Graduate Council Minutes

December 2, 2016


Excused: Geoff Dabelko, Andrea Frohne, Alex Hibbitt, Janet Hulm, Chulho Jung, Jody Lamb, Bose Maposa, Chris Moberg, Shawn Ostermann, Ann Paulins, Anirudh Ruhil,

Convened: The meeting was convened at 3:07 pm.

1. Approval of Minutes of the November 4, 2016 meeting
   The minutes of the November 4, 2016 meeting were approved.

2. Chair’s report, Steve Bergmeier:
   Steve informed members that he met with the EPSA subcommittee of Faculty Senate and a subcommittee with members from Graduate Council will be formed to address the graduate faculty status.

3. Remarks by Joe Shields, Dean of the Graduate College
   Joe said that the state has approved the MFA in Communication and Media Arts.

4. Remarks by David Koonce, Associate Dean of the Graduate College
   David said that application numbers are higher than last year’s numbers at this point in time by 11%. Domestic applications are up by 19% and international applications are down by 6%.

   David informed members that Mark Rowe (Graduate Appointment administrator) is taking a faculty position at the College of Business in January 2017. He added that this is not a busy time for approving awards since only a few new ones are written for spring semester.

5. Remarks by Katie Tadlock, Assistant Dean of the Graduate College
   Katie said that so far 40 doctoral candidates have confirmed participation in the commencement ceremony on December 10th, 2016.

6. Report from the Curriculum Committee
   Jen said that the ‘Resolution to revise credit hours for certificate’ will be presented for a second reading to Faculty Senate on Monday. She drew members’ attention to the handout
(Appendix A) in the packet which notes the exception process. She added that the graduate catalog needs to be revised to include the updates for these non-degree certificate programs. She said that the changes that were made to the graduate program in nursing are consistent with those recommended by the accreditation organization.

Jen said that the curriculum committee of each college will need to assess risks for certificates that are approved under the exception/exemption category. She said that since this is a final approval and not an experimental approval, the next round of review will take place when the program has been in place and it comes up for review for its seven-year review. David said that the state would have concerns if we did not follow the state approval process. In response to questions, Scott clarified that the request is for approving the policy that facilitates getting an exemption from policy about approval of programs. David clarified that small curricular changes do not have to be approved by the state, but new programs have to be signed off by the chancellor and require approval by the HLC. Katie said that the graduate catalog is not clear regarding the maximum number of hours a student can enroll in as a non-degree certificate student. She also said that students in non-degree certificate programs are not eligible for federal financial aid. It was noted that this policy is on the agenda for UCC’s meeting on 12/06/2016. Jen asked Steve if he would write to Kelly to follow up.

7. Report from the Polices and Regulations committee

Spencer said that graduate students are concerned about the lack of a university committee that could look into complaints about abuse experienced by graduate students. He noted that having an appeals process that a student can use will be very helpful. Sonsoles said that including this in the graduate catalog will appropriate. She referred to the handout in the packet (Appendix B) proposed adding this to the masters and professional doctoral degree sections in the graduate catalog as well. David said that the proposed text refers to graduate faculty, but at this point in time, that status has not been codified yet. Gursel said that their department has a student who is on her third advisor, who also has concerns about the progress the student is making. No other faculty member wants to work with her. Her GPA is okay, but it does not seem like she can form a committee that will work with her. Jen said that since she was accepted in the program and is in good standing, she should receive support from the department. David said that since GPA is the only metric used for defining good standing, it makes it difficult in a case like this to find a solution. Joe said that if a student is not making satisfactory progress, then those can be grounds for dismissal. Brian said that the graduate catalog should note the conditions under which a student can be dismissed. David said that with so much variation in program requirements, it is difficult to have one set of guidelines that would apply to all students. He added that it would be best for each college to have its own set of policies and criteria. Jen said that we need to provide as much notice to a student so as not to disadvantage them. The terms need to be fair; they can also be broad. She said that the attached handout was a good start which can be strengthened. Members also noted that faculty members who run laboratories have their own policies regarding expectations.

8. Report from the Planning and Strategy Committee
Krisann said that the handout (Appendix C) in today’s packet includes the current and revised letters that students receive after their graduate appointment has been approved. She said that this letter mentions the OPERS form. Sonsoles asked about the requirement for international students who are receiving fellowships to file taxes. She said that since there is no work component for the fellowship, they should not have to do so. Katie said that international students are required to complete the GLACIER form, which allows the HR staff to contact students about the specific tax treaties in place for the student’s home country.

