

# Graduate Student Handbook



College of Graduate Studies  
Main Campus

2008-2009

## Table of Contents

<b>General Information</b> .....	<b>2</b>
<b>Academic Regulations</b> .....	<b>3</b>
<i>Responsibilities of Graduate Students</i> .....	3
<i>Academic Standards for Graduate Students</i> .....	3
<i>Minimum Continuous Enrollment</i> .....	4
<i>Student Health Insurance</i> .....	4
<i>Academic Program Documents</i> .....	4
<i>Plan of Study</i> .....	4
<i>GRAD Form</i> .....	5
<i>Intellectual Properties &amp; Patent Sign-off</i> .....	5
<i>Thesis and Dissertation Committees</i> .....	6
<i>Foreign Language Exams</i> .....	7
<i>Policy Statement on Academic Dishonesty</i> .....	8
<i>Academic Dishonesty Appeal Procedure</i> .....	9
<i>Grievance Procedure</i> .....	11
<i>Grade Appeal Procedure for Graduate Students</i> . 11	
<i>Academic Grievance</i> . .....	12
<i>Employment Grievance</i> . .....	12
<i>Sexual Harassment</i> .....	13
<i>Affirmative Action</i> .....	14
<i>Graduation</i> .....	16
<i>Academic and Financial Deficiencies</i> .....	17
<i>Computer Accounts</i> . .....	17
<i>Directory Release of Information</i> .....	18
<i>Graduation Checklist</i> .....	18
<b>Fellowships, Scholarships and Awards</b> .....	<b>19</b>
<i>University Fellowships</i> . .....	17
<i>Minority Graduate Assistantship Awards</i> .....	18
<i>Graduate Scholarships</i> . .....	20
<b>Policies and Procedures for</b>	
<b>Graduate Assistants</b> .....	<b>20</b>

<i>Availability</i> .....	20
<i>Definitions of Assistantships</i> .....	20
<i>Teaching Assistantships</i> .....	20
<i>Research Assistantships</i> .....	20
<i>Administrative Assistantships</i> .....	21
<i>Internships</i> .....	21
<i>Benefits</i> .....	21
<i>Applying for an Assistantship</i> .....	22
<i>Academic Standards</i> .....	22
<i>Job Descriptions/Duties</i> .....	22
<i>Length of Employment and Enrollment</i> .....	22
<i>Outside Employment</i> .....	23
<i>English Language Test for International Teaching Assistants</i> .....	23
<i>Payroll</i> .....	24
<i>Health Insurance Co-payments for Graduate Assistants</i> .....	24
<i>Parking</i> .....	25
<b>Graduate Student Association</b> .....	<b>27</b>
<i>Small Grants Fund</i> .....	27
<i>Career Development Fund</i> .....	27
<b>Resources at the University</b> .....	<b>28</b>

## **Dear Graduate Student:**

I want to welcome you to The University of Toledo. As a graduate student you will contribute in a significant way to the overall intellectual environment of this University. Your pursuit of a graduate education will entail many hours of hard work and some level of frustration, but the interaction with colleagues and professors will make this intellectual journey also a personally rewarding experience and should you have the unique opportunity of being appointed as a graduate assistant, you will have a major effect on the intellectual and personal development of others while you are increasing your own knowledge. As a graduate assistant you will play a key role in helping the University to fulfill its teaching mission.

This handbook is designed to provide useful information to graduate students at The University of Toledo. It contains general information useful for all graduate students as well as information of particular interest to those graduate students who have received an assistantship. The College of Graduate Studies, your department, and especially your graduate advisor are ready to supplement the information provided in this handbook. The University of Toledo General Catalog provides additional information about departmental degree requirements and the curriculum, and provides the official word on all matters.

Again, I welcome you and wish you success in your graduate studies at The University of Toledo.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Bisesi", with a long horizontal flourish extending to the right.

Dr. Michael Bisesi  
Senior Associate Dean, College of Graduate Studies

## General Information

The information within this Graduate Student Handbook (Main Campus) is superseded by the information in the University of Toledo Policy Manual and the University of Toledo General Catalog, if any questions should arise.

