GRADUATE COLLEGE HANDBOOK

The Graduate College Handbook is a resource for graduate program faculty and staff. It explains procedures and policies that are related to the administration of graduate programs at Ohio University. Many of these policies are formally stated in the Graduate Catalog, which is the official arbiter of most requirements and responsibilities for graduate students. Other important and binding policy statements are found in the University Policies manual and in the Student Code of Conduct, maintained and revised through the Division of Student Affairs.

Helpful Links and Guiding Policy

- Graduate Directors Website: https://www.ohio.edu/graduate/graduate-directors-webpage
- Graduate Catalog: http://www.ohio.edu/graduate/catalog/index.cfm
- University Policy & Procedure: http://www.ohio.edu/policy/
- Student Code of Conduct: https://www.ohio.edu/communitystandards/upload/Ohio-University-Student-Code-of-Conduct-effective-081915.pdf

TABLE OF CONTENTS

1   HOW TO FIND—AND FIX—GRADUATE COLLEGE INFORMATION

Programs should inform the Graduate College of changes to information posted on the Graduate College website, published in the Graduate Catalog, or affecting the Graduate College's ability to advise students. In addition to welcoming updates on an ongoing basis, the Graduate College will regularly request information from program contacts. New Graduate Directors should use the Graduate Program Director Update Form on the Graduate College website to change Graduate College contact information, GRADS access, and, if necessary, OGA access and hierarchies.

1.1   GRADUATE CATALOG

The Graduate Catalog is available online from the main page of the Graduate College website or directly at http://www.ohio.edu/graduate/catalog/index.cfm. It is published biennially and contains policies and procedures specifically relating to graduate students. It also contains program degree requirements and course information. Prior to each new edition:

- data on courses will be extracted from PeopleSoft, which is derived from the OCEAN system. Please be sure to keep the content of OCEAN current for your courses.
- data on programs and requirements will collected from programs using templates distributed through the Associate Deans.

Minor corrections to program entries can be made at any time. Any significant changes to a published catalog (e.g., new tracks, changes in requirements, changes to delivery mode) will be effective-dated. By Ohio University policy, students are bound by the degree requirements in effect for the catalog of entry unless they choose to follow requirements adopted later. (If you have questions about how to apply degree requirements for current students, contact the Graduate College.) New programs approved and offered before the publication of the next catalog can also be added with an effective date.

Catalog updates should be sent to the Graduate College Director of E-Systems.

1.2   DEGREE PROGRAMS

The Graduate College lists all graduate programs on the college web pages, under the URL https://www.ohio.edu/graduate/apply/degree-programs. These pages are updated upon request and include a link to each program's website.

CollegeNet, our online application service, provides limited application-related information about each program. Requests from potential applicants for more specific information about application to a program are directed to the program or department.

1.3   UPDATING THE GRADUATE COLLEGE WEBSITE

The Graduate College website regularly changes to incorporate new information on events, programs, and awards for graduate students and/or graduate faculty.

For corrections to information on the website, please contact the Graduate College Director of Communications & Professional Development.

1.4 PROGRAM CONTACTS

The Graduate College maintains a general contact list of people associated with each graduate program who wish to receive notifications and invitations from the College. While each program can decide which administrators and faculty should be on that list, it is also most helpful to have one primary contact to whom Graduate College staff can direct general questions and requests. In most cases, this will be the departmental graduate director or the program director/coordinator. Programs should inform the Graduate College when the listed faculty and staff who should receive Graduate College communications changes, and especially when there is a change in primary contact.

1.5 UPDATING GRADUATE REVIEW AND ADMISSIONS SYSTEM (GRADS) USERS

GRADS is the applicant review and admission system for faculty, programs, and colleges to use for all application processes; a short introduction is found in this Handbook in the GRADS Section. The current User Manual is available from within GRADS itself and through the Graduate Directors' pages on the Graduate College website.

To gain access rights or schedule training, please contact the Graduate College Director of E-Systems.

1.6 UPDATING ONLINE GRADUATE APPOINTMENTS (OGA) HIERARCHY UPDATES

OGA is the information system used to initiate Assistantship and Fellowship awards. The system is updated as policy and budgetary changes require; current documentation is available in the Faculty and Staff Resources section of the Graduate College website. See also the Graduate Student Appointments section below.

Each program needs authorized users to create and approve awards, based on roles that are formally assigned in OGA. Programs should immediately notify the Graduate Appointments Administrator when changes to the approval hierarchy are needed.

1.7 UPDATING APPLICATION ADMISSION TERMS

The CollegeNET application has the flexibility to set admission term open/close dates that vary from the defaults set by the Graduate College, as well as limit the terms available for an applicant to select. More information about the application system is found in the Handbook in the Application and Admission section below. To request changes in term open/close dates, or to open or close availability of a specific term, please contact the Graduate College Director of E-Systems.

2 RECRUITMENT

2.1 GENERAL INFORMATION

The Graduate College does not have resources to actively recruit students for individual programs. It does list all graduate programs in the Application section of the website at (https://www.ohio.edu/graduate/apply/degree-programs), with links to each program's own webpage. The expectation is that each program's webpage will serve as a mechanism for advertising and marketing the program (in addition to whatever other recruitment initiatives the unit undertakes).

If you have other specific needs for recruiting, please contact the Associate Dean of the Graduate College.

2.2 RESOURCES FOR RECRUITING UNDER-REPRESENTED DOMESTIC STUDENTS

The Graduate College has a very limited amount of funding available for recruiting domestic students from under-represented groups to pursue masters or doctoral degrees. Possible uses include recruitment travel funding, prospective student travel funding, graduate transition scholarships, and graduate student stipend enhancement awards.

2.3 UNIVERSITY RESOURCES FOR RECRUITING INTERNATIONAL STUDENTS

Graduate College recruitment information for international graduate student applicants can be found at: http://www.ohio.edu/graduate/international/index.cfm. Programs that wish to actively recruit specific regions should consult with the Office of the Vice Provost for Enrollment Management as well as with the Graduate College's Director of International Student Services.

Partner relationships with universities outside the U.S., for one program or for a broader relationship with Ohio University, are arranged through the Office of Global Affairs.

2.4 INTERNATIONAL RECRUITERS

Ohio University maintains several contracts with international recruitment agencies. For information, contact the office of the Vice Provost for Enrollment Management. While the Graduate College is willing to offer some advice about recruiting companies, **any agreements to work with international recruiting companies must be coordinated through the Vice Provost for Enrollment Management.**

2.5 CUSTOMIZING APPLICATION INFORMATION

The online application has space to provide program-specific information, which is visible to the applicant when they select that program code. Programs can create customized information about application requirements, eligibility, interview or portfolio requirements, etc. For assistance, please contact the Director of E-Systems.

3 APPLICATION AND ADMISSION

3.1 APPLICATION BASICS

3.1.1 Who Can Apply to Graduate Programs or Take Graduate Courses?

To register for graduate-level courses, students must generally apply and be admitted with **graduate status.** In most cases, this requires an earned U.S. bachelor's degree or equivalent by the time of registration. Current undergraduates meeting particular requirements, however, may take a limited number of graduate courses for graduate credit while remaining in undergraduate status or (in the case of honors students) take graduate courses for undergraduate credit.

Excepting students who will take graduate courses before receiving their baccalaureate degrees, the Graduate College does not set minimum undergraduate GPA or academic test scores for graduate admission. Students taking graduate courses must, however, meet the minimum requirements for English proficiency. (In the absence of test scores indicating otherwise, native English speakers are assumed to meet the proficiency requirement; see the section on international graduate students for more information on English proficiency for non-native speakers).

Please see the Graduate Catalog section "Application, Admission, and Adding Degrees" and Special Admission Status Types below for more information.

3.1.2 Where is the Application?

The online application menu is at https://www.applyweb.com/ohioug/menu.ftl. If you wish to link to the application from your program website, please do so via the Graduate College application page so that applicants are aware of relevant university policies and requirements.

Paper applications for degree programs are essentially a thing of the past. If your department/program somehow receives one, however, please forward it to the Graduate College with the application fee. The fee must be paid before the application becomes Reviewable for admission.

3.1.3 When Do Applicants Need a New Application?

Each application is good for one program and one term of application.

Deferral/Change of Admission Term: Students who need to defer an application to a subsequent term or who wish to change their term of admission must submit an application for the new term. There is a $10 processing fee for submitting a change of session application (rather than a new application fee). Instructions for changing application or admission terms are found at https://www.ohio.edu/graduate/prospective-students/deferral-requests.

A separate application is required for each degree program, with the exception of designated dual-degree programs (e.g. MBA/MSA). Students in certain direct-admit doctoral programs may also be able add the associated master's degree plan without submitting an application.

Change of Program: Students who wish to change an application for the same program offered in a different delivery mode (e.g., campus-based to online) or wish to change a specialization or track within the same degree program (e.g., Social Work to Social Work-Advanced Standing) can submit an update of application program form prior to admission (https://www.ohio.edu/graduate/forms). Please see the Program Updates/Adding Certificates section of this handbook for program changes after admission.

Readmission after Expiration of Time Limit: A student who fails to complete a degree within the maximum time allowed by university policy may apply for readmission to the program. Readmission is at the discretion of the program. See Time Limits for Degrees and Readmission in Section 8.

3.1.4   Application Fees and Waivers

Application fees vary by admission type and are slightly higher for international applicants. Subsequent applications and changes to existing applications are generally less expensive. Fees can be found by clicking on the appropriate application type from https://www.ohio.edu/graduate/apply.

The Graduate College offers a waiver to the application fee for degree-seeking applicants who are participants in the Ronald E. McNair program. The process for requesting a waiver is outlined at https://www.ohio.edu/graduate/mcnair

Programs interested in offering application fee waivers can request a waiver code through the Graduate College. Programs must provide an account number to be charged each time the waiver code is used. Contact the Director of E-Systems to set up an application fee waiver code.

3.2   APPLICATION DEADLINES

To allow for admissions consideration, Graduate College processing, and possible visa issues, the Graduate College recommends these application deadlines as the *absolute minimum* for degree seeking applicants:

Table 1: Recommended Final Application Deadlines

Applicant Type	Fall	Spring	Summer
U.S. Citizens/Permanent Residents, international applicants who do not require a student visa	8/1	12/1	4/1
International Applicants who require a student visa	3/15	9/15	12/1

The Graduate College does not, however, automatically defer or deny domestic applications received after these dates. It also allows applications to be available for submission unless the program has set periods in which they should be closed. (The Graduate College does require minimum times to process final admissions after programs recommend admission; please see below under Admission Policies and Procedures for *admissions* deadlines.)

Departments and schools must thus set their own deadlines for applications and/or limit the period in which applications are accepted. **Please list your deadlines in the Graduate Catalog and on your web page.** The online application can enforce these deadlines/term limits. Contact the Graduate College E-Systems Director to set this up.

**IMPORTANT NOTE: If a term is open for in the online application, applicants are able to select that term, regardless of a department or school's stated deadlines. The Graduate College will continue to receive applications and they will become available in GRADS. If your program is not accepting for a specific term, you can either contact the Director of E-Systems to have specific terms closed on the application, or you can withdraw or deny the application in GRADS. If you withdraw, we recommend using the "Academic Term Cycle Closed" option. The applicant then receives instructions on how to change their application to a different term.

3.3 HOW APPLICATIONS ARE PROCESSED

For more detailed information about transcripts and other application materials, see the following two sections.

3.3.1 Supplying Applications and Supporting Documents to the Program and Graduate College

Applications and documents uploaded to the application are received from our application provider, CollegeNet. Most information and documents from the application automatically load to PeopleSoft and OnBase, our document management system. If this process fails, the Graduate College staff will match orphaned data and files to the correct application. PeopleSoft and OnBase, in turn, populate the GRADS system. To ensure that applications are complete, accessible to all reviewers, and preserved, students should be instructed to submit their materials through the CollegeNet application. **However, if any changes in student application information is received at the department/school level, it should be sent to the Graduate College so that PeopleSoft is updated.**

Documents not uploaded to the application are collected through student upload or, as a last resort, via direct mail. An application checklist for domestic students and international students is posted in the application instructions on the Graduate College website.

Students may upload documents directly to the Graduate College at the webpage: (https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials). Please encourage students who directly upload documents in this way to follow the website directions carefully—these steps ensure that documents are linked to the correct application and show up appropriately in GRADS.

3.3.2 Checklists and To Do Items

The MyOHIO Student Center carries a To Do list that displays a checklist for certain standards documents not yet received. Department application reviewers can see this list in the Student To Do tab of GRADS. Checklist items are posted if any of the following are missing:

- Resume
- Bachelor's degree-granting transcript
- Personal statement/statement of purpose

NOTE: all applications under review carry a checklist item of "Application Status: at academic program." This checklist item remains on the account until the admission decision is recorded in PeopleSoft.

Because documentation requirements vary across programs, the Graduate College does not advise students as to whether or not applications are complete.

Departments have the ability to add and remove certain checklist items. If a checklist item is added, please be sure it is also removed once the necessary document is received.

3.3.3 When Can the Application be Reviewed for Admission?

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

Students can work on a web application over a period of time before payment and submission. Students are encouraged to upload copies of official transcripts and supporting materials through CollegeNet, and these materials are available for review after application submission/fee payment.

An application becomes Reviewable for admission in GRADS when 1) a baccalaureate transcript has been received and verified as a U.S. bachelor's equivalent, or a transcript/evidence of baccaulaureate

progress has been received and reviewed; 2) any Felony or Disciplinary Review issues have been addressed; and 3) the application has been paid for and signed. Applications that do not yet meet these three criteria are shown in GRADS as Incomplete.

Official transcripts are only required if a department recommends an applicant for admission. Departments that require official transcripts for application review must notify the Graduate College so that this information is incorporated into application instructions provided with the application.

3.3.4   How does the Felony Review Process Work?

Applicants are asked to disclose whether or not they have been suspended/dismissed from an institution; whether they are eligible to return to all prior institutions; and if they have been charged with or are under indictment for a felony, or were charged with or under indictment for an act committed as a juvenile that would be a felony if committed by an adult. Legal Affairs reviews applications that answer any of these questions in the affirmative to determine if the applicant is admissible according to university standards.

3.4   TRANSCRIPTS FOR ADMISSION

Official transcripts are not generally free and securing them can create delays. For that reason, unofficial transcripts are acceptable for reviewing applications and recommending admission. Similarly, incomplete transcripts may be submitted for students who are still completing a prior degree program at the time of application.

To complete an application file for an offer of admission, all students must submit transcripts matching the following criteria:

- An official transcript from each institution where a bachelor's degree has been or will be granted.
- An official transcript from *any institution attended after completing a bachelor's degree*, or from which any graduate coursework was attempted, regardless of whether or not a degree has been or is being completed.
- An official transcript from any college or university attended within the past four years from which credit was or is currently being completed.

With the exception of students in particular Ohio University programs, all students admitted to graduate status must demonstrate they have earned a U.S. 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. Students graduating after the admission decision must submit an in-progress/official transcript and a letter from their college confirming whether or not they have completed all degree requirements, and whether the degree is expected to be conferred.

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 suspension or dismissal from a program. In addition, if it comes to the attention of the Graduate College after the start of classes that the bachelor's degree is not complete, the student will need to switch to undergraduate status. 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 or within the first semester of enrollment to retain doctoral status.

3.4.1 What is an Official Transcript?—U.S. or Canadian

To be official, transcripts must be received in an envelope sealed by the issuing institution or through a direct electronic transcript delivery service. 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. A domestic diploma is not evidence of degree completion or a substitute for an official transcript.

For information about official international transcripts other than those from Canada, please see International Applicants: Special Admissions Procedures.

3.4.2 Credential Checks

The Graduate College reserves the right to conduct credential authenticity checks of academic documents. Copies of a transcript may be 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:

- Documents have been altered
- Certification stamps are overly blurry or appear irregular
- Signatures do not appear to be valid

See also section 3.6, Fraudulent Application Documents, below.

3.4.3 Unmatched Transcripts

Transcripts received at the Graduate College without an application are retained for one year. If no matching application is received within the year, the transcript is destroyed.

3.5 OTHER ADMISSION DOCUMENTS

Only test scores reported to Ohio University from the testing service are official. GRE scores are valid for five years. TOEFL/IELTS scores are valid for two years. These **time limits are from the start of the application term** and not the date of the application. (See the section on English Proficiency for information on waivers to bridge short gaps between the expiration of TOEFL/IELTS scores and the start of the first semester).

IF electronic or paper letters of recommendation are received at the Graduate College separately from the online application portal, they are uploaded and made available in GRADS.

Most paper documents received at the Graduate College are scanned and uploaded to GRADS. Any document that cannot be scanned (e.g., books, non-paper items) will be sent in original form to the academic program. All materials for which the Graduate College staff cannot determine an appropriate department/school are kept in a pending file for one year. If no matching application is identified after a year, they are destroyed.

3.6 FRAUDULENT APPLICATION DOCUMENTS

If the Graduate College discovers that transcripts, letters of recommendation, or other documents submitted by an applicant are forged or misattributed, they will be labelled in GRADS as "Fraudulent Documents." If reviewers at the program level suspect or confirm that a document is not what it claims to be, please pass that information to the Graduate College so that GRADS can be updated. Under most circumstances, the Graduate College will not cancel the application without consulting the program based on misleading documents. Application reviewers who notice that an applicant has been denied or had an application withdrawn previously might be wise to check for fraudulent documents in those earlier applications.

3.7   Minimum University requirements

The university sets no minimum GPA or GRE score requirement for admission. Requirements for English Language Proficiency are detailed in a later section. Programs may set minimum requirements for these as well as other relevant academic or professional criteria.

NOTE: If your program curriculum requires student participation in organizations that require a background check, include this information in your application and catalog information.

3.8   Admission Policies and Procedures

3.8.1   Recommending Admission, Denying, Waitlisting, and Withdrawing

Departments set their own procedures for reviewing applicants, but they must process those decisions in GRADS. **Admission** is *recommended* by the department and *finalized* by the Graduate College. (See section on Department Letters, at section 3.8.5 below, for additional action that programs should take in the meantime). All admissions decisions are subject to the condition that the student have completed a bachelor's degree before beginning the graduate program. Departments may impose additional academic conditions on admission by recommending Conditional Admission, but only for students who do not require a student visa in order to attend the university.

When recommending admission for international students, it is extremely important to note any financial awards that will be offered: that information will facilitate the issuance of an I-20.

If you will not be offering admission to an applicant, you should **deny, waitlist,** or **withdraw** the applicant as soon as possible in GRADS. When you **deny** an applicant, there is a 24-hour delay and then the application status updates to "cancelled" and an email letter is sent to that applicant. If you select deny by accident, you can withdraw that action in GRADS during the 24-hour wait period and no action is recorded in PeopleSoft. If you wish to rescind the denial more than 24 hours later, contact the Graduate College and we can return the application to "application" status so that you can recommend admission.