9. **Report from the Recruitment and Admissions requirements committee:**

Gursel said that he would like to revisit the discussion from earlier in the year regarding administering a survey to students about choosing Ohio University. He said that our ranking has declined recently. Joe said that this was brought up at a recent Board of Trustees meeting as well. He noted that sometimes very small changes in input parameters cause large jumps in ranking; usually it is not one driver that causes a decline or increase in the ranking. Gaurav said that there was probably something structural to have caused the drop that we just experienced.

The meeting was adjourned at 4:25 pm.
Appendix A

To: Graduate Council

From: Bridge Committee

Re: Program Committee Meeting November 22, 2016 – Graduate issues excerpt

Subj: Notice and opportunity to comment December 2, 2016 meeting of Graduate Council

Note: See attached: Dec. 1, 2016 draft “Policy on Granting an Exemption from Program Requirements”

I. Certificate Programs

Update: EPSA presented a Resolution to Revise Credit Hours for Certificates for first reading at the November 7 Faculty Senate meeting. No substantial objections were raised at that meeting. Second reading will be December 5.

II. Policy Exception/Exemption Process Recommendation

Background: In response to the Certificates Task Force Recommendations (11/20/2015) to, “Consider requests from carefully-vetted certificates to be stand alone and financial aid eligible. OHIO does not currently have certificates that are subject to gainful employment regulations, nor does it have the resources in place to comply with those regulations. However, financial-aid eligible certificates may be important to some academic units (e.g., CHSP, College of Business),” and the UCC Ad Hoc Policy Committee Report recommendation that, “ICC and PC should create guidelines for temporary and/or experimental courses and programs,” the certificates task force, under the leadership of Brad Cohen completed the policy exception process recommendation. 

Update: Clarifications to our recommended process have been suggested by the Friday group and an updated document is attached to the email agenda distribution. Further discussion and clarifications recommended will be incorporated for presentation to UCC next meeting.

III. OLD BUSINESS - NEW PROGRAMS

No graduate items.

IV. OLD BUSINESS – CHANGES TO PROGRAMS

No graduate items

V. NEW BUSINESS – NEW PROGRAMS

Heritage College of Osteopathic Medicine

Program Code: CTX20G

Program name: Graduate Certificate in Bioethics & Society

Unit Proposing: Office of Advanced Studies

Contact: Sonsoles De Lacalle, delacall@ohio.edu

Summary: This proposal seeks to establish an 18 credit hour, graduate certificate in Bioethics and Society. Bioethics is the study of ethical and social challenges that surround the translation of developments in biomedicine into the public realm. This program offers a theoretical dimension (that is,
a grounding in theory that equips the student with the necessary expertise to address the content in a systematic and principled way) as well as a real-world approach to bioethics, allowing students to understand the social and political contexts in which bioethical questions arise and proposed solutions are developed. In the course of their studies, students are equipped with essential knowledge and skills to make contributions to resolve bioethical problems. In addition, a capstone experience enables students to apply this knowledge within their specific professional domain, regardless of discipline. Further, this program will reach out into the broader community, drawing students from various clinical settings, to become better informed about the intersection of clinical, societal and bioethical issues in the drafting and promulgation of normative guidelines at the state, national and international level. Such a program would be unique in the state, with few other national and international examples, such as Wake Forest University and King’s College in the UK (see bioethics.wfu.edu/academic/graduate-programs/graduate-certificates/ and also www.kcl.ac.uk/study/postgraduate/taught-courses/bioethics-and-society-ma-mpg-dip-pgcert.aspx).

How will this be handled by registrar and grad college for students not in a degree program – as a CT or ND? Application process for non-degree students is the ND. Kelly will follow-up with Deb Benton and David Koonce.

