GRADUATE COLLEGE HANDBOOK

December 21, 2010

The Graduate College Handbook is for graduate program faculty and staff. It contains procedures and policies that are related to the administration of graduate programs at Ohio University. Faculty and Graduate Students need to also consult the Graduate Catalog and University Policies manual for policies & procedures relevant to graduate education at Ohio University.

Graduate College Handbook and
Graduate Directors Website   http://www.ohio.edu/graduate/staff/gradDirectorsHandbook.cfm

Graduate Catalog   http://www.ohio.edu/graduate/catalog

University Policy & Procedure   http://www.ohio.edu/policy/

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I. Graduate College Website & Update Requests

In the interest of maintaining current program information, the Graduate College will request updated information from the program contacts. Programs are requested to provide the appropriate updated information when contacted by the Graduate College or when significant changes occur between update requests. Specific items and the frequency of update requests are listed below:

A. Graduate Catalog (No longer printed, only online. http://www.ohio.edu/graduate/catalog)
    i. Updated bi-annually
    ii. The Graduate Catalog contains policies and procedures specifically relating to graduate students. The catalog also contains program degree requirements and course information.
B. "Current Graduate Contacts" list (Please see list posted on Graduate Director's website, http://www.ohio.edu/graduate/staff/gradDirectorsHandbook.cfm)
    i. Updated quarterly
    ii. This list contains the contact information for the current graduate director/associate dean/administrative assistant.
    iii. This list is used by the Graduate College for virtually all email contact with departments. (Please keep in mind that preliminary inquiries from applicants may also come to the individual program's generic email address .
C. "Degree Programs" web page (http://www.ohio.edu/graduate/programs/)
    i. Updated annually (or as needed in the case of new/suspended/cancelled programs).
D. CollegeNet specific updates
    i. Updated annually
    ii. Specific requests for updated information will be sent to all departments via the email on the "Current Graduate Contacts" list. (Please see list posted on Graduate Director's website, http://www.ohio.edu/graduate/staff/gradDirectorsHandbook.cfm)
    iii. CollegeNet is the system used for graduate online applications and for tracking relevant application documents (via ContactManager, in development)
E. Online Graduate Appointments (OGA) Hierarchy updates
    i. Updated as needed
    ii. Programs should notify Graduate Appointments Administrator (Vicky Hixson (hixsonv1@ohio.edu)) of any changes in the approval hierarchy as quickly as possible.

II. Curricular Reform & New Delivery Format/Location Approval

A. Procedures for Curricular reform and program development (including certificates)
    i. See Curricular Reform flowchart (Figure 1) and, for specific details, please refer to Appendix
    ii. Additional important information is posted on the UCC website under "Guidelines for Submission of New Course Proposals and Course Changes" http://www.ohio.edu/facultysenate/ucc/UCC-downloadable-forms-page.cfm

Graduate Curricular Reform
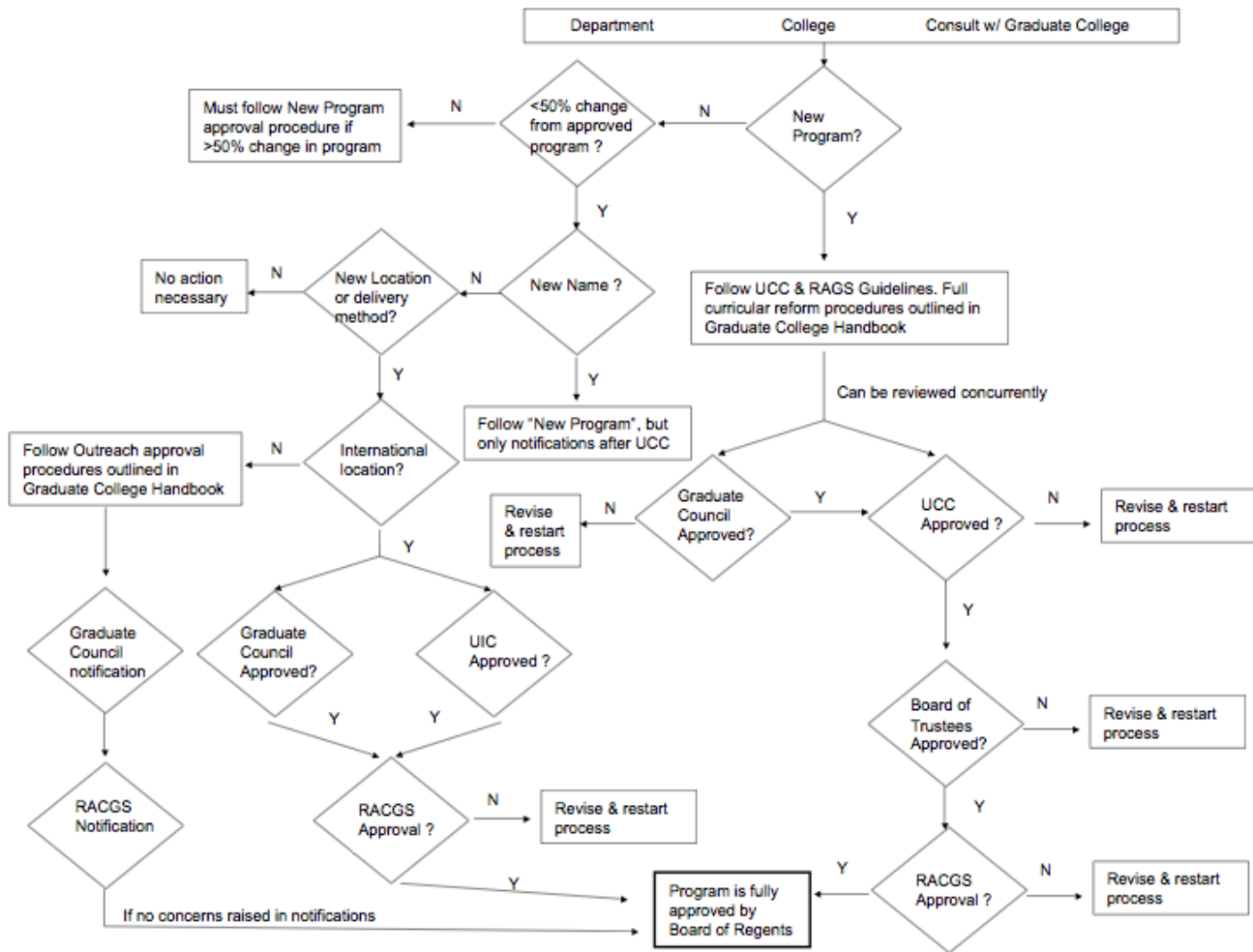
Figure 1.

B. Procedures for New Delivery Format/Location Approval (see also Curricular Reform flowchart)
  i. Used when a department would like to offer an already approved graduate program in a new location (e.g., at a regional campus, off campus) or in a new format (e.g., on-line, mixed delivery).
  ii. Required approval form and necessary instructions can be found at http://www.outreach.ohio.edu/gradoutreach.htm (NOTE: International outreach proposals will need to use the Graduate College International Outreach Approval form. Contact the Associate Dean for details)
  iii. The information is reviewed by the Graduate Outreach Committee.
  iv. The entire approval process must be completed at least six weeks prior to the initiation of the degree program.
  v. It must conform to the RACGS requirement for less than 50% change in the content or course requirements.
  vi. See the Ohio Board of Regent's RACGS Guidelines and Procedures posted at http://regents.ohio.gov/rgp/racgs/ for more information.

vii. If the program has already been delivered at the off campus location in the past and there are no changes in the curriculum, then only the internal approval process needs to be followed and no RACGS notification is needed (e.g., running a new cohort at a location where the program has been previously delivered).

C. Procedure for Graduate Outreach Graduate Class Call Numbers

    i. The New Delivery Format/Location approval process outlined above is to approve graduate programs (cohorts) and workshops.

    ii. To offer a single course, in a new format (e.g., online, mixed delivery), to a non-Athens audience, the request sent to the Graduate College will need to document Departmental and College approval to offer the class in an outreach format.

    iii. The request will need to be accompanied by the outreach graduate class form described under "Approved Outreach Programs" below.

D. Approved Outreach Programs: Outreach Graduate Class Call Numbers

    i. All outreach graduate classes are processed through the Graduate College.

    ii. The Graduate College will assign call numbers from the range of 81000-85499, dependent on whether the class schedule is flexible or not.

    iii. If a class spans multiple terms, the call number will be assigned for the term in which grades are assigned.

    iv. The section code will be assigned by whether the class is on-campus or off-campus. All off-campus classes must give the physical location of course delivery, including zip code.

    v. Approved cohorts will be identified by a Resource Distribution Program Code.

        1. This RDP code will be used to link the class to the revenue account.

        2. It is the responsibility of each approved program to furnish revenue account numbers to the Bursar (Sherry Downs) at the Bursar's Office, http://www.ohio.edu/finance/bursar/.

    vi. The request for outreach graduate class forms can be accessed at the Registrar's forms page website: http://www.ohio.edu/registrar/forms.cfm

        1. At the forms home page, click on "Outreach Graduate Class Form".

        2. Complete page #1 for all requests.

        3. All workshops need to not only complete page #1, but also need to complete page #2 (see tab at bottom of page 1 to access page 2).

        4. Save completed form.

        5. Send completed form to the attention of Annette Love in the Graduate College at: love@ohio.edu.

        6. The Graduate College will review each request, assign an appropriate call number and forward completed form to the scheduling department of the Registrar's Office for entry into SIS.

        7. Scheduling will enter the class into SIS and email completed form to the person requesting the class.

        8. The Bursar's Office will distribute revenue on a quarterly basis to the colleges and provide data based on the Resource Distribution Program codes such that the colleges know the amount of revenue generated by each department/school.

III. Recruitment

A. Domestic

i. The Graduate College is currently working on several initiatives to facilitate ongoing recruitment efforts of individual programs.
B. International
 i. Recruitment information for international graduate student applicants can be found at: http://www.ohio.edu/graduate/international/index.cfm

IV. Application and Admissions

A. Graduate Standing

 i. In order to register for graduate-level courses, students must hold graduate status through application and admission as a degree or non-degree student. Please see the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Graduate Status & Enrollment" for more information.
  1. Senior for Graduate Credit Form http://www.ohio.edu/graduate/gradForms.cfm
  2. Honors Tutorial College Undergraduate for Graduate Credit Form http://www.ohio.edu/graduate/gradForms.cfm

B. Graduate Degree and Non-Degree Applications

 i. Separate applications must be made for each program, with the exception of designated dual degree programs (e.g. MBA/MSA, MBA/MPH).
 ii. If an application is misdirected, please return it to the GRADUATE COLLEGE.
 iii. Do not forward applications to different departments if requested to do so by students. Advise them to make separate applications.
 iv. Applications (http://www.ohio.edu/graduate/apply.cfm) and the Graduate Catalog (http://www.ohio.edu/graduate/catalog) are available online.
 v. Web applications are strongly encouraged.
 vi. Paper applications may be downloaded for print from the web page.
 vii. Applications and catalogs are no longer printed for distribution. Please direct students requesting application information to the Graduate College application page, http://www.ohio.edu/graduate/apply.cfm.
 viii. Application fees are listed at http://www.ohio.edu/graduate/apply.cfm

C. Application Deadlines

 i. U.S. citizens: The Graduate Catalog states that U.S. citizens should apply at least six weeks prior to the beginning of the quarter they wish to enter.
 ii. International applicants: International applicants should apply six to nine months prior to the beginning of the quarter they wish to enter.
 iii. Department/school deadlines: Please list your deadlines in the Graduate Catalog (http://www.ohio.edu/graduate/catalog) and on your web page. The Graduate College has no university-wide deadline, so applications are accepted all year round. Applications received after departmental/school deadlines will be forwarded to the appropriate department/school as they are received by the Graduate College.

D. Processing Applications

    i. The Graduate College inputs all graduate student application and admission records into the Ohio University Student Information System (SIS). Any changes in student application information received at the department/school level should be sent to the Graduate College so that SIS is updated.

    ii. The Graduate College uses a self-managed application system in which applicants are asked to collect and submit their materials together. An application checklist for domestic students and international students is posted in the application instructions on the Graduate College web site.

    iii. Web-based application

        1. The web-based application is run through CollegeNET as a contracted service.

        2. Students must pay the application fee or provide a valid waiver code before an application can be submitted.

        3. Applications submitted through the web application upload directly to SIS.

        4. Applications completed on the web are available to the department after the student pays the application fee. Please note that application fees paid by electronic check will not be released for uploading until the funds have cleared the bank, up to 10 business days.

        5. Students can work on a web application over a period of time before payment and submission, so application completion date may not match the submission date.

        6. Students must submit transcripts and supporting materials separately. Expect a delay between when a web-based application is submitted and receipt of other application materials.

    iv. Paper applications

        1. Paper applications received in the Graduate College are date-stamped and entered into a web interface. An email notice is sent to the applicant confirming receipt of their application.

        2. Paper application received without application fee: Any application received without the application fee will be entered into SIS, but no additional processing will occur until the fee is paid, either by the student or the department. Application materials will be processed. We will hold the application materials for those who do not pay the application fee in a pending file for the academic year for which the student applied. If no application fee is received after a year, the application and materials are destroyed.

        3. Departmental payment of application fee: Departments may opt to pay the application fee for students by providing an account code and requesting a fee waiver code. The web application has a space where the applicant can enter a fee waiver code. To set up an application fee waiver code, please contact the Graduate College Budget Manager (Lisa Poston (postonl@ohio.edu)) in the Graduate College.

        4. Applications received by the department/school: If your department/school receives an application directly from the student, please send the original application, original transcripts, diplomas, and the application fee to the Graduate College. Please indicate whether or not you have kept a copy of the application, transcripts, and diploma.