NOTE: Please do not send applicants department-specific denial letters or emails unless you are providing specific details about how the applicant can strengthen future applications.

If you believe the candidate is acceptable but have admitted a full cohort, you can use GRADS to set the student's status to **waitlist** or **withdraw**. **Waitlist** triggers no emails to the student, but it is visible to them in their Student Center. That provides notice to the student that their application is still under consideration for an admission offer.

You must admit, deny, or withdraw the applicant prior to the start of the admit term. If you withdraw an application (whether waitlisted or not) because no slot became available, use the Withdrawal for Admit Term Closed option.

NOTE: If you have recorded an admission offer in GRADS and the student declines the offer, please use GRADS to withdraw that application—or, if the withdrawal option is no longer available, notify the Graduate College of the student's decision. Recording the student's withdrawal will remove that student's name from Orientation and other beginning-of-program emails.

3.8.2   Conditional Admission

- Students with some academic deficiency in their entry requirements may be approved by the department for **conditional admission**. The admitting department will specify the conditions—

usually a number of hours with grade point average or completion of some prerequisite—that must be met in order to clear the student for unconditional admission.

NOTE: Departments have the responsibility to monitor conditionally-admitted students and to notify them and the Graduate College when the students meet or fail to meet the conditions.

- Students admitted conditionally are not eligible for graduate appointments until their admission status changes to unconditional.
- The Graduate College monitors student GPA and will notify the department and academic college if a student GPA is below 3.0 after semester grades are posted.

International students cannot obtain a visa based on conditional admission. For guidelines on admission for students without adequate English language proficiency for graduate study, see English Language Study Provisional (EP) Admission below.

3.8.3   Finalizing an Admission Recommendation

Graduate College staff are notified of pending admissions in GRADS. Staff will verify eligibility (a final/official transcript for the bachelor's degree must be on file), and then a formal letter of admission is sent by the Graduate College to the student confirming:

- the degree program,
- entry term,
- admission status (see **Admissions Status** immediately below), and
- any documents required to complete the admission file.

3.8.4   Admissions Status

3.8.4.1   Final

Student application file is complete and there are no special conditions to be met after matriculation (i.e., admission is neither conditional nor provisional).

3.8.4.2   Conditional

See 3.7.2 above.

3.8.4.3   Provisional

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.

- Students are asked to submit final, official documents before the end of their initial semester of registration. If documents are not received, a hold is placed on the student's account, preventing pre-registration for the following semester.
- The provisional status is removed once all documents are received.
- Holds placed for missing documents are not lifted for pre-registration. In the event a missing document is not yet available to a student, registration depends on which documents are missing. The Graduate College may request permission slips to register, or the hold may be modified to a transcript/diploma hold.

NOTE: Students who are unable to submit a final transcript showing the degree conferred by the start of their initial term of enrollment must submit an **Enrollment Verification Letter** from their college or university, verifying completion of degree requirements and indicating the expected date of degree

conferral. This letter must be received by the Graduate College by the first day of the student's term of admission.

3.8.5   Department Letters to Students

Although official, binding letters of admission will come from the Graduate College, it is good practice to notify applicants of your decision to admit them. This is especially true given that official letters will go out only after admission is finalized and do not carry information about funding offers.

Letter templates are available on the Graduate College website at https://www.ohio.edu/graduate/graduate-directors-webpage/graduate-chairs-definitions/descriptions-components-included. Departmental letters notifying applicants of the departmental admissions recommendation and a funding offer (if applicable) **must do the following:**

- Note that admission is being **recommended.**
- If student is being offered an appointment or other aid, spell out the amount and type of aid, and for how long it is being offered. **Good practice also includes disclosing whether the student is likely to spend time in the program without an appointment or with a lower level of support.**
- Spell out what expenses the student will bear.
- Indicate what the student needs to do to remain eligible for any appointment offered.
- For international students, include information about English proficiency.
- For all students offered funding, **do not** require acceptance prior to April 15, per the CGS Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants http://cgsnet.org/ckfinder/userfiles/files/CGSResolution_Oct2015.pdf.

3.8.6   Pending Applications Will be Closed... But May Come Back

The Graduate College administratively closes all applications for a given term that are still in application status as of the fifth (5th) week of the term for applicants in the U.S. Applications for those who need to go through the visa process will be closed *at least* six (6) weeks *before* the start of the term. Applicants are notified that they have the option to defer their application to a subsequent term. If you would rather that these student not reapply using the same application, please deny them prior to this time.

3.9   INTERNATIONAL APPLICANTS: SPECIAL ADMISSIONS PROCEDURES

International students need an I-20 or DS-2019 (Certificate of Eligibility for Nonimmigrant Student Status or Exchange Visitor Status, respectively) before they can be issued student visas to study in the U.S. The Graduate College works individually with each international admit who is not currently studying in the U.S. to issue an I-20. This process is shown in Figure 1.

DS-2019 Forms for J (exchange) visas are issued by the Office of International Student and Faculty Services. These are subject to many of the same legal requirements, including financial information, as the I-20s issued for students who enroll for the purpose of completing a graduate program at OHIO.

3.9.1   What is an Official Transcript?—International (not Canadian)

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 sole copy.

Many institutions will provide students with certified or "attested" copies of academic documents, which are copies of the original that have been signed and stamped by the Registrar of the issuing university or the Principal of the university-affiliated college. These documents should arrive at the

Graduate College in envelopes sealed and issued by the issuing university. Alternately, the student may choose to have documents evaluated by a National Association of Credential Evaluation Services (NACES) member. Official documents may also be attested by an EducationUSA office (in which case they must include the cover letter).

Academic documents must be submitted in both the original language and an English translation. Only translations by the degree-issuing university, a NACES organization, the Ministry of Education, or EducationUSA are acceptable, unless otherwise noted. Country-specific details can be found on the Graduate College website at https://www.ohio.edu/graduate/prospective-international-students/international-credential-requirements-country. See also Credential Checks, above.

Students may also opt to pay for CertiFile credential verification from within the application. This third-party service uses NACES-approved evaluators and allows the student to use the same credential evaluation for multiple academic and employment applications. It also saves considerable time in Graduate College application processing.

3.9.2   English Proficiency

The Graduate Catalog requires a demonstration of proficiency through an official TOEFL or IELTS score before an offer of admission to an academic program can be made and an I-20 for study in that program can be processed. (Applicants without demonstrated English proficiency may be admitted as English Provisional and initially placed into the Ohio Program of Intensive English (OPIE). This and other exceptions are noted in the section on English Language Proficiency.) Non-native English speakers must also establish proficiency in English before they are eligible to receive a graduate appointment, and the offer of a graduate appointment may affect the student's ability to receive an I-20.

All students with a TA appointment must also demonstrate spoken English proficiency. Non-native speakers must establish this through approved testing. Programs are responsible for verifying the spoken proficiency of native speakers. For more information, see the sections on English Language Proficiency and Graduate Student Appointments.

3.9.3   Affidavit of Support/Financial Responsibility

International applicants must submit evidence of financial responsibility—either funding from the university, cash in the bank, or some combination—as student visa holders generally cannot hold off-campus employment. International students must certify funds totaling the amount listed for the applicable academic year. For amounts, see https://www.ohio.edu/graduate/prospective-students/tuition. Please note that the amounts are for a 9-month academic year.

Once a student is admitted:

- The Affidavit of Support is evaluated
- 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).

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/full evidence of financial responsibility for the Affidavit of Support. Funding amounts entered into GRADS are used for this purpose. **Failure to notify the Graduate College of a departmental financial support offer can delay the admission process for international graduate students.**

The Financial Support Form and instructions for completing it, including requirements for supporting documentation and rules for financial sponsorship, can be found on the Graduate College Forms page (https://www.ohio.edu/graduate/forms).

TABLE OF CONTENTS

Admission and F1/J1 Visa Steps for International Students

Application

U.S. Bachelor's Equivalent? — No / Yes

See Section on English Proficiency

English Proficient*? — No

Native English Speaker? — No

Admission/ Funding Offered — Yes

Student Ineligible to Enroll

Evidence of Financial Responsibility Submitted

*With an assigned English level or waiver permitting admission or admission and funding. An I-20 may be issued before a student has demonstrated proficiency for funding, but the student may have difficulty establishing adequate financial resources without the funding offer.

I-20 Issued

Student Pays SEVIS fee

Visa Interview — Unsuccessful / Successful

Student Eligible to Travel, Enroll

Figure 1: Admissions and Visa Steps for International Students

Graduate College Handbook 11-22-19   17   *3 – Application and Admission*

3.9.4   How Do Students Get Their I-20s?

The Graduate College by default airmails all I-20s. Students who would like quicker delivery may use eShip Global (which requires payment by the applicant). Students may also request that 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. Anyone picking up an I-20 at the Graduate College must provide photo ID. If the student is using an option other than airmail or eShip Global, this information should be noted by the student on the Financial Support form.

3.9.5   The Next Steps: The Student Exchange Visitor Information System (SEVIS) and Changes in Student Status

All international student visa documents are issued through SEVIS. All students issued an I-20 or DS2019 are required to pay a SEVIS fee (currently approx. $160) directly to the Student Exchange and Visitor Program (SEVP) prior to presenting the I-20 or DS-2019 at a visa interview.

The University is required to confirm a student's arrival and registration within 45 days of the start of the academic term. The student is thus required to check-in with International Student and Faculty Services. International students are also required to maintain current address information. The address update form is on the Registrar's webpage (https://sis.ohio.edu/student); note that only students have access to this page.

Changes/addition to degree program or degree level (e.g. master's to doctoral level) require a new I-20 or DS-2019. Students must work with International Student and Faculty Services Office to acqire this.

3.9.6   New International Student Fee

To assist in providing services, ISFS charges each new international student a one-time fee of $150.

3.9.7   Timeline for International Application, Admission, and Visa

Once all application documents are submitted, the timeline for international admissions looks like this:

- Credential check: 7–10 days, but expedited at the request of the department. If the student pays for the CertiFile option when applying, this step is much less time-consuming.
- Application review by program: variable time.
- Request for English Proficiency waiver: if needed, 3–5 business days to finalize.
- Recommendation for admission and finalization of admission by Graduate College: 3–5 business days.
- Student compiles financial documents for I-20: variable time.
- Financial documents reviewed in Graduate College and I-20 processed: 5–10 business days.
- I-20 sent to student: variable time, allow about 2 weeks.
- Student pays SEVIS fee and schedules interview: up to 2 months (may be as short as 30 days for Europe).
- If successful, student arranges travel: allow 1 week.
- **TOTAL TIME (without departmental deliberations): 2–4 months.**

3.10 SPECIAL ADMISSION STATUS TYPES

Students not pursuing a graduate degree program may enroll in graduate classes with one of a number of other admissions types. If you need more information than is included here, these types and associated policies are fully detailed in the Graduate Catalog section "Application, Admission, and Adding Degrees: Admission Categories."

3.10.1   Transient Student

A student working on a graduate degree at another university can apply to take classes intended for transfer as a transient student.

- The student should complete a Transient application form (through the normal application portal) and pay the appropriate application fee.
- Rather than submitting transcripts, the applicant must complete 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. The Certificate of Good Standing form is found on the Graduate College website at (http://www.ohio.edu/graduate/gradForms.cfm).
- Admission for transient students is good for one semester only.

3.10.2   Non-Degree Student (Non-Certificate)

An applicant interested in taking courses without intending to complete a degree may qualify to study as a non-degree student.

- "Non-degree" admission has a 12-credit hour or six-year limit and does not constitute admission to a degree program. Renewal after the credit-hour or time limit requires a new application and application fee.
- Non-degree applicants need to identify an area of study on their application. Review and admission to the non-degree program are made by the graduate chair of the corresponding degree program. For example, ND1234 applicants would be admitted by the chair responsible for MA1234.
- Students applying for non-degree status need to provide an official transcript showing completion of a bachelor's degree or higher. Departments have the option to require or waive additional application materials (e.g. letters of recommendation, personal statements, resumes, etc.).
- Credit earned in non-degree status cannot normally be applied toward a graduate degree at Ohio University.
- Non-degree students are generally not eligible for financial aid. If you have questions, please refer to the office of Financial Aid.

3.10.3   Certificate

A certificate student is one working toward a standalone graduate certificate in a non-degree status.

- To be admitted to certificate status, students must apply through the non-degree application. Once admitted, students may only enroll in graduate courses that are part of their certificate programs.
- A certificate student who wishes to be considered for admission to a degree program must submit a degree-seeking application.
- Graduate status ceases upon completion of requirements for the certificate, dismissal from the certificate program, or reaching the certificate completion time limit of six years.
- Certificate students are not currently eligible for financial aid.

3.10.4   Dual/Second Master's Degree

Students already enrolled in a master's program may apply to a second master's degree program by completing a regular application form and paying the appropriate application fee. The Graduate Catalog section on "Application, Admission, and Adding Degrees" details the process and policy. In general:

- Up to 10 semester hours of graduate credit (maximum three courses) may be applied toward both degrees.
- To complete admission to a second degree program, a student must complete the dual degree form https://www.ohio.edu/graduate/forms and submit the completed form to the Graduate College. *This does not apply to students applying to the joint MBA/MSA program.*

3.10.5   Post-baccalaureate

A qualified applicant interested in taking postgraduate workshops may be admitted as a post-baccalaureate student. **Students in this status are admitted for summer sessions only on the Athens campus or for any semester on one of the regional campuses.**

- The program appears as "ND9951" in PeopleSoft. Admission is automatic to any student who holds an earned bachelor's degree and no transcripts are required.
- Post-baccalaureate status is granted for six years, or for 12 credit hours (whichever comes first). This status is renewable every six years.

3.10.6   Senior for Graduate Credit

Undergraduate students with an overall GPA of at least 2.5 and within six credit hours of completing the requirements for the bachelor's degree may apply to become a senior for graduate credit. Permission to take such courses does not constitute admission to a graduate degree program.

- A student who is admitted as Senior for Graduate Credit pays undergraduate fees and is not eligible for a graduate assistantship or scholarship support.
- Well-qualified seniors at another university who have six or fewer credits to complete the bachelor's degree are eligible to apply as well.

3.10.7   Early admission to a graduate degree program

A well-qualified senior may qualify for early admission. Eligibility requirements include 1) a GPA of at least 3.5 and 2) completion of all undergraduate requirements except the total credit hour requirement at the time of entry into the graduate program. (The second requirement does not apply to HTC students.)

- Graduate courses taken under early admission status can be used to satisfy both graduate degree requirements and undergraduate total credit-hour requirements.
- The student must submit both a regular Graduate Admission Application to the Graduate College and a completed Application for Graduate Study Early Admission (found on the Graduate College website at https://www.ohio.edu/graduate/forms).
- A student admitted through Early Admission is eligible for graduate student assistantships and scholarship support but not for undergraduate financial assistance.
- **HTC students** seeking early admission must complete the Honors Tutorial College Combined Degree Form and may also need to submit the Honors Tutorial College Undergraduate Application for Graduate Study, both of which are located at https://www.ohio.edu/graduate/forms.

3.10.8   OHIO Honors

Students in the OHIO Honors program may take a maximum of three graduate courses during their junior and senior years (i.e., after earning 60 or more semester hours of undergraduate credit). Hours earned in these courses will count toward total hours required for the undergraduate degree only; the grades will be calculated into the undergraduate GPA. Registration in graduate courses requires written permission from the instructor.

Participation in this option is at the discretion of the department or school. Qualified students can be registered by obtaining permission from the Director of OHIO Honors or his or her designee and submitting the approval form to the Registrar's Office for processing.

3.10.9 Departmental Honors

Students in a recognized departmental honors program may take a maximum of three graduate courses in their major department during their senior year (i.e., after earning 90 or more hours of credit). Hours earned in these courses will count toward total hours required for the undergraduate degree only and the grades will be calculated into the undergraduate GPA. Registration in graduate courses requires written permission from the instructor.

Participation in this option is at the discretion of the department or school. Students process this special registration by obtaining permission from the departmental honors coordinator and submitting the approval form to the Registrar's Office for processing.

3.10.10 Biomedical Engineering Undergraduate Affiliate

An Ohio University student who holds Undergraduate Affiliate status in the Biomedical Engineering program can take a select group of graduate courses by applying for BME Undergraduate for Graduate Credit.

3.10.11 English Language Study Provisional (EP) Admission

Non-native speakers of English who do not qualify for testing exemption and who have either no official, valid English language testing scores or who have scores below the cut-off for admission may apply concurrently for admission to OPIE and request future admission to a graduate degree-seeking program.

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.*

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. 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.

EP-specific guidelines and procedures:

- 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.
- The academic department will determine if the 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.
- If the applicant is deemed admissible, the department will assign a minimum required TOEFL score and set a future term of entry up to 24 months beyond the initial term of entry to OPIE. Any department considering EP admission should also consult the section When a Student Does Not Demonstrate English Proficiency, below.
- The Graduate College will provide an EP Provisional Admission letter for entry to the graduate program following 12 or 24 months in OPIE.
- The initial immigration documents will be issued for English language instruction.
- When the student arrives on campus, he/she will take OPIE placement examinations and be placed in the appropriate English classes.

- EP Students will take the on-campus English language proficiency test at the conclusion of each semester.
- If an EP student achieves the required minimum TOEFL score for unconditional admission as stated in the original letter of EP Provisional Admission in less than the designated period, the student may ask the academic department to change the term of admission to full-time graduate academic study to the term following release.
- 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 (or fewer if stipulated by the program), the EP Provisional Admission will be administratively withdrawn. Individual departments/programs may not waive the assigned minimum required TOEFL score.

3.11 How to Monitor Applications and Admissions

3.11.1 Use GRADS

Using the filters available in GRADS, program administrators can check to see which (and how many) applications are in certain admissions statuses, including Admitted, Denied, and Waitlisted. *As admissions cycles close for each term, departments should be sure to check for any remaining Reviewable applications and either recommend admission, deny, or withdraw them.*

3.11.2 Use OBI

For a more comprehensive snapshot, the OBI reporting system provides a dashboard and several ad hoc reports to assist departments/schools in monitoring applications and admission status. The applications listed as *Application* (APPL) require additional department action (admission, denial, or waitlist). Students listed as DEIN have accepted an offer of admission. (Note: international students may accept an offer of admission even if they are ineligible for an I-20 and therefore will not matriculate.)

If a student wishes to defer an application or an offer of admission to a subsequent term, ask them to notify the Graduate College by email (graduate@ohio.edu) and update their online application.

3.11.3 How to Read OBI and PeopleSoft: Application Status Decision Codes (Status/Reason)

Applicants are coded based on the both the admission decision from the department and document requirements. You may encounter these codes in reports or in PeopleSoft.