No graduate issues

VI. NEW BUSINESS – CHANGES TO PROGRAMS
College of Health Sciences and Professions
Program Code: MSXX11
Program Name: Master of Science in Nursing (Psych-Mental Health Nurse Practitioner track)
Contact name and email for this proposal: Char Miller; millerc3@ohio.edu
Summary: The proposed changes to the MSN program reflect the addition of a Psychiatric Mental Health Nurse Practitioner (PMHNP) track. Despite the high prevalence and social impact of mental health disorders, significant disparity in access to treatment and quality of treatment services remains in our region and nation. Persons experiencing mental health issues frequently present with problems beyond the scope of the baccalaureate prepared nurse and other non-medical mental health professionals. This disparity is further exacerbated by a significant workforce shortage, particularly among mental health professionals prepared to provide care to children, rural populations, and to prescribe psychoactive medications. The Health Resources and Services Administration (HRSA) (2016) has identified 113 Mental Health Professional Shortage Areas in Ohio. These factors suggest that there is a significant need for this program track which will prepare advanced practice nurses eligible for certification to provide professional mental health services across the lifespan. Graduates will be eligible for the PMHNP certification exam from the American Nurses Credentialing Center (ANCC). This track program of study represents coursework form the current MSN core courses and coursework related to role and population competencies specific to the PMHNP. The proposed changes will result in:

- Addition of a PMHNP track option to the current MSN program comprised of 17 MSN core credits (courses taken by all MSN students) and 20 PMHNP track option credits.
- Total credit hour requirements for the MSN PMHNP of 37.

There are no anticipated additional faculty positions required to support this program track option as one MSN faculty has the PMHNP credential and another is currently pursuing PMHNP certification. These faculty will be responsible for teaching the track option MSN Proposed Program Changes courses. The core courses are shared with all MSN majors. The Psychology department has been consulted during the PMHNP track option course approvals as recommended by CCC.

Did program consult with Counseling, who has similar courses?
VII. EXPEDITED REVIEW & NOTIFICATIONS – for Dec. 8 UCC Meeting

College of Health Sciences and Professions
Program Code: MS8147
Program Name: Exercise Physiology Clinical
Contact: Sharon Rana, rana@ohio.edu

Summary: We would like to change the Exercise Physiology Clinical program in four ways:

1. We would like to add two new classes to the MS8147 Curricular Components:
   - EXPH 6180: Clinical Exercise Physiology: A Case-Based Approach (2 credit hours)
   - EXPH 6190: Patient-Centered Practice in Clinical Exercise Physiology (2 credit hours)

2. We would also like to add three formerly elective classes to the MS8147 Curricular Components:
   - EXPH 6170: Exercise Testing and Prescription (4 credit hours)
   - EXPH 6520: Advanced Laboratory Techniques in Exercise Physiology (3 credit hours)
   - EXPH 6600: Advanced Biomechanics (3 credit hours)

3. We would like to change the required number of practical/internship hours to a total of 4 credit hours (and it was formerly 8 credit hours).

4. Finally, we would like to remove the requirement that students in the program choose elective courses.

These changes, collectively, will change the total credit hours of the program from 34.0 to 33.0 credit hours. The addition, these changes will not affect any other departments, and will not require additional resources. We have recently hired a new clinical faculty member who will teach the two new courses.

Move on to UCC

--END OF MINUTES—

See attached.
December 1, 2016 DRAFT

UCC Programs Committee Recommendation

Policy on Granting an Exemption from Program Requirements

Overview

In an era where exploration of new curricular structures is essential, existing policy practices lead to unacceptable alternatives: avoid curricular experimentation that violates policy until policy is revised to accommodate new structures or go forward in violation of policy. The former creates a significant hurdle and substantial time delays that will often lead to curricular stasis, and the latter undermines the integrity of policy and effective risk and resource management of innovative and experimental curricular initiatives. A better alternative is to create, in policy, a formal exemption process. Such a process will enable innovative faculty to pursue experimental programs in a way that respects collective faculty responsibility for curricular decisions by allowing such programs to go forward in violation of existing policy as appropriately controlled experiments that may, in the long run, inform changes to policy.

This policy exemption process applies to credentialed programs requiring University Curriculum Council (UCC) approval such as certificates, minors, associate, baccalaureate, and graduate degree programs.

The exemption process is not a mechanism for circumventing review, but a way to review, approve, and pilot programs that violate current policy. Thus, Programs Committee (PC) and UCC, as well as college level curricular review processes and responsibilities, remain in place.