E. Transcripts

    i. To complete an application file, all students must submit final/official transcripts from all post-secondary institutions from the institution where the credit was earned. The Graduate College will not complete an evaluation of an academic credential if there is a concern that the document may not be valid. If a document is found to have been altered, the applicant will be denied admission.

    ii. Official transcripts, U.S. or Canadian

        1. To be official, transcripts must be received in an envelope sealed by the issuing institution. Transcripts opened prior to receipt are not considered official and the student will be asked to re-submit. If an official transcript is opened at the academic program, please attach the original envelope to the transcript, indicate the transcript was opened at the department, and forward the official transcript to the Graduate College. Please keep a copy for departmental records.

    iii. Official transcripts, International (not Canadian)

        1. Original copies of transcripts, mark sheets, degree certificates and diplomas issued by the awarding institution are preferred. However, many international institutions issue only one official copy of the transcript, which becomes the student's only copy. Many institutions will provide students with certified copies of academic documents, and these are accepted by the Graduate College as official documents. In such cases the academic documents must be certified by the Registrar of the issuing University or the Principal of the University-affiliated college only. In some Latin American countries, school certification is not provided. In these cases, transcript copies and translations certified by notary public officials are accepted. Academic documents must be sent in both the original language and a certified English translation.

    iv. The Graduate College conducts random credential authenticity checks of international academic documents. Each year a number of transcript copies are returned to the issuing institution for confirmation that they match the documents held at the institution. Transcript verification is also requested if it appears that:

        a. Documents have been altered

        b. Certification stamps are overly blurry or appear irregular

        c. Signatures do not appear to be valid

    v. Final degree-granting transcripts

        1. All students admitted to graduate status must demonstrate they have earned a bachelor's or equivalent degree prior to beginning their graduate degree program. A final/official transcript showing the degree and date earned should be submitted prior to initial registration as a graduate student. If this is not possible, it is the student's responsibility to see that final, official transcripts are on file at the Graduate College no later than the end of the first term of enrollment. If transcripts are not received by the middle of the first term, a registration hold is placed on the student's account preventing pre-registration for the subsequent term. Failure to produce final transcripts may result in dismissal from a program. Students admitted to doctoral level study in programs that require completion of a master's degree must present a final, official transcript prior to enrollment within the first quarter of enrollment to retain doctoral status.

    vi. "Orphan transcripts"

1. These are transcripts received at the Graduate College without subsequent receipt of an application. Orphan transcripts are retained for one year. If no application is received, the transcript is destroyed after one year.

F. Other Admission Documents

i. Test scores: GRE and TOEFL scores must be reported to Ohio University from the testing service in order to be official. GRE scores are valid for five years. TOEFL scores are valid for two years.

ii. Letters of recommendation: Applicants are instructed to submit letters of recommendation directly to the department/school to which they are applying. Electronic letters of recommendation are downloadable by the academic program via the web application administration site. Paper letters of recommendation received at the Graduate College are forwarded to the department/school.

iii. Other documents: All materials for which the Graduate College staff cannot determine an appropriate department/school are kept in a pending file (in alphabetical order) for one year and then destroyed.

G. Minimum University requirements

i. Please refer to the Graduate Catalog (http://www.ohio.edu/graduate/catalog).

H. Application and Admission Instructions for applicants

i. Located at http://www.ohio.edu/graduate/apply.cfm

I. Admissions Policies & Procedures for programs

i. Please refer to the Graduate Catalog (http://www.ohio.edu/graduate/catalog).

J. Standard Grade Scales by Country

i. The Graduate College has some standard Grade Scales posted on the Graduate Director's website (http://www.ohio.edu/graduate/staff/gradDirectorsHandbook.cfm) and has plans to expand this list in the future.

K. Monitoring Admission Status

i. Application Status Report

1. The department/school receives a quarterly printout listing the graduate applicants with their admission status. This report provides a summary list of applications entered into SIS and the current status of those applications as of the date of the report. Applications listed as *Pending* or *Sent to Department* require additional department action. The department is requested to take action on Pending applications for a given quarter by either: completing admission review and forwarding a Graduate College Form #1 admitting or denying the student, or changing the application's term of entry to a future quarter (no more than one year). (Contact the Director of Graduate Student Services, Katherine Tadlock if you need a copy of the form (tadlockk@ohio.edu)) Notify the Graduate College if you are changing a term of entry for an application so that SIS can be updated appropriately.

    ii.   Application Status Decision Codes (See sections IV.N and IV.O for full details on each status)

        1. F Final, full admission, file cleared, no admission conditions
        2. D Denied
        3. WP Application withdrawn prior to final admission decision
        4. WF Application withdrawn after positive admission decision
        5. PR Provisional admit, additional documents required to complete application file
        6. PC Provisional conditional, conditional admit and require additional documents to complete file
        7. C Conditional admit, must meet grade standards or other conditions to achieve final admit status. Must meet conditions within first 15 graded graduate credit hours.
        8. WL Wait-listed by department for final decision at later time
        9. NI Initial pending, application materials being processed in the Graduate College
       10. NS Department pending, application pending action by department
       11. NP Problem: missing signature, felony review, other
       12. EP English Language Study Provisional admission

L. Admission Procedures

    i.   Applicant submits application online to Graduate College (NOTE: paper applications are strongly discouraged as they significantly delay the application process for the student and often result in records inconsistencies).

    ii.   Application Fees
        1. Application fees are waived for applicants who have received a master's degree from Ohio University if they apply for a non-degree or Ph.D. status in the same academic program.
        2. If a non-degree student decides to apply for degree admission, they pay a reduced application fee. A second set of application materials might be required.

    iii. The Graduate College must receive an appropriately completed and signed admission request form (Graduate College Form #1) from the department/school to begin the admission process. (Contact Director of Graduate Student Services, Katherine Tadlock if you need a copy of the form (tadlockk@ohio.edu))

    iv. If a financial award is being made to an international student, please include a copy of the award letter. This is required to develop a certificate of eligibility (I-20/DS-2019). Please see "I-20/DS-2019 Policies & Procedures" in Section M below for further important details.

    v.   Denial/Withdraw/Waitlist/Deferred: Please contact Katie Tadlock (tadlockk@ohio.edu) to obtain the appropriate form.

    vi. Admission is finalized through the Graduate College
        1. Upon receipt by the Graduate College of an Admission Form (Graduate College Form #1) from the program, a formal letter of admission is sent to the student confirming:
            a. the degree program
            b. entry term
            c. admission status
            d. any documents required to complete the admission file

vii. Department letters to students

Departmental letters notifying applicants of the departmental admissions recommendation and funding offer (if applicable) **need to meet the following criteria** (A sample admission recommendation/offer letter is included in the Appendix of this handbook)

1. Admission is being **recommended**
2. If student is being offered an appointment or other aid, spell out the amount and type of aid.
3. Spell out what expenses the student will bear
4. Indicate what the student needs to do to remain eligible for the appointment.
5. For International students, include information about English proficiency.
6. For all students, do not require a reply prior to April 15, per the CGS Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants (http://www.ohio.edu/graduate/upload/CGSResolutionAug2006.pdf)

M. Additional Admission Procedures Specific to International Applicants

i. Affidavit of Support/Financial Responsibility
1. International applicants must submit evidence of financial responsibility. Once admitted:
   a. Affidavit of Support is evaluated
   b. If it is found to be satisfactory an I‑20 or DS‑2019 is sent to the student permitting the student to apply for a visa (F and J visas respectively).
   c. A copy of the I‑20/DS‑2019 is also sent to the department.
2. The Graduate College requires verification of financial support from the department/school, since any financial aid provided by Ohio University may be used as partial evidence of financial responsibility for the Affidavit of Support.
   a. Verification can be in the form of a letter or copy of an e-mail.
      i. The letter needs to indicate the nature of the appointment, i.e., G.A., T.A. or any other.
      ii. Failure to notify the Graduate College of a departmental financial support offer can delay the admission process for international graduate students.
ii. Student Exchange Visitor Information System (SEVIS)
1. All international student visa documents are issued through SEVIS.
2. Once a student arrives on campus, the University is required to confirm arrival and registration within 45 days of the start of the academic term.
3. All students issued an I-20 or DS2019 are required to pay a fee (currently approx. $100) prior to presenting the I-20 or DS-2019 at a visa interview.
4. International students are required to maintain current address information. The address update form is on the Registrar's webpage (http://www.ohio.edu/registrar/myaddress.cfm).
5. Changes/addition to degree program or degree level (e.g. master's to doctoral level) require a new I-20 or DS2019. Students must work with International Students and Faculty Services Office to accomplish this.
iii. English Proficiency

1. The Graduate College requires a demonstration of proficiency through an official TOEFL or IELTS score before an I-20/DS-2019 can be processed. (NOTE: The EP admit category is handled differently, see section IV.O.viii of this handbook for details).
2. International students must establish their proficiency in English before they are eligible to receive a graduate appointment.
3. All students with a TA appointment must also demonstrate spoken English proficiency, either through passing the SPEAK test or other means as documented on the clearance form.
4. The full English proficiency policy is outlined in Section VI of this handbook

iv. I-20/DS-2019 Policies and Procedures
1. Financial Support Form
    a. International students must certify funds totaling the amount listed for the applicable academic year. For amounts see http://www.ohio.edu/graduate/tuition.cfm
    b. Please note that the amounts are for a 9-month academic year.
    c. The financial support form can be downloaded here. http://www.ohio.edu/graduate/gradForms.cfm
2. Sufficient funds can be demonstrated by:
    a. Letter of Support from applicant's sponsor (if applicable).
        i. This letter must state:
            1. the sponsor's relationship to the student
            2. sponsor's current address
            3. and the amount of funds they are providing the applicant for support (for one academic year).
    b. Recently issued original or certified bank statement or letter of sponsor(s) account translated into English.
        i. Document must be on bank letterhead and contain:
            1. the type of account
            2. account number
            3. balance of the account expressed in US dollars
            4. original stamp and signature of a bank official.
        ii. Monthly statements or printed web accounts must bear the signature and stamp of the bank official.
        iii. Ohio University accepts the following types of accounts:
            1. Savings
            2. Checking
            3. Ordinary Deposit
            4. Savings Deposit
            5. Passbook Deposit/Savings
            6. Demand Account/Deposit
            7. Collection Savings
            8. Time Deposits or Certificates of Deposit accepted from banks in China only if the expiry/maturity date indicated falls PRIOR to student's scheduled arrival date

9. Certificates of Deposit (from U.S. banks only) must state the value on the date the statement is issued, not the value at maturity
10. Bonds (from U.S. sponsors and U.S. banks only) must contain a list of serial numbers, denominations and name of record owner(s). Bond values must be stated on the date the letter is issued, not the value at maturity

3. The following types of accounts are NOT accepted for I-20/DS-2019 issuance
   a. Retirement Accounts
   b. PF/PPF India Retirement Accounts
   c. Investment Funds
   d. Stock Market Accounts
   e. Money Market Accounts
   f. Life Insurance Policies
   g. Credit Card Balances
   h. Assets
   i. Letters of Employment showing wage amounts
   j. Postal Savings Certificates
   k. Fixed Deposits
   l. Savings Optional Deposits

4. Special instructions for students being sponsored by an individual in the United states
   a. Students must also provide the following:
      i. A notarized statement indicating the sponsor's:
         1. Status in the U.S. (e.g., immigration status, non-immigrant visa status)
         2. Employment
         3. Annual salary
         4. Number of dependents in their household
      ii. If the sponsor is self-employed the sponsor must provide a copy of the last Federal Income Tax Report filed or Report of Commercial Rating Concern
   b. Students holding F-1 visa status cannot sponsor another student

5. Special instructions for students being sponsored by their government
   a. Students must also provide a recently issued original letter on official government agency letterhead indicating their:
      i. Name
      ii. Date of birth
      iii. Amount of money the government is providing
      iv. Length of study
      v. Name of the university attending

6. Special instructions for students being sponsored by a business or corporation
   a. Students must also provide an original letter by the owner(s) on company letterhead including:
      i. They are sponsoring the student
      ii. The total value of that sponsorship

   iii. The required financial documents

   iv. All owners' names must be listed in the letter and they are each required to sign the letter. If one individual owns the business/corporation, the letter must indicate that person is the sole owner.

  7. The Graduate College airmails all I-20's/DS-2019's and **does not offer express mail services.**

   a. Students may request for documents to be mailed to a friend or a relative who resides in the U.S. so they can express mail these documents to the student. This information can be filled out by the student on the Financial Support form.

N. Admission Status Definitions

While the policy requirements listed below are also listed in the Graduate Catalog (http://www.ohio.edu/graduate/catalog), section "Application & Admission: Admission Conditions"), there are additional procedural details outlined below that are not listed in the Graduate Catalog.

 i. Final

  1. Student application file is complete and there are no special conditions to be met.

 ii. Conditional

  1. Students who have some deficiency in their entry requirements may be approved by the department for conditional admission.

  2. Students must achieve at least a 3.0 GPA on the first 15 hours of graded graduate work to remain in the program (and be eligible for Ohio University graduate appointments).

  3. Departments have the responsibility to monitor conditionally admitted students and to notify them at the end of the 15 credit hours limit if they do not meet the condition of achieving a 3.0 GPA.

  4. Please notify the Graduate College if a student meets the terms necessary to achieve unconditional status or is dismissed for failure to meet the conditions of admission.

  5. Students admitted conditionally are not eligible for graduate appointments until their admission status changes to unconditional.

  6. The Graduate College does monitor conditionally admitted students and will notify the department if the student does not achieve a satisfactory GPA.

 iii. Provisional

  1. Students are admitted provisionally when they are missing some application documents, pending completion of a previous degree, or if some part of the application is incomplete.

  2. Students are asked to submit final, official documents by the end of the first quarter of registration.

  3. If documents are not received by the middle of the first quarter, a hold is placed on the student's account, preventing pre-registration for the following quarter.