3.11.3.1 Basic Admission Codes

- **ADMT/FINL**—Final, full admission to graduate study. All required documents have been received and no academic conditions are in place.
- **DENY/DEPT**—The applicant has been denied admission to the graduate program.
- **WAPP/varies**—Application has been withdrawn by student. Codes: STUD (student request), SCOS (change of session), NSHO (Applicant not heard from).
- **WADM**—Application has been withdrawn administratively.
- **DEFR**—Applicant is being admitted as an *undergraduate* English Provisional, with a timeframe to achieve English Proficiency. Applicant remains in applicant status.
  o **DEFR/ENPR**—Applicant is admitted to OPIE for up to 2 years of undergraduate study.
  o **DEFR/ENG1—**Applicant is admitted to OPIE for up to 1 year of undergraduate study.

3.11.3.2 Conditional Codes

- **COND/varies**—Applicant has been conditionally admitted. Conditions for admission may be document-based (missing documents to complete admission), academic-based, or some combination of the two.
  - o **COND/CPRO**—Applicant is missing academic documents. Once missing academic documents are provided, applicant will be given ADMT/FINL status.
  - o **COND/ACEL**—(For international students who require a student visa.) Applicant is missing financial documents, and possibly other academic documents. Until financial documents are provided, an I-20 cannot be issued. Once all documents are provided, applicant will be given **ADMT/FINL** status.
  - o **COND/CACA**—Applicant is admitted academic conditional.
  - o **COND/PCAC**—Applicant is missing academic documents. Once all documents are received, applicant will become **COND/CACA**.
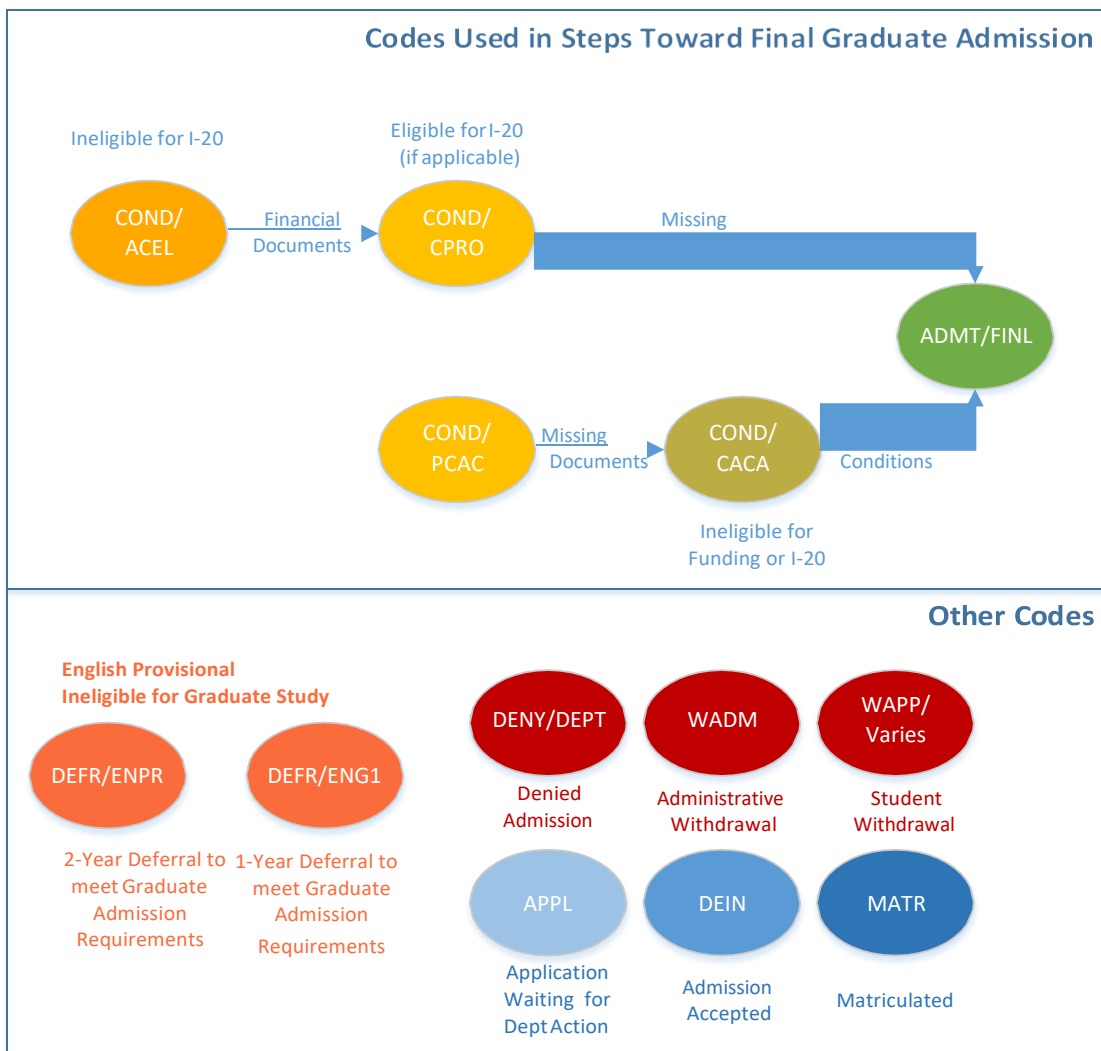
Figure 2: Admission Codes in PeopleSoft

4   GRADS

The primary documentation for GRADS is the GRADS User Guide, available from within GRADS itself and on the Graduate College website. This is a brief overview of its purpose and the processes for which you will need to use it.

4.1   WHAT IS GRADS?

GRADS is the Graduate Review and Admission Decision System. It is a web-based, online system for reviewing applications to graduate study at Ohio University and for managing aspects of graduate student lifecycle that involve the Graduate College. Developed by OIT, GRADS puts a web interface between PeopleSoft and our document management system (OnBase). GRADS is accessible (with authorization) by any faculty or staff member involved in the review or admission of applicants to graduate study. Figure 3 shows the major data flows and foundation software GRADS integrates.
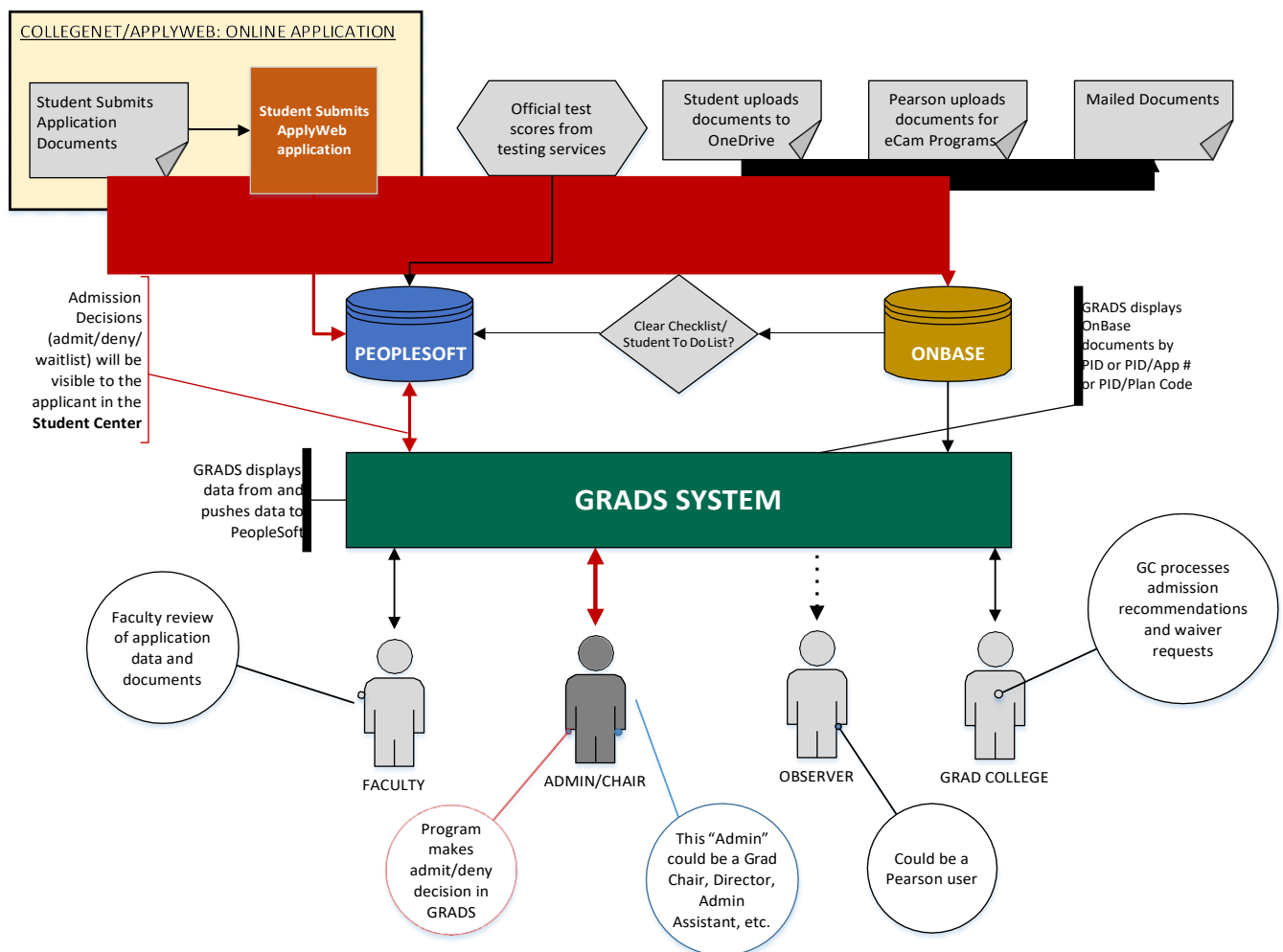
Figure 3: GRADS Basic Architecture

4.2 GAINING ACCESS

Department chairs or program directors should contact the Graduate College to request access rights for faculty or staff with roles in reviewing or admitting graduate students. At the same time, they should indicate who those new users are replacing, if anyone. For detailed instructions, please see the GRADS User Guide.

Role Levels: Depending on how the individual interacts with applications, one of several role levels will be applied. The end user levels are:

- College Administrator
- Department or Program Administrator
- Committee Member
- Observer

The table below shows the basic abilities for each end user level

Table 2: GRADS Roles and Permissions

	College Administrator	Dept or Prog Administrator	Committee Member	Observer - Read Only
Applicant Pool Visibility	College	Dept/Prog	Program	Any Level
Deny Applicant	Yes	Yes	No	No
Admit Applicant	No	No	No	No
Flag for Review	Yes	Yes	No	No
Recommend Admit	Yes	Yes	No	No
Waitlist Applicant	No	Yes	No	No
Withdraw Applicant	Yes	Yes	No	No
Add Checklist Items	Yes	Yes	No	No
Filter Applicants	Yes	Yes	Yes	Yes
View Applicant	Yes	Yes	Yes	Yes
View Documents	Yes	Yes	Yes	Yes
Add Review Comment	Yes	Yes	Yes	No
Request BDG Waiver	Yes	Yes	No	No
Request English Proficiency Waiver	Yes	Yes	No	No

4.3 DATA AND DOCUMENTS AVAILABLE IN GRADS

4.3.1 Application Documents

GRADS contains all of the information provided in the application process.

- Data from the application is pulled from PeopleSoft to populate a main panel of data about the applicant—the main panel is labeled the "Application" tab.

- Subsequent panels (tabs) provide information on the applicant's To Do list, Prior Education, official Test scores, Documents uploaded, and the Action History for that application. For complete details, please review the GRADS User Guide.

4.3.2   Lifecycle Documents

During the student's time in the degree or certificate program, the Graduate College will upload documents processed by the Graduate College, which appear on the lower section of the Documents panel. Among other items, these include the following:

- Registration documents (e.g., late registration, changes to registration after the second week of classes, term withdrawal documentation)
- The addition of certificates to the degree program
- Changes to graduate appointments, especially cancelation
- Documentation of the Thesis and Dissertation (TAD) process and completion.

4.3.3   Comments

The final tab provides a persistent comments dialog. All users except Observers may add comments (Observers may view comments). The Comments tab is primarily for the use of faculty reviewing applications, but it may also be used for later lifecycle tracking. Graduate College staff will also use the Comments tab to record admissions processes not otherwise documented (e.g., mailing an I-20). In addition, the Graduate College may also Comment to record solutions for or actions taken that do not have associated documents.

4.4   MAKING ENGLISH PROFICIENCY WAIVER REQUESTS

All English Proficiency Waivers are initiated in GRADS. **The waiver must be requested before the student is recommended for admission.** For more information, see the section on English Language Proficiency.

4.5   MAKING BACHELOR'S DEGREE WAIVER REQUESTS

All Bachelors Degree Waivers are initiated in GRADS. If an applicant has not earned a US-equivalent bachelor's degree, they are not admissible for graduate study. For more information, see the section on Application and Admission. You may initiate a request for bachelor's equivalency through GRADS.

4.6   LETTERS TRIGGERED BY GRADS DECISIONS AND PROCESSES

For contents of the email messages to applicants generated by decisions in GRADS, please see Appendix B.

5 ENGLISH LANGUAGE PROFICIENCY: PRE-AND POST-ADMISSIONS

5.1 PRE-ADMISSIONS ENGLISH PROFICIENCY APPLICATION REQUIREMENTS

5.1.1 Who Needs Testing to Establish English Proficiency?

Applicants who have indicated on the application that English is not their native language normally need to establish proficiency in English for admission to a graduate program and for graduate funding. However, programs may exempt certain applicants from testing within GRADS (for all purposes *except* TAships). These include students who have graduated from an OHIO degree program within the past two years and also U.S. citizens or permanent residents with significant higher education or work history in English language settings. Students who may be exempted from testing within GRADS will have particular English proficiency level codes, and GRADS will prompt the user recommending admission (see Waivers of Testing Only, below).

5.1.2 What are the Testing Requirements for Admission and Funding?

OHIO accepts either of two standardized test scores as part of the admission packet: Test of English as a Foreign Language (TOEFL; http://www.ets.org) or International English Language Testing System (IELTS; http://www.ielts.org). The TOEFL has two formats (online, a.k.a. iBT, and paper, now called the Paper-delivered Test). Prior to October 2017, the paper-based test was referred to as the PBT and had a score range different from the iBT. The new paper scores have not been validated against the iBT and old PBT score range, so the Graduate College will make a case-by-case assessment of any Paper-delivered Test results received.

To make things even more complicated, the TOEFL Institutional Testing Program (ITP)—the test given after arrival at OHIO—retains the old paper score range. **ITP scores can only be accepted when administered at OHIO. In all other cases, only official scores sent from the testing company are accepted for demonstrating English proficiency.**

Scores are considered valid for up to two years (i.e., ≤ two years from the start of the semester of entry). When scores expire after admission but shortly before the start of the term, departments may contact the Graduate College for a waiver form generated outside of GRADS.

The university minimum scores for admission and most funding are as follows:

ENGL1 - Unconditional Admission with Eligibility for Funding

- iBT – ≥80 Composite, all section scores of ≥17
- IELTS – ≥6.5 Composite, all Bands ≥6.5
- Paper TOEFL – ≥550 Total, Composition ≥5, all other section scores ≥52

ENGL2 - Unconditional Admission without Funding Eligibility

- iBT – ≥70 Composite, Writing ≥17, all other section scores of ≥15
- IELTS – ≥6.0 Composite, all Bands ≥6.0
- Paper TOEFL – 525–549 Total, Composition ≥4, all other section scores ≥50

5.1.3 Proficiency Levels for Appointments with Instructional Duties (Most TAs)

Ohio Revised Code 3345.281 requires that state universities assure oral English proficiency of teaching assistants who provide any classroom instruction. SPEAK Tests are administered after arrival (see below).

<u>Provisional Teaching (i.e., student *must* take ELIP during first semester of teaching)</u>

- iBT – ≥80 Composite, Speaking score of 21–23
- IELTS – ≥6.5 Composite, Speaking 6.5
- ITP/Legacy PBT TOEFL – ≥550 Total, SPEAK Test of 190–229

<u>Eligible for Teaching</u>

- iBT – ≥80 Composite, Speaking score of ≥24
- IELTS – ≥6.5 Composite, Speaking ≥7.0
- ITP/Legacy PBT TOEFL – ≥550 Total, SPEAK Test of ≥230

5.1.4   What Do Those Scores Actually Mean?

5.1.4.1   TOEFL iBT Scoring Guide
TOEFL Scoring Guides are made available by ETS at
http://www.ets.org/toefl/institutions/scores/guides/.

5.1.4.2   IELTS Scoring Guide
A description of what each IELTS band score means is offered by the British Council at
https://takeielts.britishcouncil.org/find-out-about-results/understand-your-ielts-scores.

5.1.4.3   iBT/IELTS Crosswalk
ETS maintains a crosswalk between TOEFL iBT scores and the IELTS. This information is found at
http://www.ets.org/toefl/institutions/scores/compare/.