Exemption Process

Program proposers interested in offering an innovative program that violates existing policy may request an exemption with their program proposal but will be required to articulate why the University should support such an exemption. Program proposers, departments, and colleges will be required to understand and address risks at the local, State, and Federal level, and where appropriate, the International level. They will need to be sensitive to the challenges placed on administrative units that arise in extending limited resources this way. Programs granted an exemption to policy will be given a date upon which the program will expire unless further action is taken, as outlined below. To formalize these considerations, we propose the following exemption process:
Proposals requesting an exemption from current policy will be considered by UCC when the following is documented by the program proposer:

1. Provost’s office confirms the process articulated in this document has been followed and accepts institutional risks associated with offering a program that violates current policy
2. The relevant Dean(s), department heads, and administrative leads confirm the resource needs will be met (e.g., departmental responsibility to collect data for gainful employment reporting) and understand and accept the risks associated with offering a program that violates current policy
3. PC and UCC confirm the program uniqueness and integrity through standard curricular review with the exception that the proposed program does not align to existing university policy and that the approval is not indefinite (i.e., the approval will expire unless a formal review extends it prior to its expiration or policy is altered).

A number of crucial issues arise in initiating such programs, and these involve resources and risk management that spans faculty and administrative offices. A working group convened by the chair of the UCC, will be responsible for annual review of the exemption process to ensure the process is working (e.g., risks are being well managed, the process isn't being used to bypass curricular review, etc.) and to identify trends that may indicate a need for revision of institutional policies. This working group should be comprised of representatives from UCC, PC, Individual Course Committee, faculty senate, university registrar, graduate college, financial aid and scholarships, institutional research, admissions, and the dean of students, the vice provost for undergraduate education, the associate provost for faculty and academic planning, the executive dean of regional higher education, and the senior vice provost for instructional innovation.

When an exemption is approved by UCC, the Chair of UCC Programs Review Committee will calendar a review of the program based on the agreed upon expiration date. The Programs Review Committee will report on these reviews in the usual manner to UCC. Note that because these programs have an approved end date, the review will need to take place in such time that allows for appropriate review and action prior to that end date in order to maintain a seamless program (i.e., if a program is approved with an end date of June 30, 2018, the review will need to be completed well before that date; otherwise, the program would be stopped on June 30 while the review continues).

In addition to the standard details required for program proposals as determined by colleges and PC, requests for policy exemptions should include the following:
• Identified risks and mitigation strategies (especially, but not solely, as related to student risk and accreditation concerns)
• Financial/resource impact on university (e.g., reporting, staff effort to work around administrative system limitations) and anticipated revenue
• Requested duration of pilot necessary to deliver informative results (with an upper limit of 3 years), with a suggested expiration date to be agreed upon by PC and UCC
• A plan for students enrolled in the pilot to reasonably complete the program without loss of academic progress or increases in costs in the event that the program expires

Dec. 1, 2016
Appendix B

To: Graduate Council
From: Policies Subcommittee
Re: Changes to Graduate Catalog Text

In response to questions that were raised regarding advisor/advisee relationships, the Policies Subcommittee of the Graduate Council proposes several changes to Graduate Catalog. Current wording is in black, new wording in red.

Degree Requirements

Master’s Degree
For any master’s degree, a minimum of 30 graduate (semester) hours is required for conferral.

Program of Study
Students should develop a program of study approved by their advisor and the departmental graduate committee early in their program to ensure that they satisfy all degree requirements in the most efficient manner possible. Cohort-based degrees may have a fixed program of study.

Students may not have more than 8 credits with a CR grade exclusive of practicum, internship, research, and thesis hours applied to their minimal credit requirements. Additional credits may be required by individual departments.

Undergraduate courses, courses taken for Audit, or any course designated as “dissertation” or “doctoral” may not be counted toward Master’s degree requirements.

Advisor/Advisory Committee
A member of the graduate faculty will serve as the student’s primary advisor or on an advisory committee. Unless otherwise specified by the program, graduate students are expected to participate in the selection of their advisors.

The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., “graduate faculty status”). The primary advisor and advisory committee...
must approve the proposed program of study for the degree, track students’ progress at regular intervals, and recommend degree conferral.

The advisor/advisee relationship is formed and maintained by mutual agreement. It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.

Advisors/committees can be changed if the advisee has valid concerns. Students who want such a change should follow the policy in their departments, which should normally consist of a meeting with the departments chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.

Advisors can terminate a relationship with an advisee if the advisee is significantly failing to meet the advisor’s expectations in the mutual agreement between the advisor and advisee. Advisors requesting such a change should follow department policy, which should normally consist of a meeting with the departments chair or graduate chair. Appeals of that decision by either the advisor or advisee should be made to the head of the department and then to the dean of the college.

**Academic Residency Requirement**

.../...

**Professional Doctoral Degrees**

**Advisor / Advisory Committee**

A member of the graduate faculty will serve as the student’s primary advisor or on an advisory committee. Unless otherwise specified by the program, graduate students are expected to participate in the selection of their advisors.