  4. The provisional status is updated once all documents are received.

5. Holds placed for missing documents are not lifted for pre registration. In the event a missing document is not yet available to a student, the registration hold is lifted immediately prior to the start of the next quarter.

    iv. Denied
1. If an applicant is denied admission, please indicate the denial with a denial form. (Contact Director of Graduate Student Services, Katherine Tadlock if you need a copy of the form).
2. Complete the "denial" section on the form, including the reasons for denial.
3. The Graduate College sends an official denial letter. The letter directs the student to the department for information regarding the reasons behind the denial.

O. Special Admission Status Types

    i. Undergraduate special status
1. The department/school may deny admission to a student but recommend that he/she become an Undergraduate Special Student to make up some deficiencies.
2. Applicants are not eligible for Undergraduate Special Students unless the department requests it on Graduate College Form #1. (Contact Director of Graduate Student Services, Katherine Tadlock if you need a copy of the form (tadlockk@ohio.edu))
    a. Check the appropriate box on Graduate College Form #1. Explain what the student must take as an Undergraduate Special to be reconsidered for graduate admission.
    b. If the student elects to take the prescribed undergraduate courses, he or she must notify the Graduate College so that original documents from the student's file are forwarded to Undergraduate Admissions.
3. Change of status
    a. If and when the department/school decides to admit an Undergraduate Special Student as a graduate student, send the Graduate College a new Graduate College Form #1 admitting student to the degree program.
    b. The student will not have to re-apply. The Graduate College will retrieve the original documents from Undergraduate Admissions.

    ii. Transient students (See also Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Admission Categories)
1. A student working on a degree at another university should:
    a. Complete a Transient application form (http://www.ohio.edu/graduate/gradForms.cfm).
    b. Pay the appropriate application fee.
    c. Submit a Certificate of Good Standing from his or her dean (in place of transcripts), confirming that they are enrolled in a graduate program and are in good standing.
2. Admission for transient students is good for one quarter only.

    iii. Non-degree (See also Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Admission Categories)
1. "Non-degree" admission has an 18-credit hour or six year limit and does not constitute admission to a degree program.
2. Non-degree students need to identify an area of study on their application.

3. This is a renewable status. Renewal requires a new application and application fee.
4. Students applying for non-degree status need to provide official transcripts showing the highest degree earned only. Departments have the option to require or waive additional application materials (e.g. letters of recommendation, personal statements, resumes etc).
5. Credit earned in non-degree status cannot normally be applied toward a graduate degree at Ohio University.

iv. Dual/Second Master's Degree
1. Students may apply to a second master's degree program by completing a regular application form and paying the appropriate application fee.
2. Up to 15 hours of graduate credit (maximum three courses) may be applied toward both degrees.
3. To complete admission to a second degree program, a student must complete the dual degree form http://www.ohio.edu/graduate/gradForms.cfm and submit the completed form to the Graduate College. *This does not apply to students applying to the joint MBA/MSA or MBA/MHA program.*

v. Post-baccalaureate (See also Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Admission Categories")
1. A student applying for this status is admitted through summer sessions or one of the regional campuses.
2. This status is applicable to the regional campuses for all quarters and to the Athens campus *for the summer only*. It appears as an "ND9951" on SIS. Admission is automatic to any student who holds an earned bachelor's degree.
3. No transcripts are required.
4. Students with post-baccalaureate status who register for graduate level courses on the Athens campus during the academic year are subject to a registration hold that is lifted only for summer quarter or registration on a regional campus.
5. Post-baccalaureate status is granted for six years, or for 18 credit hours. This status is renewable every six years.

vi. Senior for Graduate Credit (See also Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Senior for Graduate Credit")
1. Students should have an overall GPA of at least 2.5 and be within nine credit hours of completing the requirements for the bachelor's degree.
2. Permission to take such courses does not constitute admission to a graduate degree program.
3. A student who is admitted as Senior for Graduate Credit pays undergraduate fees and is not eligible for a graduate assistantship or scholarship support.
4. Well qualified seniors at another university who have nine or fewer credits to complete the bachelor's degree are eligible to apply as well.

vii. Early admission to a graduate degree program (See also Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Early Admission to a Graduate Degree Program")
1. To be eligible for early admission status, a student must have a GPA of at least 3.5.

2. All undergraduate requirements must be completed except the total credit hour requirement at the time of entry into the graduate program (with the exception of HTC students).
3. Graduate courses taken under early admission status can be used to satisfy both graduate degree requirements and undergraduate total credit-hour requirements.
4. The student also must submit a regular Graduate Admission Application to the Graduate College, in addition to a completed Application for Graduate Study Early Admission which can be found at http://www.ohio.edu/graduate/gradForms.cfm
5. A student admitted through Early Admission is eligible for graduate student assistantships and scholarship support but not for undergraduate financial assistance.
6. HTC students seeking early admission must complete the Honors Tutorial College Combined Degree Form and may also need to complete the Honors Tutorial College Undergraduate Application for Graduate Study, both of which are located at http://www.ohio.edu/graduate/gradForms.cfm

viii. English Language Study Provisional (EP) Admission
1. Non-native speakers of English who do not qualify for TOEFL exemption and who have a TOEFL score <500 (or equivalent, including no TOEFL) may apply concurrently for admission to OPIE and request future admission to a graduate degree-seeking program.
    a. NOTE: Without exception, applicants with a TOEFL score below 500 (61 iBT) or an IELTS score below 5.5 (or equivalent) are not eligible for graduate admission nor for registration in graduate level courses concurrent with admission to OPIE.
2. EP Admission decisions by the academic program and the Graduate College will be made on the basis of the student's previous preparation and qualifications for graduate study.
3. If the EP student is not able to meet English language proficiency within the original terms of EP admission as specified below, EP Admission to the academic program will be administratively withdrawn by the Graduate College.
4. EP Specific Guidelines & Procedures:
    a. Applicants must apply concurrently for admission to the Ohio Program of Intensive English (OPIE) as well as for admission to an Ohio University graduate degree program.
    b. The Academic Department will determine if applicant has the appropriate background (except for English language proficiency) for EP Provisional Admission. The Graduate College will determine if the applicant meets the University minimum for prior degree credentials and GPA.
    c. If applicant is deemed admissible, the department will assign a minimum required TOEFL score and set a future term of entry 24 months beyond the initial term of entry to OPIE. The departmental letter sent to the student indicating a recommendation for EP admission should follow the EP letter outlined in the appendix.
    d. The Graduate College will provide an EP Provisional Admission letter for entry to the graduate program following 24 months in OPIE.

e. The initial immigration documents will be issued for English language instruction
f. When the student arrives on campus, he/she will take OPIE placement examinations.
g. EP Students will take the appropriate on campus English language proficiency test at the conclusion of each quarter.
h. If an EP student achieves the required minimum TOEFL score for unconditional admission as stated in the original letter of EP Provisional Admission in fewer than 24 months, the student may ask the academic department to change the term of admission to the term following release to full-time graduate academic study.
i. If an EP student fails to achieve the required minimum TOEFL score as stated in the original letter of EP Provisional Admission and fails to meet the University minimum by the end of 24 months, the EP Provisional Admission will be administratively withdrawn. Individual departments/programs may not waive the assigned minimum required TOEFL score.
j. A student may request the academic department to change the student's admission status to conditional admission if ALL of the following criteria are met:
    i. The student achieved a minimum TOEFL score of 500 (or equivalent), but less than the University minimum score for unconditional admission (550) or the program minimum (if higher).
    ii. AND The admission letter specified the student would be eligible for conditional admission. The program will specify this in the admission request form sent to the Graduate College.
    iii. **Please Note:** With conditional admission, students still need to achieve the TOEFL score specified in their original EP Provisional Admission letter to be unconditionally admitted to the program, however they are eligible to take both OPIE and graduate program courses. The number of graduate courses permitted will depend upon the recommendation from OPIE.
k. EP admitted students are ineligible for any type of university funding until they have achieved unconditional graduate admission.

P. Application Fees

i. Application fees are waived for applicants who have received a master's degree from Ohio University if they apply for a non-degree or Ph.D. status in the same academic program.
ii. If a non-degree student decides to apply for degree admission, they pay a reduced application fee. A second set of application materials might be required.

Q. Request to Modify Admission Provisions/Conditions

i. Once a student has matriculated, requests to modify existing admission provisions/conditions must be approved by the academic program and the Dean's office

of the college where the program resides before being forwarded to the Graduate College for final approval.

    ii. Please contact the Director of Graduate Student Services, Dr. Katie Tadlock (tadlockk@ohio.edu) to obtain the Admission Modification Request form.

V. Orientation

A. General Information Policies & Procedures

    i. http://www.ohio.edu/graduate/orientationchecklist.cfm

B. TA training and handbook

    i. http://www.faculty-commons.org/ctl/ (see Resources>TA Professional Development)

VI. English Language Proficiency Information: Pre-and Post-admissions

A. Pre-Admissions English Proficiency Application Requirements

See the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Test Requirements: English Language Proficiency Requirements" for full policy details

    i. Non-native speakers of English must submit official results of one of the two following standardized tests as part of the application packet:
        1. Test of English as a Foreign Language (TOEFL). For more information on the TOEFL, please see http://www.ets.org.

        OR

        2. International English Language Testing System (IELTS). For more information on the IELTS please see http://www.ielts.org.
    ii. Exemptions
        1. See the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Application & Admission: Test Requirements: English Language Proficiency Requirements" for exemption categories.

    iii. University Minimum TOEFL/IELTS Scores
        1. For details, please see http://www.ohio.edu/graduate/englishproficiency.cfm

    iv. Department TOEFL/IELTS Score Requirements (if higher than University minimum)

        For a listing of academic programs that require minimum TOEFL scores higher than the university minimum, please see http://www.ohio.edu/graduate/englishproficiency.cfm

    v. Conditional Admission/Further English Language Study
        1. Some departments will grant conditional admission if student's proficiency score is less than the University (or department) minimum for unconditional admission, as noted in the score table.

2. If granted conditional admission based on English proficiency, students will be required to enroll in either full or part-time English study through the Ohio Program of Intensive English (OPIE) until the desired proficiency is reached http://www.ohio.edu/linguistics/opie/ .
3. Part-time English study allows students to take English and a limited number of academic classes at the same time.
4. If student is required to enroll in full-time English study, student will be financially responsible for all associated tuition and fees. University financial aid in the form of a graduate appointment cannot be used to cover full-time OPIE expenses.

B. Post-Admissions

   i. Students are encouraged to take advantage of the English Language Improvement (ELIP) program. Information on the courses is found at http://www.ohio.edu/linguistics/elip/speak.html

   ii. TOEFL
1. Any incoming non-native speaker of English who has not submitted an official TOEFL or IELTS score as part of the application process is required to take the TOEFL upon arrival at Ohio University.
2. Incoming non-native speakers of English who have submitted official TOEFL or IELTS scores as part of the application process should be referred for re-testing upon arrival if any of the following conditions hold:
    a. The student's TOEFL or IELTS scores are below the department's own established minimum for admission
    b. The student's TOEFL or IELTS scores are more than a year old
    c. The department has any doubt about the student's language abilities
    d. The department desires a current language skill assessment.
3. Students who submitted official TOEFL or IELTS scores that meet or exceed university and department minimums as part of the application packet are exempt from re-testing unless referred by the department.
4. Please review testing requirements and forward names of incoming students (every quarter) and the tests they will be assigned, to Rena Peters at OPIE, petersr@ohio.edu.

   iii. ESL Writing Composition Test
1. Incoming international graduate students are required to take the ESL writing test unless they have an official TWE score of 5.0 or higher on their official ETS report (20 or higher on the iBT). (PLEASE NOTE: *This policy is not currently contained in the Graduate Catalog. The issue will be referred to Graduate Council who will determine if it should be included in the Graduate Catalog as an official policy).*
2. Students with TWE scores higher than 5.0 are also welcome to take this test, and departments in the humanities and social sciences might want to consider this and recommend it to any incoming students with a TWE score of less than 5.5 (22 on iBT).

3. The purpose of the ESL writing test is to make it possible to determine which Graduate Writing course might be the most appropriate for each student who needs ESL writing instruction.
4. The results of this test will be sent to you in the form of English-language recommendations for each student.

iv. SPEAK Test / Oral English Proficiency Certification
1. All international graduate students who have been offered a Teaching Assistantship are required to take the SPEAK test unless they have a TSE score of 55 or higher on their official ETS reports.
2. Alternatively, appropriate iBT Speaking section scores will either clear a non-native English speaking graduate student to teach at OU or clear the student to teach at OU but only with a concurrent ITA course. The scores are only valid for one year prior to when teaching would begin:
    a. iBT Speaking 24-30 = cleared to teach
    b. iBT Speaking 21-23 = teach with a required ITA course
    c. Note that these scores are not regarding the student's admission to a program at Ohio University. Students would still need to meet the university and program's English proficiency requirements before they would be eligible to be a teaching assistant.
3. In the absence of a suitable iBT score or TSE score, the minimum SPEAK Test score to be cleared for teaching is 230.
    a. Students who do not achieve that minimum score may still be allowed to teach on a probationary basis if ALL of the following conditions are met:
        i. They have a SPEAK Test score no lower than 190.
        ii. They enroll in an international TA pronunciation or classroom communication course. (For more information about these courses contact Dawn Bikowski, bikowski@ohio.edu).
        iii. They are deemed by their Graduate Chairs and Department Chairs as having English skills that are adequate and appropriate for their teaching assignments.
        iv. Their speaking skills are evaluated again before the beginning of the next quarter.
        v. A "Certification of Oral English Proficiency for Graduate Teaching Assistants" form must be completed for **ALL** new teaching assistants (domestic students as well) prior to any new teaching assistant starting in the classroom.
        vi. Completed forms must be forwarded to the Graduate College by the end of the first week of classes for the quarter.
    b. For more information on the SPEAK test see: http://www.ohio.edu/linguistics/enhancement/speak.html

v. Certificate of Oral English Language Proficiency for Graduate Teaching Assistants
1. Please contact the Graduate College to obtain a copy of the form. This form must be completed for all TAs.

vi. English Language Improvement Program
1. http://www.ohio.edu/linguistics/elip/

vii. For a TOEFL iBT concordance Table please see Appendix

viii. OPIE Guidelines for Students Below Required Minimum please see Appendix

VII. Student Appointments

See also the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Financial Aid" for policy details.