5.1.5   English Proficiency Level Codes Used in GRADS

Table 3: Overview of Proficiency Levels

English Proficiency Level	How Established	What You Can Do
ENGL0: Native speaker	Application check box	Full admission and funding; oral proficiency certified by program
ENGL1: Meets full proficiency standards	Test scores	Full admission and funding; TAs require SPEAK Test if not cleared by iBT/IELTS Speak testing
ENGL2: Meets minimum proficiency standards	Test scores	Full admission without funding
ENGL3: Does not meet minimum proficiency standards	Test scores	Admission to OPIE with provisional admission to program in subsequent term
ENGL4: Citizen/Perm Resident with recent English language education and/or work history	Application check box and documents	Program may require testing OR grant full admission and funding; TAs require SPEAK Test if not cleared by oral testing earlier
ENGL5: Recent OHIO grad	Application documents	Program may require testing OR grant full admission and funding; TAs require SPEAK Test if not cleared by iBT/IELTS Speak testing
ENGL6: Proficiency not demonstrated	No valid test scores	Admission to OPIE with provisional admission to program in a subsequent semester
ENGL7: Graduate College is assessing	Application documents that need review	Nothing yet (may request expedited review)

Admissibility

- Non-Native application
- Graduate of OHIO ≤ 2 yrs ago?
- Test Scores?
- Program Requests Waiver?
- Program Waives Testing?
- Level 1 Scores?
- Level 2 Scores?
- Only Eligible for English Provisional (via OPIE)
- Admission Waiver (ENGW0)
- Eligible for Admission – No Funding
- Funding Waiver (ENGW1– 4)
- Eligible for Full Admission and Funding

Proficiency Scores (Minimum)

Level 1 - Unconditional Admission without Funding Eligibility
- iBT – 70 Composite, Writing 17, all other Section Scores of 15
- IELTS – 6.0 Composite, all Bands 6.0
- Old TOEFL – 525 Total, Composition 4, all other Section Scores 50

Level 2 - Unconditional Admission with Eligibility for Funding
- iBT – 80 Composite, all Section Scores of 17
- IELTS – 6.5 Composite, all Bands 6.5
- Old TOEFL – 550 Total, Composition 5, all other Section Scores 52

Fundability

- Admission with Funding Offer – Non-Native Speaker
- Teaching 1 Scores?
- Program Wants as TA?
- Student may take SPEAK Test on Arrival
- Teaching 2 Scores?
- Student is Fundable
- SPEAK Score?
- Program must hire in Non-Instructional Role
- Fundable, w/TA
- Program Wants as TA?
- Student may teach with concurrent ELIP
- 190 ≤ X < 220
- 230+ Student may teach

Teaching Eligibility Minimum Scores

Teaching 1 - Provisional Teaching
- iBT – 80 Composite, Speaking score of 21
- IELTS – 6.5 Composite, Speaking 6.5
- Old TOEFL – 550 Total, SPEAK Test of 190

Teaching 2 – Eligible for Teaching
- iBT – 80 Composite, Speaking score of 24
- IELTS – 6.5 Composite, Speaking 7.0
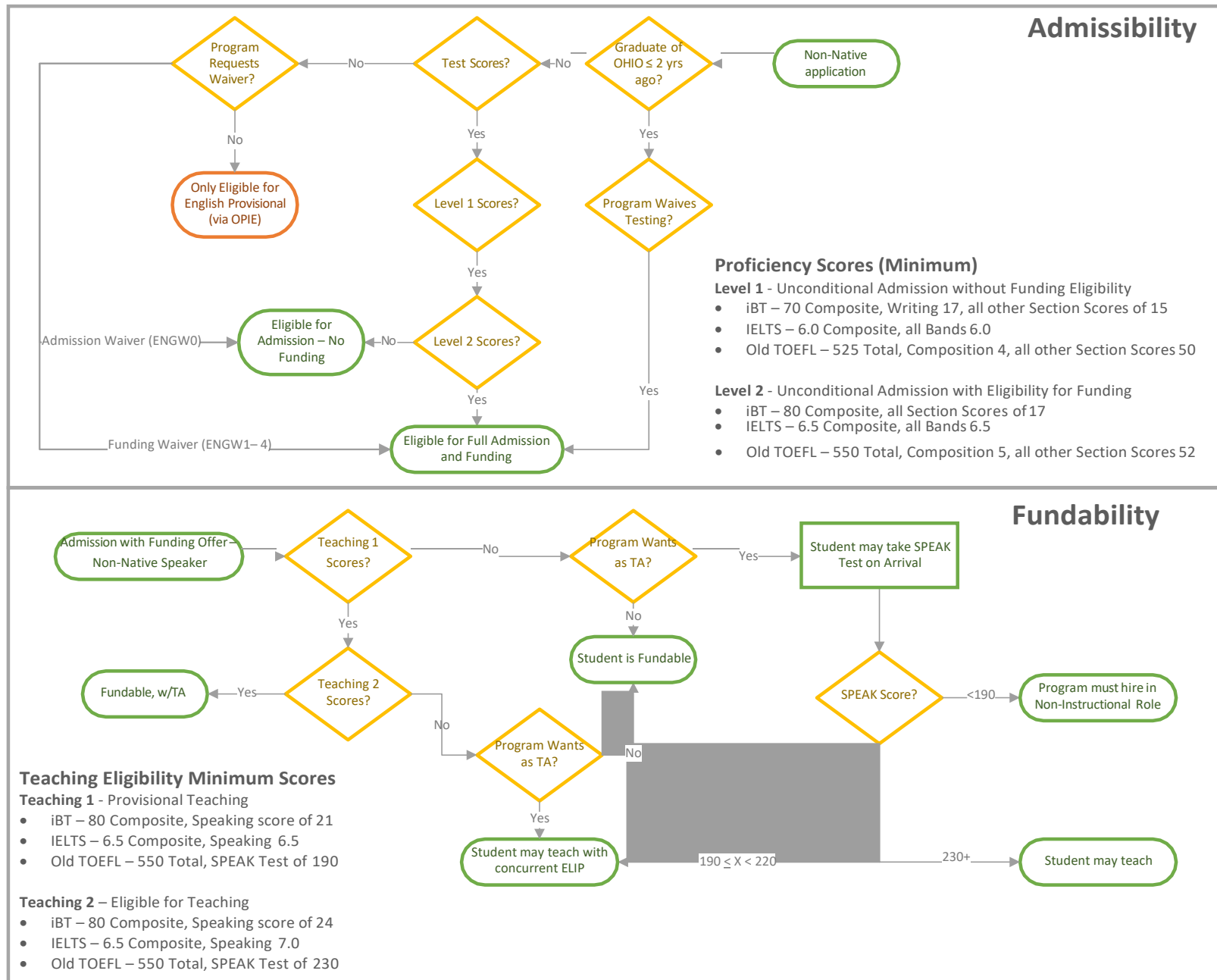- Old TOEFL – 550 Total, SPEAK Test of 230

Figure 4: English Proficiency Determination

5.1.6   Proficiency Levels Used in GRADS Person Comments: The Fine Print

- **ENGL0: Native English Speaker: If domestic OR applying to eCampus OHIO program, can admit with or without Academic Conditions. If international and campus based program, no Academic Conditions may apply.**

- **ENGL1: Eligible for unconditional admission with funding. TA offers can only be made once spoken English proficiency is demonstrated.**
  - • iBT - 80 Composite, all Section Scores of 17
  - • IELTS – 6.5 Composite, all Bands 6.5
  - • Paper TOEFL (TOUB/TOUE) – 550 Total, Composition (WRITP) 5, all other Section Scores 52

- **ENGL2**: **Eligible for unconditional admission. Not eligible for funding.**
  - • iBT - 70 Composite, Writing 17, all other Section Scores of 15
  - • IELTS – 6.0 Composite, all Bands 6.0
  - • Paper TOEFL (TOUB/TOUE) – 525 Total, Composition 4 (WRITP), all other Section Scores 50

- **ENGL3: Does not have English Proficiency. Eligible for English Provisional Admission only. Must apply to OPIE.**

- **ENGL4: US Citizen/Perm Resident - English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission with or without Academic Conditions. Department can request exemption from English Proficiency Testing.**
  - • Degree earned within the last 2 years at English Language Institution
  - • English is Not the Native Language
  - • US Citizen/Perm Resident

- **ENGL5: OHIOU student - Has or will have bachelors or advanced OHIOU degree within the past two years. Academic program can exempt from English proficiency testing except if offering a TA appointment. All TAs are subject to spoken English proficiency testing.**
  - • English is not the native language
  - • Record holds (or will hold) Ohio University Bachelor, Master, or Doctoral degree (listed in Prior Education)
  - • Degree date is within 24 months of the Admit Term Start Date

- **ENGL6: Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE.**
  - • English is not the native language and
  - • No reported test scores, or test scores are expired

- **ENGL7: English proficiency unknown; undergoing Graduate College review.**
  - • English is not the native language,
  - • US Citizen/Permanent Resident, and
  - • No prior degree earned in last two years from institution where English was the language of instruction; or
  - • Online program and not US Citizen/Permanent Resident; or
  - • The record includes a TOUB or TOUE test without the WRITP component

5.1.7   When a Student Does Not Demonstrate English Proficiency

Generally speaking, students whose test scores fall below the university minimum for admission will not do well in graduate study with their current English skills. Promising applicants may, however, be

admitted provisionally into the Ohio Program of Intensive English (OPIE), with undergraduate status. Such students have up to 24 months to achieve sufficient English proficiency for graduate admission.

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:

- The TOEFL score the student will be required to achieve if it is more than the University minimum for unconditional admission. The university minimum is iBT 70/IELTS 6.0/525 TOEFL.
- 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 only eligible to retain that status for up to two years. Consequently, programs should carefully consider the full ramifications of promising financial support for what may be two years in the future.

To avoid unintentional policy conflicts, programs are strongly advised to send a draft of their departmental letter to the Graduate College for review prior to sending to a student.

Special circumstances may, however, occasionally warrant a waiver to permit direct admission or funding when there are not test scores to document proficiency or when there is good reason to believe that the test scores are not accurate reflections of the student's skill level.

5.2 ENGLISH PROFICIENCY WAIVER PROCESS

5.2.1 Waivers of Testing Only: Recommending Admission for Recent OHIO Graduates and US Citizen/Permanent Residents

Applicants who have been assigned status ENGL4 or ENGL5 (see above) are admissible at the discretion of the program. In either case, a user who attempts to recommend admission will be prompted to either waive further proficiency testing or NOT waive further testing. One option must be selected. If the program chooses not to waive testing, then the student will be eligible for English Provisional admission only (i.e., will start in OPIE) barring valid test scores.

If the program chooses to waive testing, the student may be recommended for admission with or without funding. TAships with instructional duties, however, are still conditional upon demonstrated oral proficiency. Normally this means that the student will need to take the SPEAK Test prior to beginning the appointment.

5.2.2 Other English Proficiency Waivers through the Graduate College for Admission or Funding Eligibility

Waivers other than those described above (for ENGL4 and ENGL5) require the approval of the academic college's Associate Dean and the Associate Dean of the Graduate College. They are requested through the drop-down action menu in GRADS, which brings up a Qualtrics survey. That survey is routed first to the academic college and the Graduate College.

5.2.2.1 *DO NOT RECOMMEND ADMISSION BEFORE REQUESTING ANY DESIRED WAIVER*

GRADS is not configured to allow waiver requests after admission is offered. If a student subsequently receives a waiver that enables a funding offer, the initial admission will need to be rolled back in the system.

5.2.2.2 *When is a waiver appropriate?*

Waivers should be reserved for exceptional cases. Some applicants have quite extensive education or work history in English, but they are not U.S. citizens or permanent residents and so receive ENGL6

status before testing rather than ENGL4. When a program has interviewed these candidates and can attest to their fluency, a waiver may be appropriate. Likewise, an applicant may have scored very close to the next level of tested proficiency and be primarily working in a numerical/symbolic field, or the test results may be incongruous with other evidence and suggest a specific handicap (e.g., dyslexia, test anxiety) that might not impede academic progress after arrival.

5.2.2.3   Kinds of waivers

- **ENGW0: Full admission English proficiency waiver. Not eligible for a graduate appointment without additional proficiency assessment.** *Select this waiver for students whom you do not intend to fund.*
- **ENGW1: Full admission English proficiency waiver; eligible for RA/GA or GRS funding <u>with concurrent ELIP coursework.</u>** ELIP will assess student for placement after arrival. Not eligible for a TA appointment. *Select this waiver to fund students with a need for ELIP who will not be teaching.*
- **ENGW2: Full admission English proficiency waiver; eligible for RA/GA/TA or GRS funding <u>with concurrent ELIP coursework.</u>** ELIP will assess student for placement after arrival. A TA appointment requires demonstration of spoken English proficiency. *Select this waiver to write a provisional TA appointment. The student must still take SPEAK test after arrival to confirm eligibility for instructional duties with concurrent ELIP.*
- **ENGW3: Full admission English proficiency waiver; eligible for RA/GA or GRS funding.** Not eligible for a TA appointment. No further testing required. *Select this waiver to fund students who a) do not need ELIP, and b) will not be teaching.*
- **ENGW4: Full admission English proficiency waiver; eligible RA/GA/TA or GRS funding.** A TA appointment requires demonstration of spoken English proficiency. *Select this waiver to write a TA appointment. Student must take SPEAK test after arrival to confirm eligibility for instructional duties.*

**NOTE: Students with an ENGW2 or ENGW4 waiver will have a SPEAK Test checklist item added to their record, which will be removed when the SPEAK Test results are recorded. If the student does not take the SPEAK Test, the checklist item will prevent registration for the next semester. Departments that request one of these waivers but end up writing a non-TA appointments for the student should remove the checklist item prior to the next term's preregistration.

The relationship between these waivers, funding, and ELIP requirements is shown in Table 4:

Table 4: English Proficiency Waivers

	ENGW0: Full admission without funding; ELIP *strongly recommended*, but cannot be a condition of admission.
ENGW1: Full admission with non-TA funding *and ELIP as condition of funding.*	**ENGW3:** Full admission with non-TA funding, no conditions.
ENGW2: Full admission with any funding *and ELIP as condition of funding.* SPEAK test required for teaching.	**ENGW4:** Full admission with any funding. SPEAK test required for teaching. ELIP required only if SPEAK score so indicates.

5.3 POST-ADMISSIONS

5.3.1 SPEAK Test for Teaching Assistants

Students who do not speak English as a native language and who have been offered TA appointments with instructional duties must take the SPEAK Test after arrival at Ohio University unless they have already demonstrated oral proficiency. (See "Proficiency Levels for Appointments with Instructional Duties," above). Students who achieve a score of 230 or greater are cleared for teaching. Those who score between 190 and 230 may teach for one semester while taking a concurrent ELIP course (see below) to improve oral proficiency. Continued teaching depends on achieving an appropriate SPEAK Test score at the end of the ELIP course.

For more information on the SPEAK Test, see https://www.ohio.edu/cas/linguistics/elip/graduate/oral-proficiency/speak-prep.cfm.

Students who have been offered TA appointments but cannot demonstrate the necessary oral proficiency in English must be given an equivalent amount of support in the form of a different appointment or fellowship.

5.3.2 English Language Improvement Program (ELIP)

Because of immigration law, admission cannot be dependent on participation in ELIP. (Graduate appointments and awards, however, may be.) Regardless, all multi-language students are strongly encouraged to take advantage of ELIP. Information on the range ELIP graduate courses and tutoring is found at https://www.ohio.edu/cas/linguistics/elip/graduate/index.cfm.

6   GRADUATE STUDENT APPOINTMENTS & BENEFITS

See also the Graduate Catalog section "Graduate Appointments and Fellowships" for an overview of the Graduate Appointment policy details. All policies, including current minimum award amounts and a table of required registration hours for each type of award, are detailed in the Graduate Appointment Policy sheet found on the Graduate College website at
https://www.ohio.edu/graduate/graduate-directors-webpage/graduate-appointments-resources-faculty-and-staff

6.1   GENERAL INFORMATION & POLICIES

6.1.1   Expectations

Students awarded an assistantship are provided a service stipend for work and (typically) a tuition waiver. It is the responsibility of the unit and (assistantship) advisor to ensure that students work no more than the stipulated hours on their assistantship work. When an assistantship encompasses the student's academic work (e.g., an RAship overlapping with the thesis), you should make sure that the student understands what part of their work is toward their degree.

Students on most assistantships are expected to work all 15–16 weeks of the semester (including finals week), on a Monday-Friday basis, with Thanksgiving break and spring break included. TAs are on appointment until grades are due. Official policy does not provide for students working before the start of the semester, but if special arrangements are made, total hours cannot exceed those in the contract.

Students on appointment in the area of residence life workdays will be determined based on the special terms and conditions as set forth by the associate director of residential housing. Any appointment expectations that extend beyond the above framework (e.g., weekend or holiday duties, duties that extend beyond the defined semester) should be noted as part of the appointment creation. For further details, please see University Policy 41.004.

6.1.2   Deadline for Creating Appointments

Appointments should be created in OGA a minimum of **30 days before the start of the semester** in order to avoid the risk of students incurring tuition bill late fees or having their stipend delayed. This advance time is needed to ensure that the appointment can be fully approved, processed, posted, and disbursed by the beginning of the semester. For additional information, contact the Graduate Appointment Administrator.

6.1.3   Maximum Number of Terms to Receive Tuition Scholarship

Ohio University policy limits the number of semesters that a student may receive tuition funding from any source within the university (not just from any particular program or unit). In order to make accurate funding offers, programs that wish to admit students with tuition waivers who have been enrolled as graduate students at Ohio University previously should verify the number of remaining terms eligible for waivers.

A student with an awarded graduate degree from another institution may receive a maximum of 10 semesters of tuition scholarship. A graduate student without a graduate degree or with a previous graduate degree from Ohio University may receive a maximum of 12 semesters of tuition scholarship from all Ohio University programs.

6.1.4   Graduate Appointment Guidelines & Employment Documents

Graduate Appointment Guidelines:
https://www.ohio.edu/sites/default/files/sites/graduate/files/OGA/FY19%20Final%20Graduate-Appointment-Guidelines.pdf.

Appointment offers must include expected start and end dates, weekly work hour requirements, and notice of expectations for work on weekends/holidays or beyond the defined semester.

Employment documents are available at and submitted in person to the Employee Service Center at the Human Resource and Training Center (HRTC), 169 W Union St, Athens.

Prior to arrival, students need to complete Section 1 of the I-9 form electronically. Links to that system and required I-9 documents are on the Graduate College forms page, https://www.ohio.edu/graduate/forms

6.1.5   Earliest Response Deadline is April 15th (fall cohorts)

Ohio University abides by the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants (https://cgsnet.org/april-15-resolution). Students are under no obligation to respond to offers of financial support prior to April 15. Withdrawing an acceptance of financial support after April 15 commits the student to obtain a written release from the program before accepting an offer from a different program or institution. Contact the Associate or Assistant Dean of the Graduate College for assistance if you have questions.

For programs admitting to terms other than fall, CGS provides no specific guidance about the earliest date that students may be asked to respond to funding offers. A**ll programs are obligated, however, to honor the spirit of the resolution by giving admitted students enough time to weigh offers received from other institutions in making their choice of program.**

6.1.6   Renewal and Non-Renewal

Graduate students seeking continuation of stipend and scholarship support must follow all departmental policies and procedures pertaining to renewal of that support. Additionally, Graduate Council guidelines state that graduate students holding graduate appointments written for an academic year must receive notice of renewal or non-renewal of that appointment no later than the end of spring semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required.

Graduate students holding graduate appointments written on a semester basis must receive notice of renewal or non-renewal of appointment at least one semester before the end of that appointment period. Graduate students holding spring semester appointments must be notified no later than the end of the spring semester of renewal or non-renewal for fall semester. This provision does not apply to appointments terminated early or not renewed for academic or service performance reasons. In such cases, no prior notification is required.

Notification of summer semester appointments can (and should) be made as early as practicable.

6.1.7   To Advertise Graduate/Research/Teaching Assistantship Opportunities

The Graduate College can post opportunities for students seeking graduate appointments. Units may request postings at https://www.ohio.edu/graduate/graduate-directors-webpage/graduate-assistantship-posting-form.

6.2 UNIT ALLOCATIONS FOR GRADUATE STIPENDS & SCHOLARSHIPS

Waivers and stipend funds are controlled by the budgeting process in each college. Consult with the Associate Dean for Graduate Studies of your unit to determine availability of funding for graduate students.