The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., “graduate faculty status”). The primary advisor and advisory committee must approve the proposed program of study for the degree, track students’ progress at regular intervals, and recommend degree conferral.

The advisor/advisee relationship is formed and maintained by mutual agreement. It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.
Advisors/committees can be changed if the advisee has valid concerns. Students who want such a change should follow the policy in their departments, which should normally consist of a meeting with the departments chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.

Advisors can terminate a relationship with an advisee if the advisee is significantly failing to meet the advisor’s expectations in the mutual agreement between the advisor and advisee. Advisors requesting such a change should follow department policy, which should normally consist of a meeting with the departments chair or graduate chair. Appeals of that decision by either the advisor or advisee should be made to the head of the department and then to the dean of the college.

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Research Doctoral Degrees

Program of Study and Advisory Committee

Advisor / Advisory Committee

A member of the graduate faculty will serve as the student’s primary advisor or on an advisory committee. Unless otherwise specified by the program, graduate students are expected to participate in the selection of their advisors.

The advisor / committee must be approved by the program and also must be consistent with college policy (e.g., “graduate faculty status”). The primary advisor and advisory committee must approve the proposed program of study for the degree, track students’ progress at regular intervals, and recommend degree conferral. Graduate work completed at another university will be considered by the respective graduate committee and the student’s advisory committee in the development of the student’s program of study.

The advisor/advisee relationship is formed and maintained by mutual agreement. It is recommended that the advisor clearly outline the expectations of the advisee and the responsibilities that the advisor accepts, and it is further recommended that those expectations and responsibilities be in written form and that they be periodically reviewed during a meeting of both parties.

Advisors/committees can be changed if the advisee has valid concerns. Students who want such a change should follow the policy in their departments, which should normally consist of a meeting with the departments chair or graduate chair. Appeals by the advisee on the denial of advisor/committee changes should be made to the head of the department and then to the dean of the college.
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Typically, when the dissertation proposal is nearing approval...

.../...
Appendix C

Dear Graduate Award Recipient:

Congratulations! You have been awarded a graduate appointment at Ohio University. In order to facilitate and finalize your employment, please carefully review the information in this letter and take appropriate steps.

Please visit the Graduate Student Portal on the World Wide Web at http://www.ohio.edu/graduate/portal for the Council of Graduate Schools (CGS) Resolution and the Graduate Appointment Information and Policies for detailed requirements and information regarding all graduate appointment rewards. Refer to details about your appointment on page 3 of this letter.

If you have been awarded a fellowship and are NOT a United States citizen, the New Employee Tax Compliance Notification Sheet must be completed. If you are a United States citizen and have been awarded a fellowship with no accompanying service stipend, your appointment is complete and no further action is required on your part. Students may view details of their appointment via the Graduate Student Portal on the World Wide Web at http://www.ohio.edu/graduate/portal.

If you have been awarded a service stipend, it is important that you access the Graduate Student Portal to view your appointment details and print necessary employment forms. To access the portal, students need to enter their Ohio ID and password.

For new graduate students or current students receiving first graduate appointment award the following forms are to be completed:

- Form I-9 - Employment Eligibility Verification
- W-4 - Employee’s Withholding Allowance Certificate
- PERS Exemption Form
- Payroll Department Direct Deposit Authorization
- Ohio University Personal Data Profile
- Acknowledgement of Fraud Reporting Information
- Voluntary Self-Identification of Disability
- New Employee Tax Compliance Notification Sheet

Mail or deliver all forms, with the exception of Form I-9, to the Payroll Department at Human Resource and Training Center (HRTC), Room 221, 169 W. Union Street, Ohio University, Athens, OH 45701 or the Graduate College.

The Form I-9 must be completed and submitted in person to either the Payroll Department at Human Resource and Training Center (HRTC), or to the Graduate College located in the Research and Technology Center, Room 220, Ohio University, Athens, OH 45701.
IMPORTANT INFORMATION FOR NEW STUDENT EMPLOYEES:
According to our records, you have not completed your Employment Eligibility Verification (I-9) Documentation. The terms of the federal Immigration and Reform and Control Act (IRCA) of 1986 require that all new employees present documentation of (1) identity and (2) eligibility to work in the United States.