A. Rules & Amounts

i. Each planning unit receives annual separate allocations for Graduate Stipends and for Graduate Tuition Scholarships each fiscal year.

ii. Stipend dollars can be awarded to any student, who:
1. Has been admitted unconditionally to a graduate program
2. Is enrolled as a full time graduate student during the quarter of the award
3. Has a graduate GPA above 3.0 (Note: Colleges are allowed to extend a graduate appointment for one-quarter probationary period if a student's GPA falls below 3.0)

AND

4. Has not exceeded the maximum allowable number of tuition scholarship terms funded.

iii. Graduate fee waivers will be provided from a central pool when the stipend is paid by a grant or foundation account or is the result of an international agreement, if the stipend meets the minimum requirements.

iv. Use of Graduate Stipends
1. Graduate stipends can be written from operating, foundation, and/or grant accounts.
2. They can be written in any amount above $100/quarter.
3. Graduate stipends will no longer automatically generate a tuition scholarship. If a unit wants to provide a tuition scholarship with the stipend, it will need to provide those funds from their Tuition Scholarship allocation (or with other funds).
4. Units can always award a stipend with no tuition scholarship.

v. Colleges and departments are authorized to offer a fixed number of Graduate Recruitment Scholarships (GRS) awards

vi. Use of Graduate Tuition Scholarships
1. Colleges/departments have the option of offering a tuition scholarship when creating a graduate appointment for submission and approval.
   a. You can give a full tuition scholarship ($2,613/quarter) or any amount less than that with the minimum allowable amount of $100.
   b. The amount you award will be charged to the account number you provide on the graduate appointment. Generally, this will be the account number associated with Graduate Tuition Scholarships in your budget.
   c. Units can also pay for tuition scholarships out of other accounts.
2. Graduate tuition scholarship of any kind cannot be awarded to a student who is not also receiving a graduate stipend of at least $600/quarter (except in the cases of international agreements or exchange of services agreements).

vii. Full Tuition Scholarships
1. A full tuition scholarship covers the student's:

a. Instructional fee
b. Nonresident surcharge
2. The cost of the instructional fee for resident students is paid by the awarding unit.
3. The nonresident surcharge is paid centrally.
4. The general fee, any technology or other fees, and graduate student health insurance still must be paid by the student unless the awarding department has funding and wishes to pay these fees.
5. Any student who is awarded a stipend of $2,400/quarter or more can also be given a full tuition scholarship for that quarter.

viii. Half and Partial Tuition Scholarships
1. A unit can provide a student with a half or partial tuition scholarship.
2. One half of the non-resident surcharge will be paid centrally. The student will be billed for the other 50 percent. If a student is awarded a GRS award, the full non-resident surcharge will be paid.

ix. Work Requirements
1. All students receiving any type of graduate support will be expected to work.
   a. Students receiving full stipends ($2,400/quarter or more) must work 15-20 hours per week.
   b. Students receiving $600/quarter (the minimum allowable stipend) will work 8 hours/week.
   c. Students receiving between $600 and $2,400 will work more than 8 hours but less than 15 hours/week.
2. The Graduate College MUST be provided with valid employment authorization for international students that have anything other than an F1 visa.

x. General Fees, Technology Fees, and Graduate Student Health Insurance
1. Colleges/departments have the ability to pay the recipients general fee, technology fees, and/or graduate health insurance for the student receiving the award. These fees may be paid from the departmental operating account, a grant or a foundation account.

xi. Tuition Scholarships in Support of Sponsored Research (see chart and information below)

Summary Graduate Tuition Scholarships for Research ("Research waivers")
By funding type AY0809

Funding Type	Source	Research Waiver	General Fees Paid?	Cost to OHIO University (charged to central research waiver pool)	Cost to Academic College (charged to college allocations)
UN-Unrestricted	State of Ohio	NO	PARTIAL		$2613
RE – Restricted	External	YES	PARTIAL	$2613	
SU- Start-Up	State of Ohio	NO	PARTIAL		$2613
RI – Research Incentive	Initially IDC external/ then internal	NO	PARTIAL		$2613
IA – Internal Award	Internal	NO	PARTIAL		$2613
FN – Foundation	Foundation	YES	PARTIAL	$2613	
RC – Research Challenge	State of Ohio	NO	PARTIAL		$2613

RE = Fund type 020 with project beginning with 'G'; Partial = General Fee buydown

1. Graduate tuition scholarships will still be available to support the sponsored research activities of faculty.
2. Any time a graduate stipend of at least $2,400/quarter is written from a restricted account (a grant, contract, or foundation account); the tuition scholarship attached to that stipend will be provided centrally. The fund type that should be used to indicate a tuition scholarship charge to the central pool is fund 2300.
3. Stipends are often paid from multiple accounts. In such cases:
    a. If at least the minimum full stipend level ($2,400) is paid from restricted accounts, the student will receive a full tuition scholarship from a central pool.
    b. If the portion of the stipend paid by restricted accounts is less than the minimum full stipend level, then the student is not eligible for a scholarship from the central pool. In these cases if a tuition scholarship is awarded, the scholarship must be paid from the departmental operating account.
    c. If the stipend is drawn from an Ohio University Research Incentive Account, then the student will not receive central scholarship.
    d. If the stipend is drawn from an Ohio University 1804 grant, then the student will receive a central scholarship (as long as the stipend meets the other requirements).

  xii. Tuition Scholarships in Support of International Agreements
1. Graduate tuition scholarships will still be available to support international agreements.
    a. A central pool of funds has been set aside to provide tuition scholarships for students on Fulbright, Muskie, and other approved programs.
    b. These scholarships will be provided from a central pool managed by International Studies.

  xiii. Summer Tuition Scholarships

1. Special Summer Tuition Scholarships are available for the summer quarter to students who had a tuition scholarship for the spring quarter preceding or the fall quarter following the summer quarter.
2. Students must enroll for 9 hours of graduate level courses and pay the general fee for the summer quarter.
3. Audit, OPIE language, and undergraduate courses will not count toward the minimum graduate hour requirement.
4. For students with spring appointments, the award will automatically be applied to the students' accounts once the registration requirement has been met.
5. Students with fall appointments that include a tuition scholarship, seeking a special summer tuition scholarship for the preceding summer need to contact their department to request that the Graduate College place the special summer tuition scholarship on the student's account.

xiv. Graduate Recruitment Scholarship
1. The Graduate Recruitment Scholarship (GRS) is intended to give units a vehicle to recruit graduate students into their programs who might not be fully prepared to become graduate assistants.
2. By providing a lower level of support, the GRS provides a way to increase the number of graduate students in certain disciplines and to provide support to a wider range of students.
3. The GRS provides a partial tuition scholarship (instructional fee for resident students minus $600) plus a $600 stipend.
   a. Students receiving the GRS are expected to work 8 hours/week. Note that in the case of Recruitment Scholarships, your Tuition Scholarship budget includes both the $2,013 partial instructional fee waiver and the $600 stipend.

xv. Unused Funds
1. If program does not spend all of its allocation for Graduate Tuition Scholarships in a year, the unused portion will revert back to the central pool.
2. Program cannot carry these dollars forward and use them in future years.

B. Appointments Dates/Timelines

i. Please contact the Graduate Appointments Administrator for applicable dates and timelines. (Vicky Hixson, hixsonv1@ohio.edu)

C. Maximum Terms to receive Tuition Scholarship

i. See the Graduate Catalog, http://www.ohio.edu/graduate/catalog section "Financial Aid: Time Limits"

D. Guidelines for Special Summer Tuition Scholarship

i. Students with spring quarter graduate appointments which include tuition scholarship awards are eligible.
ii. Special summer tuition scholarships are automatically applied to eligible students' accounts when they register for at least nine graduate hours during full summer, first or second summer session.

E. Guidelines for Summer Graduate Appointment

    i.   Students that will be awarded graduate appointments which include tuition scholarship awards for the fall quarter following summer are eligible.

   ii.   Departments should email requests directly to Vicky Hixson at hixsonv1@ohio.edu, indicating that a student will be awarded a fall graduate appointment and would like to take advantage of special summer tuition scholarship.

       1.   Emails must include student's name and PID in order to be processed.

       2.   The Graduate College will not add special summer tuition scholarships based on emails or telephone calls from students.

  iii.   Student MUST register for at least nine graduate hours.

       1.   Audit, OPIE, and undergraduate hours do not count toward registration requirement.

       2.   The registration requirement for all graduate appointment awards during summer is nine graduate hours.

       3.   Departments always have the option of requiring students to register for more than nine graduate hours.

       4.   Students may register for up to 18 graduate hours, with no additional charge.

   iv.   Students cannot be awarded any type of graduate appointment, except for a mini-stipend, during full summer, summer I, or summer II.

       1.   Special summer tuition waivers will be removed from students' accounts for any student that is awarded any type of graduate appointment for summer quarter.

       2.   Students who have reached the maximum allowable tuition scholarship terms funded during spring or previous quarters ARE NOT eligible for the special summer tuition scholarship.

    v.   Summer graduate appointments, as well as mini-stipends, must be submitted through the Online Graduate Appointment (OGA) system.

   vi.   A unique Oracle fund number should be charged when awarding students teacher of record appointments during the summer. Contact Vicky Hixson for details (hixsonv@ohio.edu)

  vii.   Students awarded any type of graduate appointments during any summer session ARE NOT eligible for the special summer tuition waiver or a mini‑stipend.

 viii.   The registration requirement for all award types for summer quarter is nine graduate hours.

   ix.   Students with stipend only graduate appointments are required to register for only one graduate hour.

       1.   This is for all terms, not just summer.

       2.   Audit, OPIE, and undergraduate hours do not count toward registration requirement.

    x.   During the summer, awards disburse to each student's account upon nine graduate hours of registration. However, departments always have the option of requiring students to register for additional hours. Students may register for up to 18 graduate hours with no additional charge.

   xi.   Mini-stipends can only be awarded to students taking advantage of the special summer tuition scholarship.

       1.   Other students are not eligible for mini-stipends.

F. Graduate Appointment Documents

http://www.ohio.edu/graduate/current/apptsDetail.cfm

G. CGS Resolution Regarding April 15th Response Deadline

    i. http://www.ohio.edu/graduate/upload/CGSResolutionAug2006.pdf

H. Advertise Graduate/Research/Teaching Assistantship

    i. http://www.ohio.edu/graduate/Faculty-Staff/assistantsubmission.cfm

I. Graduate Appointment Guidelines sent to students

    i. Please see appendix

J. Quarter Registration Summary

(See also "Rules & Amounts" above and the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Financial Aid: Requirements to maintain a Graduate Appointment")

	Fall/Winter/SprinG[a]	Summer[a]
Stipend with tuition scholarship	12	9
Stipend only	1	1
Fellowship with tuition scholarship	15	9
Fellowship only	15	9
Stipend and Fellowship with a tuition scholarship	12	9
Graduate Recruitment Stipend/Scholarship (GRS)	15	9
Special Summer Tuition Scholarship	12	9
Tuition Scholarship only	15	9

[*]Please see VII.A.ix for work hour requirements

VIII. Continuing Graduate Student Services

A. Information Policies & Procedures

    i. In addition to the Graduate Catalog, students should view http://www.ohio.edu/graduate/orientationchecklist.cfm

B. Graduate Student Senate

    i. http://www.ohio.edu/gss/
        1. GSS Travel Grants
        2. GSS Original Work Grants

C. Registration Procedures

Registration policy and procedural details for students are outlined in the Graduate Catalog, http://www.ohio.edu/graduate/catalog section "Academic Policies & Procedures: Registration". Additional information for departments is outlined below.

i. It is the student's responsibility to be aware of all registration procedures and deadlines.
ii. As students are financially liable for all fees associated with registration, the Registrar's Office and the Graduate College strongly prefer that students manage their own registration.
iii. Eligibility to Register
    1. To register for graduate level course (500 and above) a student must hold a valid admission and graduate status.
    2. Students holding Post Baccalaureate status (program code ND9951) are eligible to register through a regional campus in any quarter, but may register for Athens campus courses during summer quarter only.
    3. Undergraduate students seeking to register for graduate courses must either hold Honors status (e.g., HTC, Departmental Honors student) or apply for Senior for Graduate Credit Status.
        a. Senior for Graduate Credit status and procedures is explained under the Admissions section of this handbook.
        b. Graduate courses taken under Senior for Graduate Credit status will create a Graduate DARS and graduate grade point average. They appear on the transcript as graduate level courses.
    4. Honors Tutorial College students may take graduate courses either for undergraduate or graduate credit.
        a. For a graduate course to count as graduate credit, an HTC student must complete an HTC Undergraduate for Graduate Credit form. If this form is not completed, the course will count in the undergraduate GPA and will not appear on a Graduate DARS.
    5. Department Honors: Students in a recognized department honors program may take a maximum of three graduate level courses in their major department during their senior year (i.e., after earning 135 or more hours of credit).
        a. Hours earned in these courses will count toward total hours required for graduation and the grades will be calculated into the undergraduate GPA unless a Senior for Graduate Credit form is completed.
iv. Registration Schedules and Policies
    1. New graduate students cannot pre register until approximately two weeks prior to the start of the first quarter of admission.
    2. In order for registration to happen, SIS must be updated to recognize graduate status. The update runs concurrent with the production of New Student DARS, which are produced approximately ten days prior to the start of the quarter.
    3. Registration is the student's responsibility. Students are expected to be proactive in verifying and managing their own registration. Ways you can assist them in maintaining accurate registration include:
        a. Encourage students to follow registration procedures outlined in the Schedule of Classes and adhere to posted deadlines.

b. Encourage students to review their class schedule. The class schedule is sent via email to the student's oak account or can be viewed online. Any problems should be reported early to allow time for change or petition processes to work.

c. Remind students to register for the graduate level course in cross-listed courses.

d. Encourage faculty members to compare class rosters with the students in attendance.

e. Review the printouts of graduate students' current registration sent to the department/school during the quarter and respond to the accompanying memos.

v. Registration Basics

1. Registration Access Code (RAC): A RAC is required for registration, except for the summer quarter.

   a. The RAC is changed prior to pre-registration every quarter.

   b. Students' RAC is confidential information and cannot be given over the phone. It is either sent via email to the student's oak account or mailed to the address on SIS. If the address is not current, the student must update it on the Registrar's webpage, http://www.ohio.edu/registrar/.

   c. Current graduate students are able to view the RAC on their online DARS

2. Registration DARS: The registration "Degree Audit Reporting System" (DARS) provide the student's Registration Access Code and the date and time when web registration will be available to the student. Students can access a DARS report online.