6.3 STUDENT ELIGIBILITY REQUIREMENTS

In addition to the information below, see also requirements listed in the Graduate Appointment Policies link on the Graduate Appointments webpage: https://www.ohio.edu/graduate/current-students/appointments-details.

6.3.1 Eligibility Requirements for Students to Receive a Stipend

Stipend dollars can be awarded to any student who meets the following requirements:

- is admitted without academic conditions to a graduate program
- meets English Language Proficiency requirements for funding
- is enrolled for minimum required credits. (see Table 5 for details). Audit and undergraduate hours do not count toward the registration requirement
- has a graduate GPA ≥3.0 (Note: Colleges are allowed to extend a graduate appointment for one-semester probationary period if a student's GPA falls below 3.0)
- has met all other requirements as stipulated in the Graduate Appointment Guidelines sent to student at time of award
- completes specified weekly work hour requirements (see Table 5 for details)
- has or has applied for a Social Security number. Information for international students who need to request a social security number is found on the ISFS web site, https://www.ohio.edu/global/isfs/students/current-students/forms.cfm.

Please also note that international exchange students (e.g., Fulbright participants) require a letter authorizing work in order to receive a service stipend, including the small one included in a GRS. (International students enrolled in a degree program usually hold F-1 visas, which by default allow part-time on-campus employment.)

6.3.2 Eligibility Requirements for Students to Receive a Graduate Tuition Scholarship

Tuition scholarships can be awarded to any student who meets the following requirements:

- has not exceeded the maximum allowable number of tuition scholarship terms funded
- meets English Language Proficiency requirements for funding
- has been admitted without academic conditions
- is enrolled for minimum required credits (see Table 5 for details). Audit and undergraduate hours do not count toward the registration requirement
- has a cumulative graduate GPA ≥3.0. (Note: Colleges are allowed to extend a graduate appointment for one-semester probationary period if a student's GPA falls below 3.0.)
- **has a graduate stipend graduate appointment with a work requirement or a fellowship**
- has met all other requirements as stipulated in the Graduate Appointment Guidelines sent to student at time of award

6.3.3 Special Eligibility Requirement for Instructional Duties (Teaching Assistantships)

Ohio Revised Code 3345.281 stipulates the following:

As used in this section, "teaching assistant" means a student enrolled full-time or part-time in a graduate degree program at an educational institution for which the student has received an appointment to provide classroom-related services.

The board of trustees of each state university, medical university, technical college, state community college, community college, and the board of trustees or managing authority of each university branch shall establish a program *to assess the oral English language proficiency of all teaching assistants providing classroom instruction to students* and shall ensure that teaching assistants who are not orally proficient in the English language attain such proficiency prior to providing classroom instruction to students. [emphasis added]

To comply with this law, Ohio University requires all non-native speakers with TA appointments to achieve minimum scores on an official test of spoken English (see English Language Proficiency). Students who have indicated on their application that they are native speakers of English, however, are also subject to the provisions of this law. The program of assessment for these students is departmental evaluation. **It is the responsibility of each program to verify the oral English proficiency of ALL TAs for whom other formal testing is not required BEFORE the beginning of the first term of teaching.**

This law predates the ADA and thus provides no guidance on TAs who may require, e.g., a sign-language interpreter. If you have an incoming TA whose oral proficiency is in question for reasons covered by the ADA, please consult as soon as possible with the Associate Dean of the Graduate College, who will assist in coordination with the ECRC.

6.4 TYPES OF GRADUATE APPOINTMENTS

See Table 5 for possible types of graduate appointments and associated requirements/accounts. Brief summaries are also provided below. Please note that while stipends may be given without a tuition scholarship, tuition scholarships **must** be accompanied by a stipended appointment with a work requirement or a fellowship.

6.4.1 Graduate Stipend

A stipend can be funded from operating, foundation, and/or grant accounts in any amount $100 or more per semester. Programs can award a stipend either with or without a tuition scholarship. If a unit wants to provide a tuition scholarship with the stipend, it will need to provide those funds and meet the funding level requirements summarized in Table 5 below. Work requirements cannot exceed 20 hours per week and the stipend must be commensurate with work hour requirements as specified in the Table.

6.4.2 Full Tuition Scholarships

Funding criteria for a full tuition scholarship is as follows:

- Any student who is awarded a stipend of $3,900/semester or more can also be given a full tuition scholarship for that semester.
- A full tuition scholarship only covers regular instructional fees; it does not cover the additional instructional fees associated with a premium priced graduate program or instructional fees for course overloads (>18 hours per semester).
- The award amount is charged to the account number provided on the graduate appointment.
- Fees the student pays:
  - A college technology fees, a portion of the general fees, a portion of graduate student health insurance (if not waived), and other miscellaneous fees must be paid by the student. If the

awarding department has available funding, it may elect to pay these fees through the OGA system.

- o Any additional instructional fees associated with premium priced programs are normally the responsibility of the student, unless the department elects to pay these through the OGA system.

6.4.3   Half- and Partial-Tuition Scholarships

Funding criteria for a half- or partial-tuition scholarship is as follows:

- A unit can provide a student with a half or other partial tuition scholarship. See Table 5 for details regarding tuition scholarship levels (minimum allowable amount is $100).
- The award amount is charged to the account number provided on the graduate appointment.
- No tuition scholarship can be given to a student who is not also receiving a graduate stipend of at least $975/semester (except in the cases of international agreements or exchange of services agreements) or a fellowship.
- Fees the student pays:

- o College technology fees, a portion of the general fees, a portion of graduate student health insurance (if not waived), and other miscellaneous fees must be paid by the student. If the awarding department has available funding, it may elect to pay these fees through the OGA system.

6.4.4   Tuition Scholarships in Support of Sponsored Research

Tuition scholarships are available to support faculty sponsored research activities as determined by funding type; see Table 5 for details. Details about how to charge these tuition scholarships to one or more accounts are available in the Graduate Appointment Policies.

6.4.5   Graduate Recruitment Stipend/Scholarship (GRS)

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. 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. A GRS has the following funding criteria:

- The GRS provides a partial tuition scholarship (instructional fee for Ohio resident students minus $975; full non-residential surcharge if applicable) plus a $975 stipend.
- Students receiving the GRS are expected to work five (5) hours/week. Note that in the case of Recruitment Scholarships, your tuition scholarship budget includes both the partial instructional fee waiver and the $975 stipend.

6.4.6   Fellowship

This appointment type has no work component and may include a tuition scholarship. The funding criteria is as follows:

- is enrolled for minimum required credits (see Table 5 for details). Audit and undergraduate hours do not count toward the registration requirement.

6.5   REGISTRATION REQUIREMENTS

Registration requirements vary by awards type and term Table 5 provides details on the required hours of registration.

Table 5: Table of Allowable Awards

Appointment Type Possible	Work Hours	Stipend Amount	Fellowship Amount	Stipend or Fellowship Account Type	Maximum Possible Tuition Scholarship (minimum allowed = $100)†	Tuition Account Type	Non-resident Surcharge scholarship, if applicable	General Fees Paid**	Minimum Registration Requirement (F/S)***	Minimum Summer Registration Requirements
Full TA/GA/RA/RD	15 to 20	$3,900+		General Ledger (or other non-restricted account)	FT	Entity-Source-Org-1015(Activity)-Function-752100	Full	$205 minimum	12	9
Full TA/GA/RA (Sponsored Research Funded)	15 to 20	$3,900+		Grant (or restricted account)	FT	Project-Task-Award or Entity-Source-Org-1020(Activity)-Function-752100	Full	$205 minimum	12	9
Other (fellowship with tuition)	0		$3,900+	General Ledger (or other non-restricted account)	FT	Entity-Source-Org-1015(Activity)-Function-752100	Full	$205 minimum	15	9
Fellowship (Sponsored Research Funded)	0		$3,900+	Grant (or restricted account)	FT	Project-Task-Award or Entity-Source-Org-1020(Activity)-Function-752100	Full	$205 minimum	15	9
Half TA/GA/RA	8 to 10	$1,950		General Ledger (or other non-restricted account)	HT	Entity-Source-Org-1015(Activity)-Function-752100	Half	$205 minimum	12	9
Half GA/RA (Sponsored Research Funded)	8 to 10	$1,950		Grant (or restricted account)	HT	Project-Task-Award or Entity-Source-Org-1020(Activity)-Function-752100	Half	$205 minimum	12	9
GRS*	5	$975		General Ledger (or other non-restricted account)	PT=FT-975	Entity-Source-Org-1015(Activity)-Function-**752300**	Full	$205 minimum	12	N/A
Partial TA/GA/RA	6 to 9	$1,170 to $1,949		General Ledger (or other non-restricted account)	PT=(PSxFT)/FS	Entity-Source-Org-1015(Activity)-Function-752100	None	None	12	9
Partial TA/GA/RA	10 to 14	$1,950 to $3,899		General Ledger (or other non-restricted account)	PT=(PSxFT)/FS	Entity-Source-Org-1015(Activity)-Function-752100	Half	$205 minimum	12	9
Stipend only	1 to 20	$100+		Any				None	1	1
Other (fellowship with no tuition)	0		100+	Any				None	1	1
Tuition Scholarship only***	**0**				FT	**College (or other Unit account)**	Full	$205 minimum	15	9

*Object Code 752300 must be used for GRS partial tuition scholarship
**Applied based on tuition
***Determined based on type of appointment
****Special agreements only (International agreements, Exchange Students, etc.)
Minimum graduate rate for a graduate appointment is $13.00 per hour
Health Insurance subsidy will be provided only to graduate students on assistantships that include a minimum stipend of $1950 per semester and purchase the University Student Health Insurance Plan.

†Abbreviations:
PT = partial tuition (varies by award type)
PS = partial stipend (less than full, not GRS)
FT = full tuition
FS = full stipend (minimum $3900)
HT = half tuition (FT/2)
HS = half stipend (minimum $1950)

6.6 PARENTAL LEAVE FOR GRADUATE STUDENTS ON APPOINTMENTS

The full policy and forms for requesting leave of absence and requesting replacement costs are found on the Graduate College website at https://www.ohio.edu/graduate/current-students/parental-paid-leave-absence-policy-graduate-students.

6.6.1 Eligibility

Students eligible for paid parental leave must meet the following conditions:

- They have completed two consecutive semesters on any graduate appointments (Graduate, Teaching, or Research), of at least 15 hours per week, paid through the Ohio University payroll system, prior to the date a leave of absence is to commence; and
- They hold a current graduate appointment of at least 15 hours per week (or multiple concurrent graduate appointments combined for at least 15 hours per week) paid through the Ohio University payroll system.

Students are also normally expected to be registered full time during the parental leave and to be making satisfactory academic progress.

6.6.2 How the Student Benefit Works

- Students receive 100% of their fellowship or stipend pay and associated benefits during parental leave.
- Leave may be up to six weeks for the birth mother or primary caregiver.
- Leave may be up to three weeks for a spouse or domestic partner.
- Leave must be completed by six weeks after the birth or adoption (except in the case of consecutive leaves for two parents). Parental leave may begin before birth if medically necessary.
- If both parents are graduate students who are eligible for parental leave, they may take their respective leaves consecutively or concurrently, but may not transfer them to the other partner.
- Students should submit the Parental Paid Leave of Absence Form well ahead of the planned leave to allow their unit to plan for the absence. Parental Paid Leave of Absence Form well ahead of the planned leave to allow their unit to plan for the absence. Parental Paid Leave of Absence Form well ahead of the planned leave to allow their unit to plan for the absence. Parental Paid Leave of Absence Form well ahead of the planned leave to allow their unit to plan for the absence.

6.6.3 Reimbursement to Units

For appointments funded by the university, units may request that the central administration pay the actual replacement cost incurred covering the GA, RA, or TA's absence for parental leave. These are costs beyond the amount of tuition scholarship, stipend, and associated benefits.

For externally-funded appointments, the unit may request the grant amount allocated for the paid leave time. The reimbursement form should be submitted after the birth or adoption as soon as actual replacement costs or leave time from the grant-funded activity is known, but in all cases within the fiscal year.

6.7 HEALTH INSURANCE

All graduate students enrolled in Athens credit hours are required to maintain an active health insurance policy. They may choose from the OHIO Student Health Insurance Plan or, by using the waiver process, in a plan that provides a similar level of benefits. For international students, the policy must include evacuation and repatriation benefits. Details of the policy and waiver information can be found through the Division of Student Affairs: https://www.ohio.edu/student-insurance/.

Students on any eligible appointment or stipend will receive a subsidy if they purchase OHIO Student Health Insurance Plan. Appointments are insurance-subsidy eligible if they pay at least a half stipend (see Table 5 above).

6.8 OPERS

All graduate students on appointments are, by default, subject to payroll deductions to the Ohio Public Employees Retirement System (OPERS). Those who have appointments of at least six hours/week may file paperwork to opt out. Many graduate students, particularly those who are more recent college graduates, choose not to participate.

It is important, however, for units to be prepared to cover the employer contribution for students who do NOT choose to opt out. The current employer contribution is 14% of salary, which generally speaking needs to come out of the unit's budget for graduate student funding.

7 CAMPUS-BASED ORIENTATION AND GRADUATE STUDENT ORGANIZATIONS

7.1 GRADUATE COLLEGE ORIENTATION

On the Thursday prior to each fall semester the Graduate College hosts an orientation for all new graduate students. **Please refrain from holding other sessions on this date and encourage your incoming graduate students to attend.**

The morning is the official university welcome to all new graduate students, with information and activities including university resources and policies. The afternoon includes employment paperwork sessions for all graduate students holding graduate appointments. Staff from University Human Resources and the Graduate College are available during this time.

The calendar date, time, and location i posted prominently on the Graduate College website in the weeks ahead of the event.

7.2 OTHER UNIVERSITY-WIDE ORIENTATIONS

Specialized orientation sessions are held for incoming graduate students with specific needs.

7.2.1 International Student Orientation (fall, spring, and summer)

Orientation for international graduate students is coordinated by International Student & Faculty Services and takes place over several days before the beginning of classes. It includes time for students to present their immigration paperwork for processing as well as sessions designed to help graduate students succeed academically and find their way in the Athens community.

7.2.2 New Teaching Assistant Orientation (fall only)

The Center for Teaching & Learning hosts an orientation for new TAs in the week before fall classes. While some topics vary from year to year, it provides an introduction to university resources and policies for instructors.

7.3 GRADUATE STUDENT SENATE

Graduate Student Senate (GSS) represents graduate students in the Ohio University governance structure. The GSS awards two types of student assistance: Travel Grants and Original Work Grants. For more information about GSS, see their website at https://www.ohio.edu/gss/. For information on awards, please see section on University-Wide Awards, Grants, and Professionalization Opportunities in this Handbook

8 ENROLLMENT, REGISTRATION, AND CONTINUING GRADUATE STUDENT SERVICES

8.1 GRAD MASS HOURS, TRANSFER CREDIT, AND LIMITS ON STATE SUBSIDY FOR ENROLLMENT

Students with previous graduate coursework may have credit on their transcripts before enrolling in any OHIO courses.

8.1.1 "Grad Mass" Hours

For subsidy reporting, students entering OHIO with graduate degrees completed external to Ohio University are credited with a group of transfer hours that reflect the awarded degree. Completed master's degrees are credited as 34 "grad mass" hours. Completed doctoral degrees (e.g. Ph.D., J.D., M.D., D.P.T.) are recorded as 80 hours.

The state requires these hours to appear in the student record in order to account for completed degrees in calculating total number of hours remaining that are eligible for state subsidy. They are added to a student's record once final documents for previously-earned non-OHIO graduate degrees are received. Grad Mass hours count toward the hours required for the OHIO degree, but do not substitute for any particular courses in the degree program or affect GPA calculations.

8.1.2 Transfer Credit

Students may also be able to transfer graduate courses or hours from another institution. A maximum of 25% of the hours in a master's degree may come from another institution (or up to 8 hours if the degree only requires 30). Doctoral programs do not have a limit on transferred hours.

Transferrable credits must meet the following conditions:

- be counted as graduate credit at the institution where they were taken;
- be letter-graded B or better;
- have been earned in the last five years;
- be applicable toward a graduate degree at the institution where they were taken;
- have been taught by graduate faculty; and
- not have been used to earn a conferred degree.

Transfer credits are processed through the student's academic college.

8.1.3 A Note on Credit Hour Subsidy Eligibility

Prior degrees and transferred coursework, as well as hours in the current program, affect whether a student's hours will result in the university receiving state subsidy. Any graduate student exceeding 172 registered graduate credit hours at the beginning of the semester cannot be included in the university's subsidy count for the Ohio Department of Higher Education Subsidy report.

- Registered graduate credit hours include Grad Mass and transferred courses as well as OHIO hours.
- Audit hours are not counted toward the 172-hour maximum.
- Students who are in doctoral programs but have not accumulated 34 hours are classified as master's students for subsidy. This can occur with direct entry doctoral programs.
- Credit-hour subsidy eligibility is also determined by type. Different subsidy ranks are used for students in MBA and MEd programs and professional doctoral programs (e.g. DPT, AuD).

A corollary to all this is that tuition waivers are no longer partially subsidized by state funds when students have accumulated the total number of eligible hours. On the other hand, a full half of per-student state funding is disbursed based on degree completion, so reducing time-to-degree and providing students with adequate resources to complete in a timely manner are *both* important economic imperatives for graduate programs.

8.2 REGISTRATION PROCEDURES

Registration policy and procedural details for students are outlined in the Graduate Catalog, section "Academic Policies & Procedures: Registration Information." Table 6 provides a timeline of what processes must be followed to register or change registration throughout the term. Additional information for departments is outlined below.

Table 6: Registration Action Timeline

Registration Action Timeline	Before Semester Starts	First Two Weeks of Semester	After 2nd Friday of Semester	After 10th Week through Last Day of Semester
Add/Drop Classes	Web Registration • Use Student Center to Add/Drop classes		Add: Permission Slip • Bring signed slip to **Graduate College** Drop: Use Student Center	Add: Permission Slip • Bring signed slip to **Graduate College** Drop: Consult **Graduate College**
Adjust Variable Credit Class	Web Registration • Use Student Center to set class hours		Increase Hours: Permission Slip • Bring signed slip to **Graduate College** Decrease Hours: Prohibited	
Add Class with Permissions	Permission Slip • Bring signed slip to Registrar		Permission Slip • Bring signed slip to **Graduate College**	
Drop Last Class / Withdraw	Web Registration • Use Student Center to Add/Drop classes	Complete Withdrawal Form at **Graduate College**		Consult with **Graduate College** on process to follow
Notes	• Normal tuition assessed	• Dropped classes not on transcript. • May increase tuition • 20% of tuition assessed for dropped classes • Classes may be switched: Audit, Grade or CR/NC	• Dropped classes appear as WP/WF • No tuition refund • May increase tuition • Late registration fees may apply	• Drops must be approved by dean of college

For shorter duration classes (e.g. 7 Weeks), days are prorated (e.g. First Week, After First Friday, After 5th Week).