Required Documentation for International Students:
- Passport/1-20/1-94

Required Documentation for Domestic Students:
- Passport or Driver's License/Social Security/Birth Certificate

You must present the required documentation to the Graduate College, Research & Technology Center 220, and complete an I-9 form within three business days of the beginning date of your appointment. This only applies to persons who have not completed a previous I-9 form for Ohio University. Information regarding acceptable documents is also provided at the above web address. Your failure to complete the I-9 form could result in a loss of compensation for time worked.
Please note: If you have already completed an I-9 for Ohio University you need not complete another.

All documents presented must be originals; photocopies or reproductions are not acceptable. International students on a J-1 visa must also present a letter from their sponsor authorizing employment. Please note that Ohio University is not permitted by law to issue retroactive pay should you fail to meet the requirements.

If you have questions or concerns, please contact the Graduate College at (740) 593-9616 or e-mail graduate.appointments@ohio.edu. We at the Graduate College at Ohio University wish you the best in your academic and research endeavors.

Sincerely,

Mark Rowe
Graduate Appointment Administrator
Graduate College
Research & Technology Center
740-593-9610
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Dear Graduate Award Recipient:

Congratulations! You have been awarded a graduate appointment at Ohio University. To finalize your employment, please carefully review the information in this letter and take the appropriate steps. Details regarding your appointment can be found on page 3 of this letter.

Please visit the Graduate Student Portal at http://www.ohio.edu/graduate/portal for your appointment details. To access the portal, student need to enter their OHIO ID and password. Accessing the portal provides graduate appointment information including access to the student payment plan. Please visit https://www.ohio.edu/graduate/current/appointdetail.cfm to access the Graduate Appointment Guidelines.

Stipend:
Graduate students receiving an appointment that includes a stipend for work (TA, GA, RA, RD, or GRS) for the first time will need to complete a student employment packet, which includes the following forms:
- Student Employee Information Sheet
- Form I-9 – Employment Eligibility Verification
- OPERS Forms
- Acknowledgement of Fraud Reporting Information
- W-4 – Employee’s Withholding Allowance Certificate
- Payroll Department Direct Deposit Authorization
- New Employee Tax Compliance Notification Sheet (non-U.S. citizens)

Fellowships:
This appointment type has no work component and may include a tuition scholarship.

1. If you are a United States citizen and have been awarded a fellowship with no accompanying service work stipend, your appointment is complete and no further action is required on your part.

2. If you are a non-U.S. citizen and have been awarded a fellowship, the New Employee Tax Compliance Notification Sheet must be completed. Please note that you may be subject to federal backup tax withholding.

The student employment packet must be completed and submitted in person to either the Employee Service Center at Human Resource and Training Center (HRTC), 165 W. Union Street, Athens, OH or to the Graduate College located in the Research and Technology Center, Room 220, Athens, OH 45701.
IMPORTANT INFORMATION FOR NEW STUDENT EMPLOYEES:

According to our records, you have not completed your Employment Eligibility Verification (I-9) Documentation. The terms of the federal Immigration and Reform and Control Act (IRCA) of 1986 require that all new employees present documentation of (1) identity and (2) eligibility to work in the United States.

A list of acceptable documentation that can be accepted to verify your identity and eligibility to work in the United States can be found at https://www.uscis.gov/i-9-central-acceptable-documents.

International Students:

Certain nonimmigrant students and exchange visitors must also present additional documentation in order to prove their work authorization in the United States. Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training should bring the following items:

- Unexpired foreign passport
- Form I-20 with the Designated School Official’s endorsement for employment on page 3
- A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status

You must present the required documentation to either the Human Resources Department or the Graduate College, Research & Technology Center 220, and complete an I-9 form on or before your first day of employment. This only applies to persons who have not previously completed an I-9 form for Ohio University. Your failure to complete the I-9 form could result in a loss of compensation for time worked. Please note: If you have already completed an I-9 for Ohio University you need not complete another.

All documents presented must be originals; photocopies or reproductions are not acceptable. International students on a J-1 visa must also present a letter from their sponsor authorizing employment. Please note that Ohio University is not permitted by law to issue retroactive pay should you fail to meet the requirements.

If you have questions or concerns, please contact the Graduate College at (740) 593-9610 or e-mail graduate.appointments@ohio.edu. We at the Graduate College at Ohio University wish you the best in your academic and research endeavors.

Sincerely,

Mark Rowe
Graduate Appointment Administrator
Graduate College
220 Research & Technology Center
740-593-9610
### Appointment Details

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