3. New Graduate Student DARS: The registration DARS for new students are sent to the departments/schools before registration for fall, winter, and spring quarters. Registration DARS for students who begin in the summer are sent with fall quarter new student DARS in August.

4. Pre-registration DARS: Pre-registration DARS for continuing students are sent to the departments/schools before pre-registration for fall, winter, and spring quarters.

5. Registration for returning students: Students who have not maintained continuous registration are classified as returning students. A student who has previously attended OU as a graduate student and still has valid graduate status can register once they receive a current Registration Access Code.

   a. Returning students should verify and update their address online. All name changes take place through the Registrar's office.

vi. Matriculation, Missing Documents, and Registration Holds

1. Following the close of registration each quarter, the Graduate College runs a report checking admitted students for registration and application file completion status.

   a. Students who are admitted but not registered are handled as "No Shows". These students must request a deferral from the admitting department before they are allowed to register for a subsequent quarter.

   b. Admitted/registered students with missing or incomplete application documents are sent a letter outlining what document(s) are still missing. A

registration hold is placed to prevent pre-registration for subsequent quarters pending receipt of missing or final documents. As documents are received, SIS is updated. Holds are lifted once all documents have been received. Grad Mass (51) hours are applied to a student account once final documents for previously earned graduate degrees are received.

2. Procedure for International documents not yet available
   a. Some countries take many months to provide students with graduation certificates or diplomas showing conferral of a degree. In the event final documents are not available, the Graduate College will lift the registration hold immediately preceding the next quarter (not during pre-registration). The registration hold is replaced following the close of registration.
   b. If final documents will not be available for some time, the Graduate College may opt to place a missing credential hold, which allows registration but does not allow release of an OHIO transcript or a diploma. This allows continued registration, but holds the student accountable for the missing documents.

3. Procedure for missing/incomplete U.S. transcripts
   a. Official/final transcripts from U.S. institutions are available to students with a properly placed request.
      i. Most institutions include transcript request information on their web pages.
      ii. This is generally a function of the Registrar's Office.
      iii. Schools which have closed subsequent to the student's attendance will have another institution acting as the record repository.
   b. Colleges and Universities reserve the right to refuse to release official transcripts if the student has failed to meet all obligations to that institution. Ohio University honors this action and will not excuse a student from the requirement to provide final/official transcripts due to the inability to get a transcript due to a hold.
      i. In this case, the Graduate College may opt to place a missing credential hold, which allows registration but does not allow release of an OHIO transcript or a diploma.
      ii. The student may be asked to provide certification from the previous institution that he/she is actively working to clear up their record and work toward release of the necessary document(s).
      iii. A credential hold allows continued registration, but holds the student accountable for the missing documents.

4. Procedure for failure to complete previous degree
   a. Students must complete requisite degrees in order to retain their admission status (e.g. completed Bachelor's degree, or completed Master's if admission to Ph.D. program is based on earned Master's).
      i. Incomplete Bachelor's degree: In the event a student fails to complete a bachelor's degree, that student's status must be changed to undergraduate unless he/she qualifies for early admission as a graduate student. This process is coordinated

between Graduate College and the student's graduate program. The student may qualify for Senior for Graduate Credit.

ii. Incomplete Master's degree: In the event a student fails to complete a requisite Master's, the student may be returned to Master's status. In some cases, the student may be allowed to remain in doctoral status pending completion of the Master's degree. In these cases, the Graduate College will request that the program provide to the student written documentation regarding the deadline for completion of all requirements for conferral of the Master's degree, usually not to exceed the duration of the first quarter of doctoral standing.

vii. Changes in Registration

1. Registration guidelines, procedures and deadlines are published in the quarterly Schedule of Classes. The first 15 days of the quarter are the most important in registration.

   a. During this time, the student may register and make any changes to his/her schedule.

   b. Whenever possible, registration and changes to the original class schedule should be carried out during the posted registration period.

   c. After the 15th day, the registration snapshot for reporting to the Board of Regents is taken.

   d. Changes made after the 15th day have the potential to impact Regents' reporting, so must follow administrative procedures.

2. Deadlines for course adds and drops:

   a. Adding a class or changing registration hours or grading option in an existing class:

      i. Web registration is available to add classes through the eighth day of the quarter.

      ii. After the eighth day of the quarter a permission slip is required to add any course or change the number of hours for an existing course. Students can take permission slips ("pink slips") directly to the Registrar's office until the 15th day.

      iii. After the 15th day all adds must be done by change order through the Graduate College. Students bring the permission slip ("pink slip") to the Graduate College. The pink slips are processed and signed by the Director of Graduate Student Services and then forwarded to the Registrar's office. This ensures the inclusion of the late adds in the Ohio Board of Regents Subsidy Report. There is a $5 change order fee.

   b. Dropping a class:

      i. Web registration is available to drop a course through the 35th day of the quarter (the fifth week).

      ii. Dropping courses up to the 15th day of the quarter will remove both hours and fees on the student's academic record.

      iii. Dropping courses after the 15th day but before the 35th day will not remove the hours or the fees. The course remains on the student's

record with a "W". The instructor adds a "P" (passing) or an "F" (failing) when grades are recorded at the end of the quarter. The credit hours for these courses remain part of the student's permanent record and are counted both toward minimum registration requirements for graduate appointments and the Ohio Board of Regents Subsidy Report.

    iv. Any DROP after the 35th day must be approved by the dean of the college via a Dean's Petition for Late Withdrawal After the Fifth Week ("Dean's Petition", available from the Graduate College, the College Office, or the Registrar's Office). Completed Dean's Petitions must be returned to the Graduate College for processing, not forwarded directly to the Registrar's Office.

3. Withdrawal from the university:
   a. Withdrawal is the complete withdrawal from all courses prior to the end of the quarter. A student may withdraw through the last day of classes.
   b. Withdrawal within the first 15 days of the quarter:
      i. Students who withdraw within the first 15 days of the quarter will receive an 80% refund and the courses will not be reflected on their transcripts. Web registration cannot be used to drop the last class on a student's registration. The student must contact the Graduate College to process a withdrawal. Graduate tuition scholarships are reversed from the student's account if a student withdraws from the university within the first 15 days.
   c. Withdrawal after the first 15 days of the quarter:
      i. Students who withdraw after 15 days will not receive a refund and will receive a "WP" or "WF" grade in each course. Withdrawal from a quarter does not automatically remove a student from the program. Graduate tuition scholarships are NOT reversed from the student account if the withdrawal occurs after the 15th day. If a student is withdrawing from the program, please notify the Graduate College in writing (email is acceptable).
   d. Students who withdraw when a graduate appointment is in effect receive a prorated stipend based on the work they did up to the point of their withdrawal. Departments need to coordinate this with the Graduate Appointments administrator in the Graduate College.
4. Cancellation:
   a. Cancellation is dropping all classes before the start of the quarter.
   b. Cancellations result in a full refund of tuition and fees. Cancellations may be done via web registration prior to the first day of classes or through the Graduate College on the first day of the quarter.
   c. For workshops, students must notify the department or campus student services office prior to the date of the workshop of their intent to cancel.
   d. Departments/Schools should notify the Graduate College if a student does not show up for classes, so that the Graduate College can process a cancellation or a withdrawal.

e. Students who notify the Graduate College on the first day of the quarter of their intent to cancel their registration are eligible for a cancellation of registration and fees. Students who are withdrawn via department request have the option to submit a petition for a tuition refund.

5. Medical Withdrawal:
   a. A student who is withdrawn from the University for Medical Reasons cannot be reinstated until the Graduate College receives a written clearance from the Student Health Service.

6. Tuition and Fee / Registration Appeals:
   a. Ohio University Tuition Refund Policy (12.050) states that students are entitled to a 100% refund of their tuition charges if all classes are dropped (registration canceled) before classes begin.
   b. Students will receive an 80% refund of charges if all classes are dropped by the 15 day of the quarter.
   c. If all classes are dropped after the 15 day of the quarter no tuition refund is issued.
   d. The Tuition Refund Appeal Panel functions to approve exceptions to the policy above.
      i. The Tuition and Fees Appeal Form is to be used by students if they feel that their circumstances justify an exception to the regular tuition and fees refund policies.
      ii. This form can also be used by the Assistant Deans or Student Services Directors to present reasons why exceptions should be granted in cases where university procedures or staff members are culpable.
      iii. There is a $5 processing fee except in cases of documented clerical error. The form duly completed accompanied with appropriate documentation (e.g., change order, cancellation form, or withdrawal form) must be delivered to the Graduate College.
      iv. The Review Panel meets every other Tuesday. To ensure consideration of a request it should be turned in by Monday morning prior to the Tuesday when the Panel is scheduled to meet.
   e. The 'Graduate Special Change of Registration Request' form is an expedited form of the panel review process. It can be used for:
      i. changing class sections of the same course after the 15th day
      ii. cancellation of enrollment in a flexibly scheduled course
      iii. classes cancelled by the department
      iv. changes that are unique to graduate students.
      v. There is a $5 processing fee for this form. This form is available at and submitted to the Graduate College for processing.
   f. All change of registration requests need to be accompanied by the appropriate permission slip ("Pink Slip").

7. Variable credit courses:
   a. If a student wishes to change the hours of registration in a variable hour course (dissertation, thesis, or independent study), the original course must be dropped and added again with the new hours.

         b. If the student is registered for this variable-hour course only, the hours can be adjusted only with a change order from the GRADUATE COLLEGE.

    8. Petition to Drop Courses After Fifth Week (Dean's Petition):

         a. After the fifth week of the quarter and before the last class day of the quarter, students may petition the department graduate committee chair in writing to request a drop under special circumstances.

         b. If the graduate chair approves the request, a copy of this petition needs to be sent to the dean of the college for approval.

         c. Poor academic performance is not sufficient grounds for dropping a course.

         d. Graduate Students who are not formally part of a graduate program are covered by the drop policy as it applies to undergraduates.

viii. Verification of Registration

    1. Students requesting verification of registration (generally for insurance purposes) should contact the Registrar's Office.

ix. Registration Reports

    1. Current Registration Report

         a. Distributed during the two-week registration period at the beginning of the quarter and immediately upon registration in the third week of the quarter, this report lists the hours/levels of registration of each student currently registered for that quarter in the graduate program. The report verifies programs and dual/second majors if applicable. The report also provides a means to check that students with graduate appointments have registered for the appropriate number of graduate hours.

    2. Ohio Board of Regents Registration for Subsidy Reporting

         a. Subsidy hours are reported to the Board of Regents quarterly by the Office of Institutional Research.

         b. The Graduate College facilitates reporting of registration for subsidy purposes through the Regent's Subsidy Report.

         c. This report shows total state subsidy hours and reporting status.

         d. It is generated by Institutional Research each quarter, usually after the fifth week (or after the second week of second summer session).

         e. This report lists student's billing program and major program, current attempted hours to date, and subsidy status for OBR reporting.

         f. Students in more than one program will have only one billing program.

         g. This is the program reported for subsidy purposes. Subsidy categories are master's eligible, master's ineligible, doctoral eligible, and doctoral ineligible.

         h. Any student who has attempted more than 260 grad hours (including Grad Mass and transfer hours but excluding OPIE and undergraduate hours) is subsidy ineligible.

         i. Please report errors in degree or billing program to the Director of Graduate Student Services, Katherine Tadlock, 593-2860.

    3. "Grad Mass" Hours

a. For subsidy reporting, students entering OU with graduate degrees completed external to Ohio University are credited with a group of transfer hours which reflect the awarded degree.

b. Master's degrees are credited with 51 "grad mass" hours

c. Completed doctoral degrees (e.g. Ph.D., J.D., M.D., D.P.T.) are recorded with 110 hours.

d. Any graduate student exceeding 260 registered graduate credit hours at the beginning of the quarter cannot be included in the university's subsidy count for the Ohio Board of Regent's report.

4. Basic guidelines to determine a student's eligibility for subsidy:

a. Count all enrolled graduate hours at Ohio University, excluding OPIE and audit hours.

b. Count all graduate hours transferred in from another university/college including the Grad Mass credit hours for previous graduate degrees required by the Ohio Board of Regents.

c. To be eligible for state subsidy calculations, the number of these calculated graduate enrolled credit hours must not exceed 260 (Subsidy eligibility is also determined by type. Different subsidy ranks are used for Masters students in MBA and MEd programs and professional doctoral programs (e.g. DPT, AuD)).