8.2.1 Student Responsibility for Registration

It is the student's responsibility to be aware of all registration procedures and deadlines. 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. New graduate students cannot register until approximately two weeks prior to the start of the first term of admission. Before they register, PeopleSoft must be updated to recognize their graduate status.

Please assist students in maintaining accurate registration by taking the following actions:

- Encourage students to use the registration system for all registration activity. If an error message results, have them contact the office noted on that message.
- Encourage students to follow registration procedures outlined in the Schedule of Classes and adhere to posted deadlines.
- Encourage students to review their class schedule. The class schedule is sent via email to the student's OHIO email account or can be viewed online. Any problems should be reported promptly to allow time for change or petition processes to work.
- Remind students to register for the graduate level course in cross-listed courses.
- Encourage faculty members to compare class rosters with the students in attendance.
- Students and their faculty advisor can access a DARS report online.

Withdraw/Drop deadlines for individual classes are noted for each class in the Course Offerings and also in the student's portal view of their course schedule (Figure 5). The calendar icon to the left of the course expands to show the deadlines for dropping an individual class and withdrawing from all classes for the semester (Figure 6).

Figure 5: Student Center Course Schedule View

Figure 6: Detail of Course View.

8.2.2   Student Statuses Allowing Registration for Graduate Courses

To register for graduate level course (5000 and above) a student must hold a valid admission and one of the statuses qualifying for graduate registration (See the Application and Admission section). Special cases:

- Students holding Post–Baccalaureate status (program code ND9951) are eligible to register through a regional campus in any semester but may register for Athens campus courses during summer semester only.
- Undergraduate students seeking to register for graduate courses must either hold Honors status (HTC, Departmental Honors student, OHIO Honors) or apply for Senior for Graduate Credit Status. **NOTE:** 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.
- Honors Tutorial College students may take graduate courses either for undergraduate or graduate credit. 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.
- 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 90 or more hours of credit). 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.

- OHIO Honors: Students in the OHIO Honors program may take a maximum of three graduate courses during their junior and senior years (i.e., after earning 60 or more semester hours of undergraduate credit). Hours earned in these courses will count toward total hours required for the undergraduate degree only; the grades will be calculated into the undergraduate GPA. Registration in graduate courses requires written permission from the instructor. Participation in this option is at the discretion of the department or school. Qualified students can be registered by obtaining permission from the Director of OHIO Honors (or designee) and submitting the approval form to the registrar's office for processing.

8.2.3   Registration Basics
- Students enrolled in the previous semester (or spring for a fall registration), will be active in the succeeding semester.
- Students who have not maintained continuous registration are classified as returning students. A student who has previously attended OHIO as a graduate student and still has valid graduate status can register. See Reenrollment, section 8.4 below.
- DARS exceptions are handled by the respective academic college/unit. In many cases, graduate degree DARS are not programmed with curriculum logic, so exceptions do not require DARS changes. However, if a graduate degree DARS does have specific course requirements for degree and the program wants to make an exception, then the program needs to contact the college/unit that "owns" the degree to request the change. NOTE: Graduate certificates are programmed into DARS, so exceptions need to be managed by the college that owns the certificate.
- Graduate status ends when the student completes the degree or certificate program, reaches the maximum time limit for a degree or certificate, or completes the maximum number of credits allowed under non-degree admission. In these cases, a new application is required before additional graduate registration is allowed.

8.2.4   Matriculation, Missing Documents, and Registration Holds
Following the close of registration each semester, the Graduate College runs a report checking admitted students for registration and application file completion status.

- Admitted students who are not registered by week 5 are handled as "No Shows." These students must request a deferral from and be readmitted before they can register for a subsequent semester.
- 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 semesters pending receipt of missing or final documents. As documents are received, the Graduate College updates PeopleSoft. Holds are lifted once all documents have been received.
- When US transcripts are incomplete, the Graduate College requests the student to obtain an official, complete one.
  - Official/final transcripts from U.S. institutions are available to students with a properly placed request. Most institutions include transcript request information on their web pages. This is generally a function of the Registrar's Office. Schools that have ceased operation have another institution acting as the record repository.

- o Colleges and universities reserve the right to refuse to release official transcripts if the student has failed to meet all obligations to that institution—often something like unpaid library fines. 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.
  - o 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. 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). A credential hold allows continued registration but holds the student accountable for the missing documents.

- When international documents are not yet available, special consideration is given. Some countries take many months to provide students with graduation certificates or diplomas showing conferral of a degree.

  - o In the event that final documents are not available, the Graduate College will lift the registration hold immediately preceding the next semester (not during pre-registration). The registration hold is replaced following the close of registration.
  - o 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 and holds the student accountable for the missing documents.

- When a student fails to complete requisite degree 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), the following processes will be applied.

  - o In the event a student fails to complete a bachelor's degree, that student's status will 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. Because initial program acceptance is provisional on completion of the undergraduate degree, this process may occur before the end of the first semester of graduate study (i.e., before the official transcript is finally due) if the Graduate College otherwise confirms that the degree is incomplete.
  - o 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 semester of doctoral standing.

8.2.5 Changes in Registration

Registration guidelines, procedures and deadlines are published by the Registrar in the Schedule of Classes (https://calendar.ohio.edu/site/academiccalendar). During the registration period, students may register and make any changes to their schedule. Unless there are extenuating circumstances, registration and changes should be completed during the posted registration period.

After the Friday of the second week of the semester (Friday of the first week of a 7-week session), the registration snapshot for reporting to the Ohio Department of Higher Education (ODHE) is taken. Changes made after the Friday of the second week of the semester (Friday of the first week of a 7-week session) have the potential to impact ODHE and subsidy reporting, so we require administrative approval procedures for later changes.

8.2.5.1   Adding and Dropping Courses

- Deadlines for course adds, drops, and hour changes:

  o Adding a class or changing registration hours or grading option in an existing class can be done online through the second Friday of the semester (Friday of the first week of a 7-week session).

  o A permission slip is required to add any course which requires permission or to change the number of hours for an existing course. Students can take permission slips ("green slips") directly to the Registrar's office until the Friday of the second week of the term (Friday of the first week of a 7-week session).

  o **Adding after the Friday of the second week** of the semester (Friday of the first week of a 7-week session) must be done by change order through the Graduate College. Students must bring the permission slip ("green slip") to the Graduate College. The slips are processed and signed by the Assistant Dean of the Graduate College and then forwarded to the Registrar's office. This ensures the inclusion of the late adds in the ODHE Subsidy Report.

  o Students may use My OHIO Student Center to drop any class except their last class (see Canceling Registration or Withdrawing from the University below) through the Friday of the 2nd week of the 14-week semester or the Friday of the first week of the 7-week session.

    - Dropping courses before the semester begins will remove both hours and possibly fees on the student's academic record.

    - Dropping courses after the beginning of the semester and before the Friday of the second week of the semester (Friday of the first week of a session) may allow fees to be prorated.

    - After the end of the second week (first week of a 7-week term) the credit hours for these courses remain part of the student's permanent record (although the resulting "WP," "WF," or "WN" grades do not affect GPA). **They are counted both toward minimum registration requirements for graduate appointments and the ODHE Subsidy Report.**

    - Any drop after the tenth week of the semester must be approved by the dean of the college via the "Petition to Drop a Class after the Tenth Week of a Semester" ("Dean's Petition," available online from the Provost's Office at https://www.ohio.edu/provost/apaa/appeals.cfm.) Approved Dean's Petitions must be returned to the Graduate College for processing, not forwarded directly to the Registrar's Office. Poor performance is not usually a viable reason for withdrawing.

- Students wishing to change hours on variable-credit courses must drop and add the course unless the course is the only registered course. If the course is the only registered course, they need to complete a change order at the Graduate College.

8.2.5.2   Withdrawal

Withdrawal is the complete withdrawal from all courses prior to the day before the last day of classes for the semester in session. Withdrawal is not permitted after the last day of classes.

- 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.

- Withdrawal between the first day of classes and the Friday of the second week of the semester (Friday of the first week of a session) results in an 80 percent tuition refund and the courses will not be reflected on their transcripts. Graduate tuition scholarships are reversed from the student's account if a student withdraws from the university before the second week of the semester (Friday of the first week of a session).

- Students who withdraw after the Friday of the second week of the semester (Friday of the first week of a 7-week session) will not receive a refund and will receive a "WP," "WF," or "WN"

grade in each course. Withdrawal from a semester 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 Friday of the second week of the semester (Friday of the first week of a session). If a student is withdrawing from the program, please notify the Graduate College by email (graduate@ohio.edu).

- 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.

  o A student who is withdrawn from the university for Medical Reasons cannot be reinstated until the Dean of Students office receives a written clearance from a medical provider. The medical withdrawal and return process are outlined on the Dean of Students webpage, https://www.ohio.edu/deanofstudents/return.cfm.

8.2.5.3   Cancellation of Registration

Cancellation is dropping all classes before the start of the semester.

- 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 semester.
- For workshops, students must notify the department or campus student services office prior to the date of the workshop of their intent to cancel.
- 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.
- Students who notify the Graduate College on the first day of the semester 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.

8.2.5.4   Tuition and Fees When Dropping Classes, Canceling Registration, or Withdrawing

Students who drop classes, cancel, or withdraw may appeal assessed tuition and fees.

- 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.
- Students will receive an 80% refund of charges if all classes are dropped by the Friday of the second week of the semester (Friday of the first week of a session).
- If all classes are dropped after the Friday of the second week of the semester (Friday of the first week of a session) no tuition refund is issued.
- The Tuition Refund Appeal Panel functions to approve exceptions to the policy above.

  o 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.
  o This form can also be used by the Assistant Deans to present reasons why exceptions should be granted in cases where university procedures or staff members are culpable.
  o The completed form, accompanied with appropriate documentation (e.g., change order, cancellation form, or withdrawal form) must be delivered to the Graduate College.
  o The Review Panel meets every other Tuesday. To ensure consideration of a request it should be turned in by Friday afternoon prior to the Tuesday when the Panel is scheduled to meet.
  o The "Graduate Special Change of Registration Request" form is an expedited form of the panel review process. It can be used for:

- changing class sections of the same course after the Friday of the second week of the semester (Friday of the first week of a session)
- cancellation of enrollment in a flexibly-scheduled course
- classes cancelled by the department
- changes that are unique to graduate students.
- This form is available at and submitted to the Graduate College for processing.

8.2.6 Verification of Registration

Enrollment and degree verification are available through the Registrar's Office, https://www.ohio.edu/registrar/enrollfaq.cfm.

8.2.7 Employees Registering for Graduate Courses

Employees must apply for and be admitted to graduate status as a degree, certificate, or non-degree student through the normal application process. To apply the tuition benefit, the employee must complete and submit the benefit forms as outlined on the HR website, https://www.ohio.edu/hr/benefits/education/index.cfm.

Conflict of Interest: Full-time Ohio University faculty and administrators must also complete the Conflict of Interest Review process before registration is permitted (https://catalogs.ohio.edu/content.php?catoid=55&navoid=4213#ohio-faculty-admin). The employee's supervisor and the admitting department graduate director must both complete the conflict questionnaire. These forms are distributed by the Graduate College after an admission recommendation had been made.

8.2.8 Graduate Students Taking Undergraduate Courses

To register for undergraduate courses, graduate students must request temporary concurrent undergraduate status. Refer to the Graduate Catalog for details https://catalogs.ohio.edu/content.php?catoid=55&navoid=4216#concurrent).

8.3 PROGRAM UPDATES/ADDING CERTIFICATES

Students who need to update their academic record with a new program or add a certificate must complete an "Application for Update of Graduate Academic Program" form, found on the Graduate College Forms page at https://www.ohio.edu/graduate/forms. The completed form is submitted to the Graduate College for processing, and is required for:

- Adding a certificate to an existing graduate record.
- Changing major tracks within the same graduate program.
- Changing a student from Ph.D. to master's level, or vice versa.
- Adding a master's degree to an existing direct to Ph.D. program.

8.4 REENROLLMENT

Students who do not maintain continuous registration (with the exception of summer) must request reenrollment in order to register upon return. The reenrollment form is available on the Registrar's Office page at https://www.ohio.edu/registrar/register.cfm#re-enrolling.

The completed form should be submitted to the Graduate College for processing. Students who have exceeded their degree time limit must reapply for admission before they can reenroll.

8.5 NAME CHANGE REQUESTS AND PREFERRED NAME/PRONOUN

Students wishing to change their legal names in OHIO records should contact the Registrar's Office. Students can update their own preferred names/pronouns through the MyOHIO Student Center. Information about both legal name changes and preferred names/pronouns are available at https://www.ohio.edu/registrar/preferred-names-faqs.cfm.

8.6 FEE ASSESSMENT INFORMATION

See the Graduate Catalog section "Fees, Insurance, and Residency for Tuition Purposes" for policy and rate details. 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). Students taking classes with Athens campus call numbers are assessed Athens campus fees, regardless of where the course is taught. 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 semesters.

- Students are assessed technical fees (College Tech Fees) for all open programs on their PeopleSoft record.
- The only way to remove a technical fee is to withdraw from a program. To do this a student must notify the Graduate College within the first two weeks of the semester. However, students requesting to drop a program must reapply and be readmitted if they wish to pursue a dropped program in the future. In addition, the academic program retains the ability to apply credits earned prior to dropping a program toward a readmission. Students will be readmitted under the catalog in effect at the time of readmission. Credit for previously earned courses may not be given if course work is more than six years old.

8.7 LEAVE OF ABSENCE

The policy is outlined in the Graduate Catalog "Academic Policies and Procedures."

8.8 TIME LIMITS FOR DEGREES AND READMISSION

Generally speaking, students admitted to master's degrees requiring fewer than 40 hours generally have six years to finish the degree, while research doctoral degrees and master's programs requiring 40 or more hours have seven years. Specific programs may have more stringent time-to-degree requirements, however.

Under exceptional circumstances, the dean of the academic college may permit an extension of the time limit, through the next consecutive semester only. When the time limit is not extended, or when a student does not complete the degree during the semester of extension, the student must reapply to the program in order to continue or receive the degree. The graduate committee of the program and the dean of the college must review the readmission application, and the currency of coursework and research should be evaluated to see if any must be retaken. Readmission requires specifying the conditions in writing, including the amount of time permitted for completion, with a copy of the terms placed on file in the Graduate College.

8.9 ACADEMIC PROBATION/DISMISSAL

Graduate students are expected to maintain a minimum cumulative GPA of 3.0. Conferral of any degree or certificate requires a cumulative GPA of 3.0, and the GPA cannot be "rounded up" to achieve a 3.0. No

course with a grade below C (2.0) may be used to satisfy any graduate degree or certificate requirement. Unlike undergraduate retakes, repeating or retaking a graduate-level course will not remove or replace a grade from a previous attempt. The Probation policy is outlined in the Graduate Catalog (https://catalogs.ohio.edu/content.php?catoid=55&navoid=4216#standards).

Students on probation have an account hold preventing registration for future terms. The hold is in place until all current term grades are reported and reviewed. If the cumulative GPA is 3.0 or higher, the hold and probationary status are removed. Students who fail to clear probation but are allowed additional terms of registration will continue to have registration holds in place so that their status can be reviewed before further registration is allowed.

The Graduate College maintains probationary status within PeopleSoft. Departments are responsible for advising students on probation about the steps necessary to return to good status. **Please forward copies of correspondence to students regarding probation or academic suspension or dismissal to the Graduate College for inclusion in the student's file.**

8.10 FINDING FORMS

All unrestricted forms for applicants and current students can be found at https://www.ohio.edu/graduate/forms.

8.11 GRADUATE WRITING & RESEARCH CENTER

The Graduate Writing & Research Center (GWRC) is a unit of the Graduate College that functions as an innovative learning space for graduate and undergraduate students and postdocs working on major writing projects. These can include theses, dissertations, journal articles, grants, and job search materials or on conference presentations, conference posters, or multimedia projects. It also offers research support by partnering with the University's subject librarians and providing tutoring in research methods and statistics.

The GWRC provides services by appointment and during walk-in hours. It also hosts numerous workshops and events to boost and encourage graduate student writing productivity. Details of services and event schedules are available at the GWRC website, https://www.ohio.edu/graduate/graduate-writing-and-research-center.

8.12 GRADUATION AND COMMENCEMENT CEREMONY

Degree conferral is not automatic. Students must apply through the Registrar's Office to initiate the degree conferral review (https://www.ohio.edu/registrar/grd.cfm).

Doctoral students wishing to participate in the commencement ceremony for hooding must register with the Graduate College using the Doctoral Commencement & Hooding Registration form located at https://www.ohio.edu/graduate/current-students/commence.

Each doctoral graduate must be accompanied for hooding by a faculty escort who holds an appropriate terminal degree and Ohio University faculty status. Students are limited to one escort. Requests for escorts who are not current OHIO faculty must be cleared through the Dean's Office of the student's academic college, with notification to the Assistant Dean of the Graduate College.

8.12.1 Eligibility for Commencement Ceremony

Doctoral degrees are conferred just prior to the commencement ceremony. Students must have a conferred degree in order to participate in the ceremony. This means that, under normal circumstances, all program requirements have been met, and, if a dissertation is required, it has received Final

Clearance through the TAD process by the deadline for that semester. (See Thesis and Dissertation Services for details.)

Exceptions to this rule may be approved in very limited cases when students fail to meet the requisite deadlines for graduation due to extenuating circumstances. To be considered for an exception, the following must obtain:

- The student must successfully defend their dissertation and file a final version of the document by the Friday prior to Graduate Commencement Ceremonies.
- Exception requests must explain the extenuating circumstances and be submitted by the dissertation advisor to the program's graduate chair/director, who then submits it to the associate dean of the student's academic college. If the associate dean supports the request, they forward it to the Graduate College Dean (copied to the Graduate College Assistant Dean) for a final decision. The associate dean's endorsement must confirm that the student is on track to meet all requirements for the degree no later than the end of the subsequent semester.
- Exception endorsements from the academic college must be received by the Graduate College (copied to the Assistant Dean) no later than 5 p.m. Friday, the week prior to commencement ceremonies.

Students granted an exception will not have their name in the commencement program and will not receive their degree until all requirements are completed and degree conferral is complete. The student must reapply to have the degree conferred by completing the graduation process through the Registrar's Office.

8.12.2   Custom Regalia

Ohio University offers custom OHIO regalia through Oak Hall Cap & Gown. Custom OHIO regalia is available for doctoral and master's degrees. Ordering information can be obtained directly from Oak Hall, https://oakhalli.com/Special-Regalia-Find-Your-School/ or by phone at 800-223-0429.

