORM

A transfer student from a college or a university inside the U.S. should complete this form. This form will be sent after the applicant has sent all other required documents and has been accepted in SSU.

APPLICATION DEADLINES

December 1 – for the following fall semester start
 SHAWNEE STATE UNIVERSITY <http://grad.shawnee.edu>
 GRADUATE SCHOOL
 Bobbi Massie
 bmassie@shawnee.edu
 740.351.3177