D. Fee Assessment Information

See the Graduate Catalog section "Fees, Insurance and Residency for Tuition Purposes" for policy and rate details.

i. Student registration fees are assessed based on level of student, not level of class (graduate students who take undergraduate classes are billed at the graduate rate).

ii. Students taking classes with Athens campus call numbers are assessed Athens campus fees, regardless of where the course is taught.

iii. Students taking only undergraduate classes can apply for temporary change of level to undergraduate status through undergraduate admissions. They cannot take graduate courses while holding undergraduate status. Students must apply for a change of level back to graduate status through the Graduate College to register for graduate courses in subsequent quarters.

iv. Students are assessed technical fees for all open programs on their SIS record (ZCOL or STUD screen).

1. The only way to remove a technical fee is to withdraw from a program.

2. To do this a student must notify the Graduate College within the first two weeks of the quarter.

3. Students requesting to drop a program must reapply and be readmitted if they wish to pursue a dropped program in the future.

4. The academic program retains the ability to apply credits earned prior to dropping a program toward a readmission.

5. Students will be readmitted under the catalog in effect at the time of readmission.

6. Credit for previously earned courses may not be given if course work is more than six years old.

E. Forms

    i. All forms for applicant and current students can be found at
       http://www.ohio.edu/graduate/gradForms.cfm

IX. Thesis and Dissertation Services

A. How to prepare document & steps in process

    i. http://www.ohio.edu/graduate/etd

B. Thesis and Dissertation Information for Graduate Advisors

Graduate advisors are asked to inform students about the following:

    i. Web Site
       1. Ask students to go to www.ohio.edu/graduate/etd to locate the required forms, listing of deadlines, template documents for each college, for procedural information on processing a thesis or dissertation, and oral defense forms. Please ask students to complete the TAD Submission Form no later than the application deadline for the quarter in which they intend to graduate.

    ii. Training
       1. Please tell your students that two workshops are available each quarter. Current schedule and registration information can be found at www.ohio.edu/graduate/etd .
       2. The TAD Word/PDF workshop assists students with formatting their documents according to the Graduate College guidelines; answers most Microsoft Word questions; and, provides troubleshooting tips when formatting manuscripts.
       3. The TAD Graduation workshop is offered for those graduating in the present quarter or following quarter. The workshop answers most procedural, submission, and manuscript formatting questions.

    iii. Format Reviews
       1. Ask students to send their documents for an initial format check before their oral defense. All documents and questions can be sent to tad@ohio.edu. Response time is generally within 48 hours during the work week.

    iv. After the final document is approved by advisor
       1. Ask students to email their documents immediately to TAD Services at tad@ohio.edu for a final format check. Please ask students to email their documents as early as possible in the quarter to avoid delays during TAD Services peak time near the deadline each quarter.

    v. Register for 695 or 895 Hours
       1. Remind students that they should register for one hour of 695 for thesis hours (the College of Fine Arts are currently using different course numbers) and one hour of 895 for dissertation hours .

C. Handling Plagiarism Issues for Completed Thesis and Dissertation Documents

Please immediately contact the Director of TAD Services and E-administration, Angela McCutcheon (mccutcha@ohio.edu) if you receive notification of a possible plagiarism/copyright issue with a completed thesis or dissertation. The Director will guide you through the detailed list of procedural

steps that must be followed in order to handle the allegation appropriately according to University policy.

X. APPENDICES

A. Graduate Appointment Guidelines (Information sent only to students with appointments, regardless of appointment type)

Graduate Appointment Information and Policies

Please review all information contained in these guidelines and your Graduate Appointment award letter carefully. Your award letter outlines the specific financial support you are to receive. By accepting your appointment, you are agreeing to the terms outlined in these guidelines.

Graduate Appointment Definitions

Teaching Assistantship (TA), Research Assistantship (RA), Graduate Assistantship (GA), Assistant Resident Director (ARD), or Graduate Resident Director (GRD). Graduate appointment with a stipend for service, may include a tuition scholarship. Minimum registration requirement of 12 graduate hours if awarded with a tuition scholarship. Minimum registration requirement of 1 graduate hour for stipend only appointment.

Graduate Recruitment Scholarship (GRS). Graduate appointment with $600 stipend for service, includes a partial tuition scholarship. Minimum registration requirement of 15 graduate hours.

Graduate Fellowship. Graduate appointment with no work component. May include a tuition scholarship. Minimum registration requirement of 15 graduate hours.

Graduate Tuition Scholarship. Awarded in conjunction with an assistantship, GRS, or Fellowship. May cover all or a portion of your instructional fees and non-resident surcharge (if applicable) for registration up to 18 credit hours per quarter for the period of the appointment. Tuition scholarships cannot be used to cover courses taken for Audit, OPIE, or undergraduate courses. Tuition scholarships do not cover courses taken during winter intersession.

> General fee, health insurance, and technology fee charges are not covered by the tuition scholarship and are the responsibility of the student. Withdrawal from Ohio University within the first 15 days of the quarter will result in cancellation of the tuition scholarship and stipend. Tuition and fees are reduced by 80%, and the student is responsible for payment of the remaining 20%.

Finalize your Appointment and Employment

1. Complete Required Employment Forms: Your appointment letter lists forms that must be completed. Forms can be downloaded at the Online Graduate Appointment Student Portal, www.ohio.edu/graduate/portal.cfm.

   ☐ Verification of Employment Eligibility and Identity (Form I9) – The Immigration and Control Act of 1986 requires all employers to verify each new employee's identity and employment eligibility. As a new graduate appointment service stipend award recipient, you must complete an I-9 form in person at the Graduate College no later than three (3) business days of the first day of employment. A list of acceptable documents required to complete the I-9 form is available at http://www.ohio.edu/graduate/gradForms.cfm The I-9 form MUST be completed in person in the Graduate College office. You cannot continue to work or be paid without a completed I-9 form.

   ☐ Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization – In accordance with section 2909.34 of the Ohio Revised Code, all public employees must complete this declaration. Graduate students with a graduate appointment must also complete this form, along with the I-9 form.

☐ Glacier Enrollment for US Tax Compliance – All international students must complete the Glacier enrollment. Please contact Barbara Kreutzer, Tax Compliance Manager, at (740)597-1721 or at kreutzeb@ohio.edu.

☐ Request for Optional Exemption as a Student – Graduate students registered for six or more hours are subject to payroll withholding from the Public Employees Retirement System of Ohio (PERS). If you do not want to have PERS withheld, you must complete this form providing your permanent address. If you wish to participate in PERS, you must complete the OPERS Employee information sheet, along with the SSA-1945. Students who participate in PERS may be required to submit a new enrollment form each year. Contact the Payroll Department, at (740) 593-1861, for specific details.

☐ Personnel Data Profiles – If you are awarded a graduate service stipend, complete this form and return it to the Graduate College or University Human Resources located at HRTC building on 256 W. Union Street. If you have previously submitted this form, you do not have to complete it again. If you have any questions, contact Human Resources at (740) 593-1636.

☐ Employee's Withholding Allowance Certificate Federal Form W-4 – Please complete this form providing your permanent address and return it to the Graduate College. If you need assistance in completing this form, contact the Payroll Department at (740) 593-1861.

2. For important university correspondence, please update your local address as soon as possible at www.ohio.edu/registrar/myaddress.cfm .

3. Activate your Ohio University e-mail account, and check it regularly. This is where your award letter, all bills, registration, grade reports and other official university communication is sent. You are responsible for official correspondence sent to your university e-mail account.

4. General Fee and/or Insurance Deductions – Students awarded a stipend of $1,200 or more per quarter may elect to have the quarterly general fee and/or health insurance deducted from their monthly stipend paychecks. The fees are deducted in three monthly installments each quarter. This is done through the Graduate Appointment Student Portal, and must be done when you receive your appointment. The deadline for setting your election options are Sept. 15 (appointments beginning fall quarter), Dec. 15 (appointments beginning winter quarter), or March 15 (appointments beginning spring quarter). **Please Note:** Online graduate appointment student portal decisions are valid for one full academic year and, once made, are not reversible for any reason. If you do not use the portal to select monthly fee deductions, you will receive a quarterly bill for fees, payable in full at the time of billing.

This service is not offered for summer quarter/sessions. General fee and/or health insurance deduction is not an option for students with fellowship appointments.

Requirements to Maintain Your Graduate Appointment

1. Full-time appointments require 15-20 hours of work per week. Half-time appointments generally require 8-10 hours of work per week. Graduate assistants may not accept other full-time employment, either within or outside of the University. Graduate students cannot have two full-time graduate appointments. Maximum hours of total employment are 20 hours per week on or off campus.

2. The minimum registration requirements for fall, winter, and spring are as follows:

☐ RA, GA, TA appointments with a tuition scholarship, 12 graduate hours.

☐ GRS with partial tuition scholarship/stipend, Fellowship appointment with a tuition scholarship, or tuition scholarship only, 15 graduate hours.

☐ Service stipend only, no tuition scholarship, 1 graduate hour.

Courses numbered 500 or above carry graduate credit. Use care to register for the graduate level in dual-numbered courses.

Hours taken for Audit, Ohio Program of Intensive English (OPIE) courses, and undergraduate courses cannot be used to meet the minimum graduate hour requirements.

Some departments/schools may require registration for more hours. Register during the posted registration times to avoid late registration fees.

Any registration exceeding 18 credit hours will incur an additional cost per credit hour to the student as determined by the Ohio Board of Trustees.

Under unusual circumstances, limited exceptions to the minimum enrollment level may be granted. Requests for exceptions should be sent with the department/school and college approval to the Associate Dean for the Graduate College for consideration.

3. You must maintain a cumulative GPA of 3.00 in all graduate courses and show satisfactory progress toward your degree, as defined by your program/department. Some programs may require a higher GPA to maintain a graduate appointment.

4. You must perform graduate assistantship duties satisfactorily, as defined by the immediate supervisor or the department/school. Failure to perform duties satisfactorily may result in termination of the appointment. Questions or problems concerning assignments should be resolved within the employing department/school whenever possible. Problems not resolved at the department/school level can be referred to the Graduate Student Appointment Grievance Board. See Ohio University Policy and Procedure 28.102, http://www.ohio.edu/policy/28-102.html .

English Proficiency Requirements

Non-native speakers of English must demonstrate English proficiency to hold a graduate appointment. Proficiency testing is conducted through the Ohio Program of Intensive English (OPIE). Students who do not demonstrate English proficiency will be assigned English language courses through OPIE.

Tuition scholarship funds cannot be used to pay for OPIE courses. With the permission of the department/school, the tuition scholarship may cover the difference between OPIE course fees and the full-time registration fee, up to a maximum enrollment of 18 hours.

Teaching Assistants must meet oral English proficiency requirements as defined by the State of Ohio. These requirements apply to all teaching assistants with instructional responsibility regardless of the teaching assistant's native language. Non-native speakers of English must demonstrate proficiency through the SPEAK test; see www.ohio.edu/linguistics/enhancement/speak.html for details. Native English speakers must be certified by the department/school for which the student is teaching. For further information on how to meet English proficiency requirements, contact your department/school.

Stipend/Fellowship Payment Information

Students are paid in three monthly installments each quarter that they are awarded a service stipend or Fellowship. Payment Schedule:

Fall Quarter	October 1
	November 1
	December 1
Winter Quarter	January 1
	February 1
	March 1
Spring Quarter	April 1

	May 1
	June 1
Summer (First Session)	July 1
Summer (Second Session)	August 1
Summer (mini-stipend)	August 1

Service stipend checks and pay stubs are mailed to the awarding department/school. It is recommended that you arrange for direct deposit. Direct deposit authorization forms can be downloaded from www.ohio.edu/finance/forms/payroll.cfm.

Fellowship and loan overage checks are disbursed through the financial aid system and distributed from the Bursar; both offices are located in Chubb Hall. Fellowship overage payments may be arranged for direct deposit by visiting www.ohio.edu/finance/bursar/directdeposit.cfm or obtaining a paper form in the Graduate College office. Fellowship appointments will be posted to the University's billing system from the student's graduate appointment once the student is registered for the required number of graduate hours. If there are outstanding charges on the student's account for the disbursed quarter, the award will absorb those charges prior to overage disbursements. Fellowship awards are split with half of the award amount disbursing the first payment of the quarter and the remaining award amount split evenly over the next two payments for that quarter.

Quarter Limits on Tuition Support

All graduate students are limited to the maximum number of quarters for which they may receive a tuition scholarship. See www.ohio.edu/graduate/catalog for details (section "Financial Aid:Time Limits").

Additional information

Spousal and Domestic Partner Educational Opportunities are available to spouses and domestic partners of graduate students who hold an RA, GA, or TA appointment. The benefit pays half of the instructional fee (not the general fee) up to six credit hours per quarter during the period or period(s) in which your appointment is in effect. Spousal and Domestic Partner Educational Opportunities cannot be used to pay for OPIE courses or courses taken for Audit. Application forms are available in the Graduate College or can be downloaded from www.ohio.edu/graduate/gradForms.cfm. Applications must be completed and returned to the Graduate College prior to the 15th day of the quarter for which the student is seeking the benefit.

Ohio Residency. It is the responsibility of the student to report a change of address and/or residency from an Ohio resident to a non-Ohio resident at the Graduate College. If a student's residency status has changed to that of an Ohio resident, he or she must file a residency petition with the Graduate College. Change from non-resident to resident status is not automatic, and no change can be made until the residency petition has been approved by the Residency Officer. Questions concerning residency should be directed to the Graduate College.

> Residency Guidelines: See "Residency for Tuition Purposes" in the Graduate Catalog (www.ohio.edu/graduate/catalog).

> Residency Petitions: www.ohio.edu/graduate/gradForms.cfm

Employment Dates. Ohio University Policy and Procedure 41.004 www.ohio.edu/policy/41-004.html outlines the effective dates of employment responsibilities for Graduate Assistants.