9   UNIVERSITY-WIDE AWARDS, GRANTS, AND PROFESSIONALIZATION OPPORTUNITIES

All graduate program directors should familiarize themselves with internal college- and department/school-level awards and resources, including allowances for graduate student professional travel. This list is intended as a guide to opportunities for graduate students across the university or available from external sources. Updates and further details are available on the Graduate College Website.

9.1   INTERNAL AWARDS TO FUND ONGOING WORK

9.1.1   Student Enhancement Awards

Student Enhancement Awards (SEA) are intended to provide support for research, scholarship, and creative activity by undergraduate, graduate, and medical students under the guidance of a faculty mentor or advisor. Awards will support the direct project costs (e.g., supplies, materials, research-related travel, etc.) for current and ongoing research and will support conference travel for the student applicant(s) to present research findings. Funds will be available for (1) one year. Awards are limited to $6,000 per award. Awards can support thesis and/or dissertation research. Joint applications are allowed.

Awards require mentor support, and recipients are competitively selected by the Council for Research, Scholarship, and Creative Activity. Workshops in preparation for submission are held in late fall. The due date is generally in early- to mid-January. For details, consult the links on the Research Funding Resources page (https://www.ohio.edu/research/funding.cfm).

9.1.2   Graduate Student Senate Original Work Grants (OWG)

The Original Work Grant (OWG), offered as a collaboration between GSS and the Graduate College, supports research and creative work. It is intended to fund direct, project-related expenses such as travel, lodging, materials and equipment related to research. Any graduate student enrolled for at least 1 credit hour and pursuing a graduate degree at Ohio University can apply for this grant, which is awarded competitively.

There are two award cycles per year, with deadlines early in the fall and spring terms, respectively. Students are eligible for only one OWG per year. Recipients are selected by a committee of the GSS. For details, please consult the GSS award page on the Graduate College website at https://www.ohio.edu/graduate/current-students/original-work-grant-and-travel-awards.

9.1.3   Graduate Student Senate Travel Award (TA)

The Travel Award (TA), offered as a collaboration between GSS and the Graduate College, supports travel to present original work, including research and creative works. The Travel Award is intended to enhance graduate education through participation in seminars, workshops and conferences, fostering professional development to further students' careers. The award attempts to cover a majority of the costs associated with such travel.

There are three submission cycles per year, one each for winter, spring, and fall travel (with some overlap in the possible travel dates in each cycle). Due dates precede the proposed travel and are generally in October, March, and May. Recipients are selected by lottery. For details, please consult the GSS award page on the Graduate College website at https://www.ohio.edu/graduate/current-students/original-work-grant-and-travel-awards.

9.1.4 Graduate College Named Fellowships

Each spring, the Graduate College awards five fellowships to support a year's worth of work on a capstone work of research, scholarship, or creative activity. Each carries a $15,000 fellowship and full tuition waiver for fall and spring of the following year. They are "named" for—but not funded by—illustrious alumni, except for the one named for the Graduate College itself (which is not an alumnus but does provide funding). None is tied to a particular discipline, although the Awards Committee of the Graduate Council attempts to recognize excellence from a range of fields in its selection process.

Each department or school may nominate only one candidate for a Named Fellowship, chosen from among those recommended to the graduate chair or department chair by a faculty member. Nominations from departments are due early in the spring semester, generally at the beginning of February. Full details can be found on the Graduate College website: https://www.ohio.edu/graduate/current-students/graduate-college-named-fellowships.

9.2 FINDING EXTERNAL SUPPORT

9.2.1 Use Pivot

All advanced graduate students should be encouraged to create an account in and familiarize themselves with Pivot, one of the most comprehensive databases for funding opportunities from all sources. Students can use the search function to find sources of funding to support their research, including dissertation fellowships and project grants. Students and their advisors should begin with the Pivot Quick Start Guide.

Some additional opportunities are indexed in OHIO's electronic research management portal, LEO (https://leo.research.ohio.edu/secure/leo/core/home.leo). In most cases, however, LEO links to Pivot for details on funding opportunities.

9.2.2 Office of Nationally Competitive Awards (ONCA)

Although ONCA primarily serves undergraduates, it also manages application for some graduate awards, including fellowships for future doctoral study open to current master's students. The list of awards is found at https://www.ohio.edu/honors/onca/awards.cfm.

9.3 RESEARCH PRESENTATION AND COMPETITION OPPORTUNITIES FOR CURRENT STUDENTS

9.3.1 Student Research and Creative Activity Expo

The annual Student Expo, held in early- to mid-April, fills the Convocation Center with every imaginable variety and level of student research, scholarship, and creative activity. Projects have included documentary film making, robotic lawn mowers, innovative theater costumes and presentations on the latest findings from medicine, astrophysics, education, and environmental science.

Registration opens early in the spring semester and closes at the end of February. The students may elect to display their work only or enter it into judged competition (which requires a 10-minute presentation to the judges). Small cash prizes are given to winners in each judged session.

Details can be found at https://www.ohio.edu/studentexpo/.

9.3.2 Three Minute Thesis® (3MT)

Please note that "thesis" in this context means either master's thesis or dissertation. The Graduate College hosts this event as part of an international project, begun at the University of Queensland and

now including over 200 institutions, to encourage graduate researchers to 1) consolidate their ideas and discoveries and 2) communicate them precisely and engagingly to a non-specialist audience. It takes the form of an oral competition compressing complicated ideas into a maximum of three minutes and one PowerPoint slide.

Eligible students include those enrolled at OHIO during the semester the competition takes place who meet one of the following conditions:

- are a research doctoral candidate (Ph.D. or Ed.D.) who has been admitted to candidacy (i.e., passed comprehensive exams) but not defended the dissertation; or

- are a master's student currently enrolled at OHIO who has completed significant work toward the culminating project.

Registration opens in the fall and closes very early in the spring semester (mid- to late-January). The competition involves a semi-finals elimination round and then the final competition, both in February. Small cash prizes are offered for three-four winners. Details can be found at https://www.ohio.edu/graduate/current-students/3-minute-thesis.

9.3.3   Graduate Research Series

Alden Library, in partnership with the Graduate Student Senate, hosts an annual series of presentations about the research process. Ohio University graduate students are invited to submit presentation proposals about their own research process, or form a panel discussion around current graduate research and scholarly issues.

Applications are solicited in fall and spring of each year. Proposals are reviewed and presenter(s) chosen by a review panel consisting of representatives from the Ohio University Libraries, the graduate student body, and Faculty Senate. For details, please see https://www.library.ohio.edu/about/alden-events-series/graduate-research-series-application/.

9.4   AWARDS RECOGNIZING EXCELLENCE IN COMPLETED RESEARCH AND SCHOLARSHIP

9.4.1   Midwestern Association of Graduate Schools (MAGS)/ProQuest Distinguished Thesis Award

This award recognizes and rewards distinguished scholarship and research at the master's level. There are four disciplinary categories for the award, with competitions in two of them every other year:

- Even-year nominations: 1) Social Sciences; 2) Mathematics, Physical Sciences, and Engineering
- Odd-year nominations: 1) Humanities; 2) Biological/Life Science

OHIO may nominate one candidate for the award in each disciplinary category offered that year. Eligible students *must have completed* their M.A. or M.S. degree by July 1 of the year in which they are nominated but not more than two years earlier. Recipients receive a cash award (currently $750) and travel expenses to the MAGS annual meeting.

Deadlines for nominations to the Graduate College are generally in early- to mid-October. OHIO nominees are selected by the Awards Committee of the Graduate Council.

For questions, contact the Graduate College Director of Communications and Professional Development.

9.4.2   Council of Graduate Schools (CGS)/ProQuest Distinguished Dissertation Award

These awards are made to individuals who have completed dissertations "representing original work that makes an unusually significant contribution to the discipline." There are four disciplinary categories for the award, with competitions in two of them every other year:

- Even-year nominations: 1) Social Sciences*; 2) Mathematics, Physical Sciences, and Engineering
- Odd-year nominations: 1) Humanities; 2) Biological/Life Science

*CGS specifies that History is classed within the humanities, not the social sciences for the purposes of the award. Education is in the social sciences.

OHIO may nominate one candidate for the award in each disciplinary category offered that year. Eligible students *must have completed* their doctoral degree by June 30 of the year in which they are nominated but not more than two years earlier. Recipients receive a cash award (currently $2000) and "reasonable" travel expenses to the annual CGS meeting.

Deadlines for nominations to the Graduate College are generally due in May or early June (the Graduate College must submit nominations to CGS by the end of June). This means that dissertations for degrees conferred in spring are eligible for nearly immediate nomination if the competition for the appropriate disciplinary category is occurring in that year. OHIO nominees are selected by the Awards Committee of the Graduate Council.

For questions, contact the Graduate College Director of Communications and Professional Development.

9.4.3 Presidential Graduate Research Medal

This annual OHIO award for excellence in graduate student research, scholarship, or creative activity is under development as of the publication of this Handbook. It will, however, be awarded for the first time in spring 2019, carrying a one-time award of $1,000 as well as a commemorative medal. Further information will be available on the website of the President's Office.

9.5 AWARDS RECOGNIZING EXCELLENCE IN TEACHING

9.5.1 Midwestern Association of Graduate Schools (MAGS) Excellence in Teaching Award

The MAGS Excellence in Teaching Award was created to raise the attention given to excellence in teaching and mentoring as a component of graduate education and the preparation of graduate students for future service as college and university faculty. One award is offered at the master's level and one at the doctoral level; each must be a *current* student. OHIO may nominate one candidate in each category. Recipients receive a cash award (currently $750) and travel expenses to the MAGS annual meeting.

Deadlines for nominations to the Graduate College are generally in early- to mid-November (for January submission to MAGS). OHIO nominees are selected by the Awards Committee of the Graduate Council.

9.5.2 Graduate Associate Outstanding Teaching Award

This award, administered by the Center for Teaching & Learning is given annually in the spring to four OHIO TAs. Nominations are by undergraduate students to an undergraduate selection committee, which then interviews a subset of nominees and selects the recipients. Recipients receive a small cash award (currently $500).

9.5.3 Presidential Graduate Teaching Medal

This annual OHIO award for excellence in graduate student teaching is under development as of the publication of this Handbook. It will, however, be awarded for the first time in spring 2019, carrying a one-time award of $1,000 as well as a commemorative medal. Further information will be available on the website of the President's Office.

9.6 OTHER PROFESSIONAL DEVELOPMENT SERVICES

The Graduate College offers workshops on professionalization and career skills for graduate students each semester, with a changing line-up from year to year. It also uses announcement space on the website and in the Graduate College Newsletter to link students with professional development opportunities from other units on campus.

For updated schedules and announcements, see https://www.ohio.edu/graduate/current-students/professional-development-graduate-students.

See also the sections on the Graduate Writing & Research Center and Thesis and Dissertation Services.

10 THESIS AND DISSERTATION SERVICES

10.1 WHO NEEDS TAD PROCESSES?

Students completing masters and doctoral degrees requiring a formal thesis or dissertation must register with and follow home college and university TAD processes. The Graduate College coordinates the final approval and submission processes for the manuscript.

10.2 THE ROLE OF GRADUATE ADVISORS

Successfully submitting a thesis or dissertation requires not only the creation of knowledge but also a number of technical steps. Both are relatively (or completely) new to the student. Graduate advisors have an obligation to familiarize themselves with TAD processes and to assist their advisees in following them. Programs, in turn, should provide all graduate advisors with an outline of the TAD process specific to the department and college, as well as publicizing the kinds of assistance that the Graduate College provides (see below).

10.3 DEADLINES

The list of deadlines is updated for the next academic year every spring and made available at https://www.ohio.edu/graduate/etd. Per Graduate Council, all TAD deadlines are mandatory and final. There are four deadlines that must be met for graduation:

- **Graduation Application** (set by the registrar's office)

  o NOTE: Students should consider initiating the Graduate College TAD process by filing the TAD Submission Form at this point.

- **Oral Defense**
- **Post Defense Format Review**

  o Latest time to submit the TAD Submission Form.
  o Manuscript must be approved by committee and advisor
  o Changes to content made beyond this deadline will result in missed deadline

- **Final Clearance**

  o Format approved
  o PDF uploaded
  o SED Completed (Ph.D. only)
  o Oral Defense form received
  o Optional paperwork complete

10.4 MINIMUM DOCUMENT REQUIREMENTS:

- All students should type or import their manuscripts into the college-specific template and follow the format examples and instructions there.

- Writers should follow discipline- or journal-specific style guidelines (APA, MLA, Chicago, etc.). Particular colleges and programs have specific formatting requirements beyond those found in the template.
- The student, advisor, and committee are responsible for the academic integrity, spelling, punctuation, grammar, and appropriate disciplinary conventions of the document.
- If a non-traditional layout or multimedia presentation is used, the textual content must be created using a style guide and the established formatting guidelines and then:
  - provide a link to the developed multimedia piece or slideshow as a supplement to the manuscript.
  - the presentation of the non-traditional, free-form layout as an e-book should be placed in the appendix.

10.5 FORMS, TEMPLATES, AND TUTORIALS

All TAD forms and templates can be found on the Graduate College website at https://www.ohio.edu/graduate/etd/tad-forms-and-templates. More detailed information and a video giving an overview of the TAD process can be found at https://www.ohio.edu/graduate/etd.

10.6 OPTIONAL PRELIMINARY FORMAT REVIEW

Students are strongly encouraged to send their documents for an initial format check before the oral defense. All documents and questions can be sent to tad@ohio.edu. Response time is generally within 48 hours.

10.7 REQUIRED POST-DEFENSE FORMAT REVIEW (AFTER THE DOCUMENT IS APPROVED BY ADVISOR)

After completing the defense and making any required content changes, students should 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 semester to avoid delays during TAD Services peak time near the deadline each semester.

10.8 REGISTRATION REQUIREMENTS FOR DEFENSE AND GRADUATION

Students must be registered in any term in which they are using university services, including working with their director and committee AND the semester in which they graduate. Students should register for at least one hour of 6950 (thesis) or 8950 (dissertation) in the term in which they complete the TAD Process. Students who are not officially registered for at least one hour are not eligible to receive Final Clearance TAD services. The only exception is students meeting the "Early" deadlines; early filers must have been registered in the semester prior to actual degree conferral.

10.9 DELAYING PUBLICATION OF A THESIS OR DISSERTATION

Theses and dissertations are normally published electronically in OhioLink four weeks after they have been cleared as final, and they are available as open access documents. Students should be advised to contact publishers to find out: a) whether they consider an Electronic Thesis/Dissertation (ETD) published in a library or via ProQuest/UMI to be prior publication, and b) whether they will consider for publication a manuscript derived from an online thesis or dissertation.

If immediate online access is likely to complicate plans to use the thesis or dissertation as part of a future scholarly publication, students may request a publication delay. Initial delays may be one to five years in length. At the end of the first delay, a second one may be requested, for an additional one to five years. **OhioLink publication may be delayed up to ten years, but only if the first and second requests are for five years each.** The form for publication delay is found at https://www.ohio.edu/sites/default/files/sites/graduate/etd/files/ETDpubdelay.pdf.

10.10   HANDLING PLAGIARISM ISSUES FOR COMPLETED THESIS AND DISSERTATION DOCUMENTS

Please immediately contact the Director of TAD Services if you receive notification of a possible plagiarism/copyright issue with a completed thesis or dissertation, even if this document was approved in a prior term.

11 CURRICULAR DEVELOPMENT & NEW DELIVERY/FORMAT/LOCATION

For *reference purposes only*, ODHE forms for program changes and new program proposals as of 9/18 are included in Appendix B. Some are likely to change over the course of AY2018–19; the Associate Dean of the Graduate College can supply the most recent versions. Also consult UCC Programs Committee guidelines: https://www.ohio.edu/facultysenate/committees/ucc/programs.cfm.

11.1 PROCEDURES FOR CURRICULAR REFORM AND MOVING PROGRAMS OFF THE ATHENS CAMPUS

Curricular reform requires internal and possibly external approvals. The University Curriculum Council sets most of the process. Moving a program online, to a hybrid format, or to a different location (including Dublin) usually involves an approval process, as does suspending or permanently ending admission to a graduate program. Depending on the type and magnitude of the change, additional approvals may be required. Those considering changes to graduate programs are strongly encouraged to consult the Associate Dean of the Graduate College very early in the process to make sure that they have a clear understanding of necessary documentation and likely timeline. **New curricula, locations, or delivery modes may not be implemented or advertised until after all relevant approvals are obtained.**

11.1.1 Process for Changes to Existing Programs
Figure 7 details the basic process for determining what approvals are necessary. Some changes may require variations on this process; contact the Associate Dean of the Graduate College for guidance.

11.1.2 Suspension of Admissions
The state requires notification when a graduate *degree* program suspends admissions. A program is considered to have suspended admissions if it stops out of its normal admissions cycle for one or more terms. For example, a program that normally admits for both fall and spring entry suspends admissions if it chooses not to admit for spring in order to address a temporary issue; a program that admits one cohort every two years has suspended admissions if it delays admitting the next cohort. (Changing the admission cycle to a new pattern, for example, from both fall and spring to only fall going forward, is not considered a suspension of admissions.)