Helpful websites

Graduate Appointments website:

http://www.ohio.edu/graduate/current/apptsdetail.cfm

Current tuition and fees:
www.ohio.edu/finance/bursar/

Ohio University Ombudsman Office:
www.ohio.edu/ombuds/index.htm

Additional Policies Related to Graduate Student Employment:
www.ohio.edu/graduate/catalog

If you have any questions regarding your graduate appointment, contact the Graduate Appointment Administrator, Vicky Hixson at (740) 593-9616 or hixsonv1@ohio.edu.

Not all policies and procedures relating to graduate assistants' rights and responsibilities are contained within this document. Policies and procedures are subject to change during the academic year.

B. University Policies Relating To Graduate Affairs

 (Please also see http://www.ohio.edu/policy/for entire list)

Student Employment
http://www.ohio.edu/policy/20-110.html

Notification of Terminations and Reinstatement of Contract Employees (Including graduate student contract employees)
http://www.ohio.edu/policy/41-014.html

Employment of Graduate Students Employed on Graduate Associate Contracts
Purpose
http://www.ohio.edu/policy/20-109.html

Graduate Student Contract Grievance Board
http://www.ohio.edu/policy/28-102.html

Computing Partial Salary of Faculty and Graduate Assistant Contract Employees
http://www.ohio.edu/policy/41-004.html

Graduate Study for Employees
http://www.ohio.edu/policy/45-101.html

C. Graduate Council Policies Relating To Graduate Affairs

The Graduate Council reviews, coordinates, and serves as an advocate for graduate education at Ohio University. The Council has both advisory and policy-recommending responsibilities for graduate education. It initiates reviews, and recommends University-wide policy and new directions for graduate education.

The full scope and charge of Graduate Council is detailed in the Faculty Handbook, section VII.C
http://www.ohio.edu/facultysenate/handbook/index.cfm

i. Policy on Graduate Student Support

Please note: This is a department-related policy and is not listed in the Graduate Catalog because it is only related to whether or not the department can request a tuition scholarship

Ohio University has the goal of mounting a select set of high quality Ph.D. programs and a diverse array of high quality masters programs in both academic and professional areas. The number and type of such graduate programs depends on the financial resources of the university. Graduate student support in the form of stipends and tuition scholarships plays a crucial role in the development of these programs. At the present time inadequate levels of such support hinders the recruitment of sufficient numbers of high quality students in many disciplines. In addition, recent actions by the Ohio Board of Regents significantly restrict the use of tuition scholarships without a service obligation as a means of graduate student support. This combination of factors leads to a multifaceted strategy to sustain and improve graduate student support levels.

The seeking of increased external funds to enhance graduate student support levels. This effort includes increasing external grant support levels, enhancing endowments supporting graduate students, targeting of incremental state funds to graduate student support, and the possible reallocation of some university resources to better realize high quality graduate programs.

The creation of new or refocused quality masters programs, especially professionally oriented ones, which can attract fee-paying students. These programs may involve distance and off-campus components that open new markets for students. This endeavor needs to be accompanied by efforts to make it possible for the funds and FTEs generated by these programs to directly benefit the originating department and college.

The establishment of a set of graduate student support policies that enable the departments to recruit students comparable to or better than those recruited by a set of benchmark institutions. These institutions should have programs at the level at which Ohio University wishes to compete in that discipline area. They should be selected by the department with the approval of the college.

With this strategy in mind, the following policies regarding graduate student support are established.

Ohio University offers different kinds of graduate student financial support - graduate stipends and tuition scholarships.

Graduate Stipends
Graduate stipends are payments made to graduate students for services rendered to the university. If a graduate stipend matches or exceeds the university's minimum graduate stipend level, it automatically generates a tuition remission. Graduate stipends are taxable and generally necessitate a service component of 15-20 hours per week. Under limited and special circumstances units may be authorized to give graduate stipends below the university minimum (partial graduate stipends) that generate a partial or full tuition remission. The conditions under which partial graduate stipends can be given and the procedures for attaining authorization are indicated below.

Graduate Stipends - Minimum Level or Above
Graduate stipends that match or exceed the university's minimum graduate stipend level automatically generate a tuition remission. This practice provides incentives to departments and colleges to seek additional graduate stipend funds knowing that the creation of new graduate stipends will generate a concomitant tuition remission. Graduate stipends at the minimum level or above are computed on a quarter-by-quarter basis. Thus, if a student receives a graduate stipend for a quarter that is one-third (or higher) of the university minimum level, that student will receive a full tuition remission for that quarter.

Graduate Stipends - Below the Minimum Level (Partial Graduate Stipends)
Partial graduate stipends that are accompanied by partial or full tuition remission can be given under the following conditions:

Conditions
The granting of partial graduate stipends must be shown to be consistent with the support pattern found in a set of benchmark institutions with which the department and college would like to compete for students.
The level of support is appropriate for the service provided by the student.
The procedures for attaining authorization are listed below.

Procedures
Once every two years, departments wishing to use partial graduate stipends accompanied with partial or full tuition remission should:

• provide the Dean of the Graduate College with a list of three to five benchmark institutions with programs recognized to be at the level at which the department and college wish to compete in this discipline area. A brief, but convincing

rationale is to be presented for the appropriateness of these benchmark institutions.

- provide evidence that the proposed level of partial graduate stipend support is consistent with the support level at these benchmark institutions. If a department wishes to offer support at a level that differs from these benchmark institutions, a detailed rationale should be presented.
- Following consultation with the dean of the applying program's college, the Dean of the Graduate College will approve or disapprove these requests.

Tuition Scholarships

Under limited and special circumstances units may be authorized to give tuition scholarships. A tuition scholarship is a remission of tuition without an accompanying stipend. The conditions under which tuition scholarships without a stipend can be given and the procedures for attaining authorization are listed below.

Conditions

Tuition scholarships may be given:

- as part of a negotiated international agreement. These agreements generally assume an exchange of equivalent benefits between institutions. Information about such agreements is maintained in the Graduate College and such awards are approved by that office.
- to support the recruitment and retention of students who have been awarded external scholarships such as Fulbright, Muskie, or Laspau awards. There are a limited number of tuition scholarships for this purpose. Applications for these tuition scholarships are to be made to the Graduate College on or before May 15 each year.
- in exchange for service provided by supervisors of practicum and internship placements, or supervisors of student teachers for which an agreement has been approved between the Graduate College and a department or school to support supervisors on site.
- in support of professional training activities for Ohio University students, which are part of degree requirements and which consist of approved on-campus or off-campus internships and practica at off-campus sites for which an agreement exists between the Graduate College and department or school to support students at specific sites.
- in exceptional circumstances to support the recruitment and retention of unusually talented individuals. In such cases, the department requesting such a scholarship must present a detailed and documented argument for granting it. There are a limited number of tuition scholarships for this purpose. Applications for these tuition scholarships are to be made to the Graduate College on or before May 15 each year.

Procedures

Departments wishing to offer tuition scholarships consistent with the above conditions should submit their requests with their college's approval to the Graduate College. These requests should include supporting information relevant to the specifications noted under the conditions above.

Following consultation with the dean of the applying program's college, the Dean of the Graduate College will approve or disapprove these requests.

ii. Policy on the Limits of the Amount of Tuition Support That Can Be Awarded to a Degree Seeking Graduate Student

For the complete policy, please see the Graduate Catalog, http://www.ohio.edu/graduate/catalog , section "Financial Aid: Time Limits".

iii. Policy on Minimum Credit Hour Registration for Graduate Students on Stipend

For the complete policy, please see the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Financial Aid: Requirements to Maintain a Graduate Appointment".

Under unusual circumstances, some limited exceptions to the minimum enrollment level may be granted. Any requests for exceptions should be sent with the department/school and college approval to the Dean of the Graduate College for approval.

iv. Graduate Council Definitions of Graduate Stipend Designations

For the complete policy, please see the Graduate Catalog, http://www.ohio.edu/graduate/catalog, section "Financial Aid: Assistantships".

v. Policy on Rights of a Teaching Associate

For the complete policy, please see the Faculty Handbook, http://www.ohio.edu/facultysenate/handbook/index.cfm, section VIII.E.

D. Sample Recommended for Admission Letters

i. Example "Intent To Request Admissions" Letter

Dear Student:

It is my pleasure to inform you that the Admissions Committee of YYYY has **recommended your admission** to Master's program Y for fall 2009. We believe you will make an important contribution to our graduate program, and we hope you will find it a challenging and enriching experience. You will receive a separate letter of admission from the Graduate College confirming your admission and notifying you of any documents needed to complete your official admission.

It is also my pleasure to offer you a graduate appointment as a research assistant. This appointment consists of a stipend in the amount of $X, a full tuition scholarship, partial payment of the general fee, and a modest subsidy toward purchase of health insurance. This appointment is valid for the XXXX-XX academic year (fall, winter, and spring quarter), and is renewable for next year based on satisfactory work performance and academic progress. You will be working with Dr. Insight for 15 to 20 hours per week. You must register for a minimum of 12 graduate hours and maintain a G.P.A. of 3.0 to maintain this appointment.

You will be responsible for paying the remainder of the quarterly fees. This includes the general fee (approximately $XXX/quarter while holding an appointment), health insurance (approximately $XXX/quarter), the college technology fee ($XXX/quarter), and the OHIO legal services fee ($X/quarter). You have until **April 15** to reply to this offer. However, we would like to know your decision as soon as possible due to the high number of qualified candidates. If we have not heard from you by April 15, we will consider this offer withdrawn. As an international student, it is especially critical that you inform us of your decision as early as possible to assist in processing the necessary Visa documents, as the Visa process can take several months.

Should you have any questions, please contact the department administrator, Ms. Jane Doe, at 740.593.0000. We look forward to welcoming you to the Program this fall.

Sincerely,
Graduate Program Director

ii. Example "Intent To Request EP Provisional Admission" Letter

Programs wishing to recommend a student for English Language Study Provisional Admission to the Graduate College should carefully word their offer letter to include the following information:

1) The TOEFL score the student will be required to achieve if it is more than the University minimum for unconditional admission (550 or equivalent).

2) Whether or not the student would be considered for conditional admission if the University minimum TOEFL score of 500 (or equivalent) is met, but the student has not yet met the score necessary for unconditional admission.

3) Whether or not the student is being extended an offer of financial support for the future once they achieve unconditional admission to the Graduate College. Please keep in mind that students admitted with EP status are eligible to retain that status for up to two years (see full details in EP section of Graduate College Handbook). Consequently, programs should carefully consider the full ramifications of promising financial support for what may be two years in the future.

TO AVOID UNINTENTIAL POLICY CONFLICTS, PROGRAMS ARE STRONGLY ADVISED TO SEND A DRAFT OF THEIR DEPARTMENTAL LETTER TO THE APPROPRIATE RECORDS MANAGER FOR REVIEW PRIOR TO SENDING TO A STUDENT.

E. TOEFL iBT Concordance Table (from ETS)

TOEFL
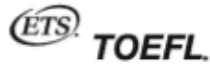
Total Score Comparisons

Score Comparison				Score Comparison, cont.		
Internet-based Total	Computer-based Total	Paper-based Total		Internet-based Total	Computer-based Total	Paper-based Total
120	300	677		62-63	177	503
120	297	673		61	173	500
119	293	670		59-60	170	497
118	290	667		58	167	493
117	287	660-663		57	163	487-490
116	283	657		56	160	483
114-115	280	650-653		54-55	157	480
113	277	647		53	153	477
111-112	273	640-643		52	150	470-473
110	270	637		51	147	467
109	267	630-633		49-50	143	463
106-108	263	623-627		48	140	460
105	260	617-620		47	137	457
103-104	257	613		45-46	133	450-453
101-102	253	607-610		44	130	447
100	250	600-603		43	127	443
98-99	247	597		41-42	123	437-440
96-97	243	590-593		40	120	433
94-95	240	587		39	117	430
92-93	237	580-583		38	113	423-427
90-91	233	577		36-37	110	420
88-89	230	570-573		35	107	417
86-87	227	567		34	103	410-413
84-85	223	563		33	100	407
83	220	557-560		32	97	400-603
81-82	217	553		30-31	93	397
79-80	213	550		29	90	390-393
77-78	210	547		28	87	387
76	207	540-543		26-27	83	380-383
74-75	203	537		25	80	377
72-73	200	533		24	77	370-373
71	197	527-530		23	73	363-367
69-70	193	523		22	70	357-360
68	190	520		21	67	353
66-67	187	517		19-20	63	347-350
65	183	513		18	60	340-343
64	180	507-510		17	57	333-337

(continued)

6   TOEFL iBT Score Comparison Tables

F. OPIE Guidelines for Levels & Duration of Study

Graduate Study in the Ohio Program of Intensive English (OPIE)

OPIE offers four levels of full-time English study and two levels of part-time English. The chart below describes each level with a typical TOEFL score and the <u>minimum amount of time</u> you can expect to study English prior to beginning either your full-time or part-time academic studies.