11.1.3 Approximate Timeline for Suspension of or Changes to Existing Programs
The amount of time required for program change approvals depends on the kind and extent of the change. The following timelines are approximate and assume that there are no errors, the proposal encounters no unusually strong objections or denials, and summer does not intervene in UCC processes. Change in location here includes adding/moving Ohio University campus/location or switching between majority on-campus and majority online. **These timelines begin after departmental and college approval processes.**

11.1.3.1 Change in delivery mode or location only
CCGS: min. 1 month, max. 2 ½ months.

Total: 1 – 2 ½ months

11.1.3.2 Program title change only or suspension of a degree program
UCC: min. 1 week, max. 1 month

CCGS: min. 1 month, max. 2 ½ months

Total: 1 ½ - 3 ½ months
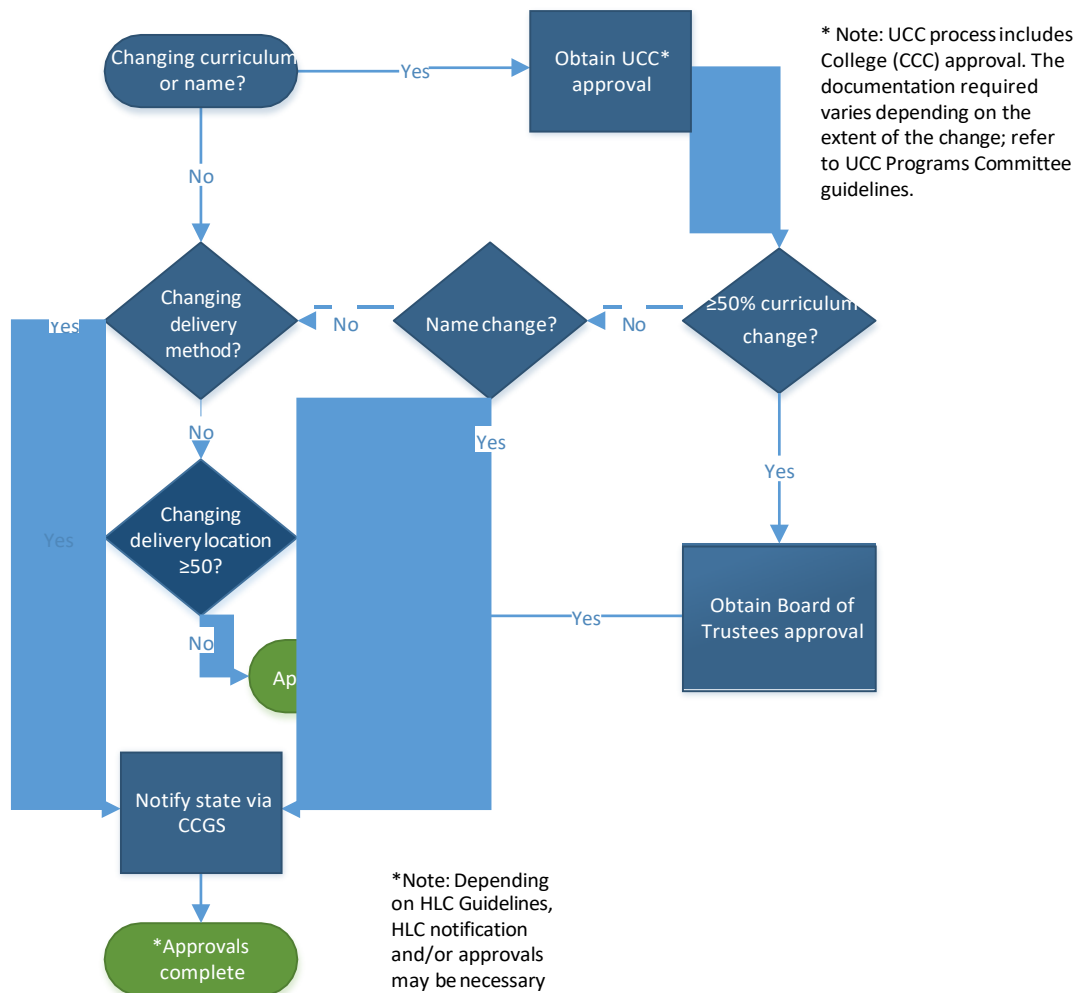
Figure 7: Program Revision Process

11.1.3.3   *Curricular change ≤ 50% (not expedited), no change in delivery mode or location, not a new track or concentration*

UCC: min. 3 months, normal max. 4 ½ months

Total: 3 – 4 1/2 months

11.1.3.4   *Anything else*

This category includes any curricular change (not expedited) that meets one or more of the following conditions: new title; new track/concentration; or change of delivery mode/location.

UCC: min. 3 months, normal max. 4 ½ months

CCGS: min. 1 month, max. 2 ½ months

Total: 4 – 7 ½ months*

***Curricular changes ≥ 50% may require Board of Trustee approval (1-3 additional months)**

New Graduate Program – Development and Approval Process

Proposing Unit

Concept for New Program

College Approval
Varies

No / Yes

Revisions

Proposer Creates Full Proposal
Varies

Academic College (CCC) Approval
Varies

Yes

NOTE: If CCGS comments result in revisions to the program, a CCC/UCC change approval process will be necessary before the program is offered.

Create Response Document
Varies

Present Proposal to CCGS
Varies*

Program Not Approved

* CCGS meets bimonthly and a presentation will occur at the next meeting, provided the Response Document is received 10 days prior.

University Governance

C Approval
No / Yes

Bridge Committee

Graduate Council Review
3 Months*
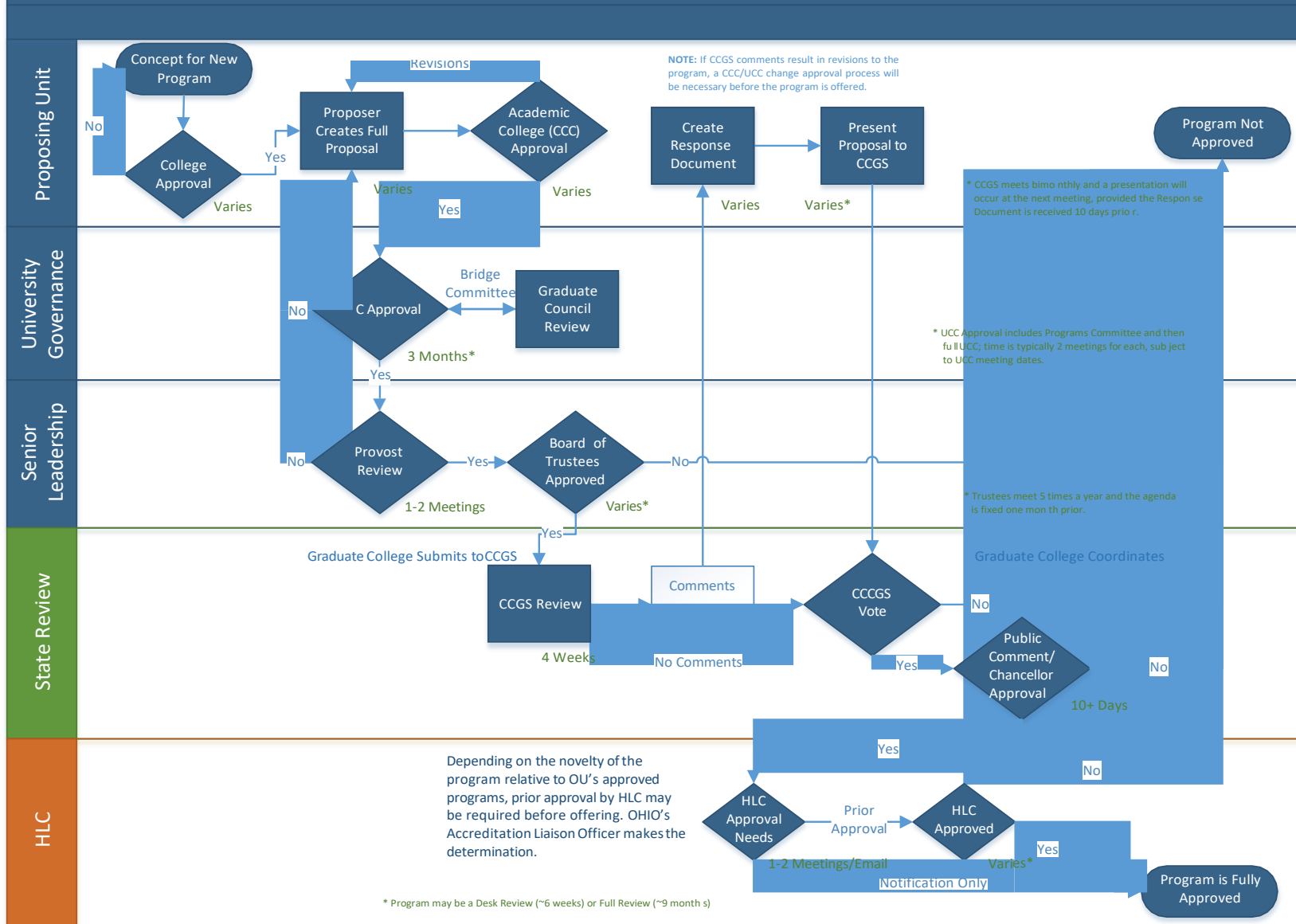
* UCC Approval includes Programs Committee and then full UCC; time is typically 2 meetings for each, subject to UCC meeting dates.

Senior Leadership

Provost Review
1-2 Meetings
No / Yes

Board of Trustees Approved
Varies*
Yes / No

* Trustees meet 5 times a year and the agenda is fixed one month prior.

Graduate College Coordinates

State Review

Graduate College Submits to CCGS

CCGS Review
4 Weeks

Comments

No Comments

CCCGS Vote
No / Yes

Public Comment/ Chancellor Approval
10+ Days
No

HLC

Depending on the novelty of the program relative to OU's approved programs, prior approval by HLC may be required before offering. OHIO's Accreditation Liaison Officer makes the determination.

Yes / No

HLC Approval Needs
1-2 Meetings/Email

Prior Approval

HLC Approved
Varies*
Yes

Notification Only

Program is Fully Approved

* Program may be a Desk Review (~6 weeks) or Full Review (~9 months)

Figure 8: New Graduate Program Approval Process

11.2 PROCEDURES FOR PROGRAM DEVELOPMENT

Developing a new program involves many steps. Please consult the Associate Dean of the Graduate College for guidance. Figure 8 above highlights most of the approval steps required for developing a new program. **No new program may be advertised until all steps are completed.**

Graduate certificates requiring fewer than 21 credit hours do not need state-level review or approval, and they are included as informational items only for the Board of Trustees at the end of the academic year.

11.3 DIFFERENTIAL TUITION AND FEES

Degree programs which intend to charge a program fee in addition to the normal graduate tuition or to charge different General Fees—most commonly online programs—must seek approval from the university, including the Ohio University Board of Trustees. To initiate the process, please contact the Associate Provost for Academic Budget & Planning.

The academic department needs to work with the Offices of the Registrar, Bursar, Institutional Research, Graduate College, and Financial Aid to ensure correct settings within the Student Information System (PeopleSoft). Programs charging additional fees are responsible for ensuring that student accounts are set so that tuition rates are correctly assessed.

12 APPENDIX A: SUPPLEMENTARY POLICY INFORMATION

12.1 UNIVERSITY POLICIES RELATING TO GRADUATE AFFAIRS

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

12.1.1 Policies Relating to Graduate Student Employment:

- **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** 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
- **Parental Leave** https://www.ohio.edu/sites/default/files/sites/graduate/files/Parental%20Paid%20Leave%20Of%20Absence/Parental%20Paid%20Leave%20of%20Absence%20Policy%20(002).pdf

12.1.2 Policies Relating to Registration, Student Rights, Responsibilities, and Conduct

- **Student Code of Conduct** https://www.ohio.edu/communitystandards/upload/Ohio-University-Student-Code-of-Conduct-effective-081915.pdf
- **Canceling Registration, Dropping Classes, and Withdrawing** https://www.ohio.edu/policy/12-050.html
- **Student Names** https://www.ohio.edu/policy/12-021.html
- **Military and Military-Affiliated Students Affected by Deployment or Permanent Change of Station** https://www.ohio.edu/policy/12-060.html
- **Sexual Misconduct, Relationship Violence, and Stalking** https://www.ohio.edu/policy/03-004.html

12.2 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
https://www.ohio.edu/facultysenate/handbook/current-handbook.cfm

12.2.1 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 the department can request a tuition scholarship.

Ohio University has the goal of supporting a select set of high-quality Ph.D. programs and a diverse array of high-quality master's 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. In addition, actions by the Ohio Department of Higher Education 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.

Seeking 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.

Creation of new or refocused quality master's 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.

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.

12.2.1.1 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 may generate 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.

12.2.1.2   *Graduate Stipends –Minimum Level or Above*

Graduate stipends that match or exceed the university's minimum graduate-stipend level automatically qualify for a tuition remission of the Instructional Fees. This waiver of tuition must be approved by the home college of the student receiving the award. If the home college refuses to grant the waiver, the unit funding the student is responsible for covering the tuition. Graduate stipends at the minimum level or above are computed on a semester basis. Thus, if a student receives a graduate stipend for a semester that is equal to or higher than the university-minimum level, that student may receive a full tuition remission for that semester.

12.2.1.3   *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 condition that the partial graduate stipends are approved by the dean of the college and the Dean of the Graduate College. The level of support must be appropriate for the service provided by the student.

12.2.2   Policy on Obligations of a Teaching Associate

For the complete policy, please see the Faculty Handbook, https://www.ohio.edu/facultysenate/handbook/current-handbook.cfm, section VIII.

13 APPENDIX B: PEOPLESOFT LETTER DEFINITIONS

This section describes the information included in letters to applicants that are triggered by actions in GRADS or directly in PeopleSoft. The full text of these letters is under review by the Graduate College during AY2018–19; this section is intended to give an overview of the information that the letters convey. All are sent by email except G12 (post-baccalaureate).

13.1 ACKNOWLEDGEMENT LETTERS

13.1.1 G1A – MH8157 App Acknowledgement
- Outlines the program and term to which the applicant has applied
- Shows PID
- Gives links to reporting dates and class start dates
- Directs applicant to contact their Enrollment Advisor if they have questions
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines how and where to upload additional documents to their application

13.1.2 GC1 – Graduate College Acknowledgement
- Acknowledges that an application has been submitted
- Outlines the program and term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines how and where to upload additional documents to their application

13.1.3 G13 – Graduate College EP Admit (2 years) – Acknowledgement of English Provisional Admission
This letter is under revision to reflect current policies.
- Outlines the program to which the applicant has been admitted -- notes English Provisional Admission
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Gives links to the Graduate College, Graduate Catalog, OPIE, and ISFS websites
- States that the student must receive a Certificate of Eligibility (I-20/DS-2019) from OPIE and outlines the official bank statements needed with estimated funds required
- States that the student will take the TOEFL at the end of each term and the English Language Proficiency will be evaluated at that time; student must achieve unconditional admission status within six semesters (24 months)
- Outlines the need to monitor their Ohio email account for important messaging/notices
- Outlines instructions to request Deferral/Change of Admission Term

13.1.4 G10 – GC International Exchange Non-Degree
- Outlines the program and term to which the applicant has applied
- Gives link to the Graduate Catalog
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Shows link to reporting dates

- Indicates that a Certificate of Eligibility (I-20/DS-2019) must be in place
- Shows contact information for Office of Global Opportunity and ISFS
- Shows link to the Registrar's schedule of classes

13.1.5 G11 – IMOU (degree)

This letter is under revision to reflect current policies.

- Outlines the program and term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list; informs student to check OHIO email for important notices
- Gives links to the Registrar and Bursar websites, Graduate Catalog and ISFS
- States that Ohio University will provide student with a non-resident fee surcharge waiver (out-of-state tuition) for the academic year and outlines the 15 credit hour minimum (9 hours for summer) along with 3.0 GPA requirement
- Outlines conditional admission status if English Proficiency testing is required
- States that official transcripts are required in order for admission to be finalized

13.1.6 G12 – Post Bacc Admit (paper)

- Informs student that they have been admitted as a non-degree post-baccalaureate student
- Gives link to the Graduate Catalog
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Shows link to the Registrar's schedule of classes

13.1.7 G19 – Non-Degree INTL Admit

- Outlines the non-degree program and term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines type of admission that has been offered to the student
- Gives links to the Registrar's schedule of classes and academic calendar

13.1.8 GC4 – Conditional Admit

- Outlines the program and term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- States that conditionally-admitted students are not eligible for graduate appointments until their admission status changes to unconditional
- Provides links to the Registrar's website, Academic Calendar and reporting dates

13.1.9 GC5 – Non-Degree Admit

- Outlines the non-degree program, term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines type of admission that has been offered to the student

13.1.10 GC6 – OUMHA_Admit

- Outlines the program (MH8157) and term to which the applicant has applied

- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Directs applicant to contact their Enrollment Advisor if they have questions

13.1.11 GC8 – IIE Admit

- Outlines the program, term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Registrar and Bursar websites, Academic Calendar, Graduate Catalog, ISFS, and reporting dates
- States that Ohio University will provide student with a non-resident fee surcharge waiver (out-of-state tuition) for the academic year and outlines the 12 credit hour minimum (9 hours for summer) along with 3.0 GPA requirement
- States that official transcripts are required in order for admission to be finalized
- Outlines the need to monitor their Ohio email account for important messaging/notices

13.1.12 GFA – Grad FINAL Admit

- Outlines the program, term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Registrar's website, Academic Calendar and reporting dates

13.1.13 GC9 – EP Admit – (HCED)

This letter is under revision to reflect current policies.

- Outlines the program, term to which the applicant has been admitted—notes English Provisional Admission
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Graduate College, Graduate Catalog, OPIE and ISFS websites
- States that ISFS will provide the student with the Certificate of Eligibility (DS-2019)
- States that student must achieve unconditional admission within three semesters or admission to the degree program will be withdrawn
- Your admission status is English Provisional. This means you must first successfully undertake English language study before beginning your degree program..
- While in English Provisional or English Conditional admission status you are required to follow the registration recommendations for English language courses. Your registration in English language courses will be completed by OPIE on your behalf.
- States that official transcripts are required in order for admission to be finalized
- Outlines the need to monitor their Ohio email account for important messaging/notices
- Outlines instructions to request Deferral/Change of Admission Term

13.2 DENY LETTERS

13.2.1 G7A – Deny MHA

- Outlines the program, term to which the applicant has applied

- Gives generic message about deny status and directs applicant to contact their Enrollment Advisor if they have questions about their deny status

13.2.2 GC7 – GC Deny Letter (all denied applicants)
- Outlines the program, term to which the applicant has applied
- Gives generic message about deny status and directs applicant to contact the department if they have questions about their deny status

13.3 OTHER LETTER TYPES

13.3.1 G17 – Missing Info
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list: lists the To Do List items still in "Initiated" status (items that are still required); gives timeline for received materials to be updated in the Student Center (5 for domestic and 15 for international)

13.3.2 G18 – Waitlist Notice
- Outlines the program, term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- States the application has been put into Waitlist status. This means that the department still has the application under review, but is not prepared to make an admission decision at this time.

13.3.3 G16 – Graduate Student Withdraw
- Shows PID
- Acknowledgement that the application has been withdrawn and gives instructions to contact the Graduate College if they didn't request the withdraw

13.3.4 G15 – Graduate Admit Term Cycle Closed (WADM/ATCC)
- Outlines the program, term to which the applicant has applied
- Shows PID
- States the application withdrawn/cancelled due to the admit cycle being closed and gives applicant instructions on how to request Deferral

13.3.5 G14 – Graduate College Deferred Admit Term (WADM/SCOS)
- Outlines the program, term to which the applicant has applied
- Shows PID
- Acknowledges that the request for deferral has been received and gives applicant the instructions to submit their deferred application (new application) and gives the fee waiver code that the applicant needs to use when they reapply

14 APPENDIX C: STATE-LEVEL CHANGE FORMS FOR GRADUATE PROGRAMS

The following pages contain forms to request approval from the Chancellor's Council on Graduate Study (CCGS) for curricular modification (see Curricular Development & New Delivery/Format/Location). **These are provided as references and may change during the academic year; please contact the Associate Dean of the Graduate College to ensure that you have the most recent version.**

Guidelines for presenting a Full Proposal for a new degree program to CCGS can also be obtained from the Associate Dean. Gathering the required information as the proposal is drafted for earlier Ohio University stages of approval will make the process more efficient and prevent delays in submitting the Full Proposal to the state.