Ohio Program of Intensive English (OPIE) Levels & Duration of English Study Guidelines

	OPIE Level	Paper TOEFL	Placement Test	OPIE Composition	If entering OPIE at this level expect to study ESL for:	Est. Comparison w/ Other Tests
Full-Time Pre0Academic English Program	AE 35 Elementary	below 349		2-10	4 to 5 quarters (40 to 50 weeks) until part-time academic studies	IBT: below 20 IELTS: below 2
	AE 40 High Elementary	350-399	45-50	10-25	3 to 4 quarters (30 to 40 weeks) until part-time academic studies	IBT: 20 – 31 TWE: 1 CBT: 63-93 IELTS: 2-2.5
	AE 45 Intermediate	400-450	51-65	26-35	2 to 3 quarters (20 to 30 weeks) until part-time academic studies	IBT: 32 - 45 TWE: 2 CBT: 97-133 IELTS: 3-3.5 or 4.0
	AE 50 Advanced	450-500	65-70	36-44	1 to 2 quarters (10 to 20 weeks) until part-time academic studies	IBT: 46 – 61 TWE: 3.5-4.5 CBT: 133-173 IELTS: 4.0-5.0
Transitional English Program Includes English + Academic Studies	AE 55 Part-Time 3 Hours of Eng. +1 Academic class	500-525		45-50	1 to 2 quarters (10 to 20 weeks) until full-time academic studies	IBT: 62 – 70 TWE: 4.5 - 5 CBT: 173-196 IELTS: 5.5-6.0
	AE 60 Part-Time 2 Hours of Eng. +2 Academic classes	525-550		51-55 (low lang. demand); 51-59 (high lang. demand)	1 to 2 quarters (10 to 20 weeks) until full-time academic studies	IBT: 71-78 TWE: 5.5 – 6.0 CBT: 197-210 IELTS: 5.5-6.0
Full-time Academic	Begin Academic Studies English 150/151 A	550 (all 3 sections should be above 52 .				IBT: 80 TWE: 5 – 5.5 CBT: 213 IELTS: 6.5

G. *Graduate Council Curricular Reform Process*

I. Steps in the Graduate Program Approval Process

    a. Overview:

        i. Faculty with an interest in developing new graduate programs or developing new delivery methods for current graduate programs should first meet within the Academic College to review the program's goals and its "fit" within overall Department/School and College priorities.

        ii. Once reviewed at the College level, a meeting should be arranged with the Dean of the Graduate College to review the steps involved in the approval process and potential obstacles to program approval. This process also applies to all new programs generated in cooperation with Life Long Learning and/or Regional Higher Education.

        iii. Programs that currently exist, but are being re-formatted for distance/external delivery will need to follow the procedure outlined in item II.b of the Graduate College Handbook. In addition, if current programs are extensively revised, or name changes are planned for degree programs, these need to be evaluated to determine whether submission to the Board of Regents is required.

    b. Proposal Process

        i. The approval of a new graduate program involves oversight by various units:

            1. Beginning with the program faculty

            2. Academic College dean

            3. Graduate College Dean

            4. The Graduate Council and University Curriculum Committee

            5. The Provost

            6. The Board of Trustees

            7. The Ohio Board of Regents.

        ii. Beyond initial review at the Department/School and College level, the mechanism for approval is basically a four-phase process for those proposals requiring OBOR approval:

            1. A Program Development Plan

            2. A Full Proposal that takes into account PDP review commentary

            3. A "Response Document" that acknowledges the concerns raised in a review of the Full Proposal

            4. A Formal Presentation at a meeting of the Regent's Advisory Committee on Graduate Study.

            5. These phases are detailed further below and complete RACGS guidelines and procedures can be found at http://regents.ohio.gov/rgp/racgs/

        iii. A Program Development Plan or PDP is submitted for preliminary feedback from the involved units as it moves from the faculty through the Dean's office, the Dean of the Graduate College and Graduate Council, the Provost's office and ultimately the Board of Trustees and the Regent's Advisory Committee on Graduate Study (RACGS). If the feedback is supportive of further program development, a Full Proposal is prepared that is again

evaluated by the respective units. The steps of program approval are described below. It typically takes between 18 months and two years for a new graduate program to receive formal approval and begin admitting students.

iv. Specific Steps

1. Program faculty and dean/associate dean meet to review the goals of a new program proposal.

    a. Once approved as a project that can go forward, the faculty and/or dean/associate dean meet with the dean of the Graduate College to review the basic requirements for submitting a new proposal to the Graduate Council, and then complete the New Graduate Program Proposal Form and program development plan (PDP).

    b. A preliminary budget outlining program costs and potential income should be prepared at this stage (see included sample budget format)—the academic dean and Graduate College dean will review this with the Provost to determine if there are major concerns prior to the development of a written PDP. Sample PDP's submitted to RACGS can be obtained from the Graduate College.

2. Heads from all units making a contribution to the program review the PDP and sign the face page indicating their approval and intent to provide resources as proposed in the document.

3. All college deans who have units participating in the proposed new program review the PDP and sign the face page indicating approval and a college commitment to providing college resources as proposed in the document.

4. The PDP is forwarded to the Dean of the Graduate College who will consult with the provost regarding the new program proposal, with a specific focus on financial feasibility.

5. The Dean of the Graduate College, along with the academic dean, submits the approved PDP to Graduate Council and the University Curriculum Council for review and approval. The Curriculum Committee of the Graduate Council reviews the proposal, consults as needed with program faculty, and makes a recommendation for approval or denial to the full Graduate Council. Submission to Graduate Council and UCC may be concurrent or sequential. If sequential, then it should be submitted to the Graduate Council first.

6. If Graduate Council and the UCC endorse the proposal, the PDP is submitted to the Provost for approval. The Provost, once approval is granted, submits the proposal to the Ohio University Board of Trustees.

7. The Board approves submission to the Ohio Board of Regents.

8. The PDP is sent by the Graduate College to the Regents Advisory Committee on Graduate Study (RACGS).* (*Under normal circumstances this would be the sequence; if permission is granted

from the Provost, RACGS approval may be sought as the proposal is moving through the campus process, following GC and UCC approval, but prior to BOT approval.)

    a. RACGS is composed of representatives from OBR, graduate deans from each of the Ohio public Universities that offer graduate degrees and the graduate deans of two private universities, Case Western Reserve University and the University of Dayton.

    b. The graduate deans solicit reviews of the PDP materials from their faculty experts.

    c. These reviews along with a general statement of each dean's level of support for the proposed program are sent to all RACGS members and the chancellor's staff at OBR.

    d. If feedback from the RACGS members is generally positive, a Full Proposal may be developed. Feedback is requested from RACGS's reviewers within four-six weeks of receipt of the PDP materials.

    e. The Dean of the Graduate College will monitor compliance with a reasonable deadline and will forward reviews as/when received.

    f. Following receipt, the Dean of the Graduate College will meet with the faculty/dean's office as needed to review the responses/concerns.

    g. *Under normal circumstances this would be the sequence: if permission is granted from the Provost, RACGS approval may be sought as the proposal is moving through the campus process, following GC and UCC approval, but prior to BOT approval.

9. The Full Proposal must address concerns identified in the RACGS's reviews. It is more detailed than the PDP with respect to supporting materials such as faculty vitae, course descriptions, letters of support and other documents that address the need for and quality of the program.

10. The Full Proposal does not need to repeat steps #1 through 8 as described above. Copies of the full proposal are made by the department/college and forwarded to the Dean of the Graduate College for mailing to RACGS members.

11. Once RACGS's reviews of the Full Proposal have been received, the faculty proposing the new program prepares a Program Response Document. The Response Document responds to questions and criticisms raised by RACGS's reviewers and is sent to all RACGS members prior to formal presentation of the Full Program Proposal before RACGS in Columbus (see #12 below).

12. Following the distribution of the Response Document, a formal presentation to RACGS is made by program faculty (supported by college and university administrators) at the OBR in Columbus.

a. Each RACGS member has an opportunity to ask questions following the presentation. Following questions, the guest presenters and administrators are excused and the RAGCS members vote to recommend or not recommend approval of the proposed program to the chancellor of OBR.

b. The chancellor then takes this recommendation to the OBR for final approval. RACGS meets every month except August and December. The OBR meets monthly.

v. Proposal Sections: based on Regents PDP outline (see full details in RACGS Guidelines at http://regents.ohio.gov/rgp/racgs/)

1. Program Designation
   a. Provide a title for the new program, a rationale for that designation (why this title and not others that might be employed?), and a brief statement of the new program's purpose.

2. Educational Objectives/Proposed Curriculum
   a. Describe the educational objectives of the proposed program including the career paths that will likely be pursued by program graduates.
   b. Describe the program curriculum including formal course work, program requirements, program milestones and required and optional research and professional experiences. How is the curriculum linked to the educational objectives?
   c. Describe how students are advised and mentored through the program.
   d. Describe the nature of the thesis, dissertation or other capstone experiences.

3. Administrative Structure
   a. Describe the administrative arrangements for the new program—the units responsible for delivery and oversight. If interdisciplinary, list all units involved and indicate that support from respective Deans (if more than one college is involved) has been acquired.

4. Demonstration of need for new degree program
   a. Provide evidence for program need (e.g., published materials from disciplinary organizations, professional societies or funding agencies that identify a need and/or survey data you have collected that demonstrate a need for the program).
   b. What evidence can be provided that there is student demand for the program at Ohio University (provide information regarding program inquiries, local, state and/or national projections of labor market for program graduates, etc.)?
   c. Describe other programs in the State of Ohio that are similar to the proposed program. Will the proposed program compete with existing programs in the State? Identify the needs this program will fill in the State of Ohio.

d. Describe other programs in the region from which potential students might be drawn that are similar to the proposed program (e.g., Appalachian region). Will the proposed program compete with existing regional programs? Please explain.

5. Program Recruitment & Admissions
   a. How and to whom will the program be marketed?
   b. Estimate the number of applications and both full- and part-time enrollments over the first five years of operation. What percentage of program enrollees are likely to be recruited from local, regional, national and international applicant pools?
   c. Describe the application materials that are required (e.g., transcripts, test scores, letters of reference). What are the admission criteria?

6. Special Recruitment Efforts
   a. Describe special efforts that will be made to recruit applicants from underrepresented groups.

7. Proposed Program Support by Current Faculty, Staff, Facilities
   a. List all current faculty and staff who will contribute to the proposed program, their current titles and terminal degrees, their roles with respect to the program, and percent effort devoted to program support. Describe how the workload of the faculty will be adjusted to accommodate the proposed program.
   b. Provide a description of current facilities/equipment availability for the new program.

8. Need for additional facilities and faculty/staff and plans for meeting this need.
   a. Describe plans to add new faculty and staff that would support development of the proposed program. Include a description of the backgrounds and credentials sought.
   b. Describe new facilities and space needs associated with development of the proposed program, and plans for acquiring these.

9. Financial Plan
   a. Provide a narrative description of the projected cost and subsidy and other income adequate to meet the projected costs. Describe the methods used to estimate program income and expenses as appropriate (including assumptions about annual increases in tuition and stipend costs, adjustments for inflation and credit hour enrollment for part time students).
   b. BOR Financial Impact Statement Form: this is a "prototype" form—it can be adapted as needed to reflect financial issues/feasibility.

New Graduate Program Financial Spreadsheet					
	Year 1	Year 2	Year 3	Year 4	Year 5

Projected Enrollment					
Head-count full time					
Head-count part time					
Full Time Equivalent (FTE) enrollment					
Total Credits per Year per student *note Qtr (Q) or Sem (S)					
Program Income					
In-state tuition (paid by student or sponsor)					
Out-of-state tuition (paid by student or sponsor)					
State Share of Instruction—MA only					
Ph.D. – impact on institutional share (0)					
Externally funded stipends					
Other income* (describe below)					
Total Projected Income					
Program Expenses					
New Faculty (report # and/or antic. Expense)					
New Staff (report # and/or antic. Expense)					
New facilities/space renovation					
Internal stipend support – Departmental					
Internal stipend support – College/University					
Tuition Scholarship support—resident					
Tuition Scholarship support – non-resident					
Additional library resources					
Other expenses* (describe below)					
Total Projected Expense					
Net Program Income or Expense					

*Explain and/or describe items included.

10. Proposed Community, Foundation, Government & Industry Sources of Support
    a. Describe any additional community, foundation, government or industry sources of support for the proposed program.
11. External Consultants and Advisors
    a. Describe input from external consultants and/or an advisory committee (if any) in the development of the degree proposal. Include copies of reports from consultants/advisory committees.
12. Relationship of the Proposed Program to Other Programs in the Unit and College
    a. Describe how the new program will relate to and impact other programs (both graduate and undergraduate) in the proposing

unit and (if appropriate) college. How will the resource needs of the new program be balanced against the resource requirements of existing programs? In addition, describe the potential impact of the proposed program on other units or colleges, if any.

13. Appendices: For PDP Proposals
   a. Abbreviated bio and/or C.V. information on the proposed program faculty.
   b. A list of courses and a summary of how these would be integrated into, or phased in with, existing/new workload demands.
   c. Consultant/Advisory reports (if any)

14. For Full Proposals
   a. Biographical Sketches or Curriculum Vitae of the proposed program faculty
   b. Detailed Course Descriptions
   c. Demand and Need Assessment Materials
   d. Consultant Reports (if any)
   e. Letters of Support
   f. Note: once the above materials are submitted to RACGS, the three primary review criteria that external reviewers are asked to respond to are:
      i. Potential conflicts with any existing program at the RACGS member's own institution.
      ii. Concerns with any substantive elements of the PDP.
      iii. Suggestions that might help the submitting institution strengthen the proposal or refine its focus.

New Graduate Program Proposal Form
Graduate College
OHIO UNIVERSITY

NOTE: this is an optional form that may be helpful in tracking the status of the proposal. Colleges may adapt this to their own needs.

<u>This is a (check one):</u> _ Program development Plan _ Full proposal
_ Certificate program _ Program name change

<u>New degree title (e.g., Ph.D., M. A.) and name (e.g., English, Neuroscience):</u>

<u>Proposing unit(s) [department(s) or school(s)]:</u>

<u>Summary of proposed program (100 words or fewer):</u>

Proposal Endorsements [Note: this endorsement page is optional – it may be used to track approvals as needed; Colleges may adapt this to meet their specific needs.

Proposed Graduate Program Director*- "I certify that this new graduate program proposal is endorsed by the proposed program faculty and that they have agreed, in principle, to participate actively in the program."

Printed name- _____   Signature- _____

Unit Head*- "The department will provide the departmental resources and support described in this document toward the development of the proposed new graduate program."

Printed name- _____   Signature- _____

College Dean*- "The college fully supports the development of the new graduate program described in this proposal and will provide college resources as described in this document."
Printed name- _____   **Signature-** _____

*- attach additional endorsement pages with appropriate names and signatures when more than one program, unit and/or college is sponsoring the proposed program.