College of Graduate Studies

Website: <http://www.utoledo.edu/graduate/>

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## **Academic Regulations**

### **Responsibilities of Graduate Students**

The graduate student is advised and expected to become familiar with academic regulations of the University and the particular requirements of the specific graduate program. The student is solely responsible for complying with all regulations of the University, the College of Graduate Studies and the department of instruction, and for meeting all requirements for the degree. The student should consult with the advisor on a regular basis to ensure that they remain on track within the degree program, or in the event that there are any questions concerning the requirements for the degree.

### **Academic Standards for Graduate Students**

In order for a student to remain in good academic standing and to make adequate progress toward the degree, he/she must maintain a minimum overall GPA of 3.0 on the four point grading system. Students whose grade point average falls below 3.0 are subject to dismissal from the College of Graduate Studies.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used in determining grade point averages. Any grade below "C" (2.0) in a graduate course is unsatisfactory and will not satisfy the academic requirements in a graduate program of study. Therefore, any graduate course in which a grade below "C" was achieved will not be permitted on the Plan of Study. Grades of below "C" will continue to be counted in calculating the cumulative grade point average.

For individual study, master and doctoral thesis, and or/dissertations and other projects at the graduate level, the grade of "PR" may be given to denote work in progress. It will not be considered in computing the grade point average. The grade of "IN" is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of "F" by the Office of the Registrar. The grade of "IN" will not be considered in computing the student's grade point average. A limited number of special graduate courses earn grades of "S" or "U" upon completion. A grade of "S" will allow for graduate credit to be earned, while a grade of "U" earns no credit and will be processed as an "F" with the hours calculated into grade point average.

## **Minimum Continuous Enrollment**

Graduate Students who have completed their course work and are working on their project, thesis, or dissertation and/or are using university facilities and services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. Students who do not enroll for any course work for more than two academic semesters (excluding summer) will have their matriculation closed and will be required to apply for readmission. Students who apply for graduation during the summer term must also be registered for a minimum of one graduate credit hour. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees.

## **Student Health Insurance**

The University of Toledo requires domestic students registered for six or more on-campus credit hours per semester and International students registered for one or more credit hours per semester to have health insurance. Students who are currently insured by a health insurance policy, i.e., their own or their parent's may waive the UT sponsored Student Health Insurance Plan. Waivers need to be completed each semester by the last day of Add/Drop. If you do not complete the on-line waiver (Student Self Service), you will automatically be assessed a single student insurance premium on your student invoice. Domestic students who drop to less than six on-campus credit hours and international students who drop to zero credit hours by or on the last day of Add/Drop for the term will be removed from the health insurance plan unless continued coverage arrangements have been made through the Student Medical Center Insurance Office or usage of the plan has occurred. For complete policy information, please see the Student Medical Center website at <http://student-services2.utoledo.edu/healthservices/insurance.html>

## **Academic Program Documents**

Forms are available on the College of Graduate Studies Web-site: <http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html>

### *Plan of Study*

Early in their program, usually by the end of the first semester, graduate students must submit to the College of Graduate Studies a “*Plan of Study*” approved by the graduate advisor and the associate dean of the college. The Plan of Study is a listing of courses that a student plans to complete to meet the requirements of his or her

graduate degree program. The College of Graduate Studies checks the student's record against the Plan of Study to verify eligibility for graduation.

#### *Graduate Research ADvisory (GRAD) Committee Approval & Assurances Form*

Students must complete this form and receive the required approvals **prior** to beginning any research for a project, thesis, or dissertation involving humans, animals, radiation, or biohazardous substances. Federal regulations do not allow retroactive approval. Completion of the GRAD form indicates that a student's committee has approved both a topic and an approach for the research, and is aware of federal requirements for institutional review of research methods. Policy information and required applications referenced on the GRAD form are available on the Research & Sponsored Programs Web-site <http://utoledo.edu/research/>.

This form normally should be completed at the time the student determines the nature of the research project. However, in all cases the student must have submitted the form demonstrating compliance before engaging in related research. Failure to obtain the proper approvals could prevent or significantly delay the awarding of the degree. Compliance with federal and state regulations is essential to assure continued funding of the University research programs and, therefore, requires cooperation of all University researchers.

If a student works on a project that is supported by a research grant or contract between the University and an external entity or entities, the student must comply with all terms of the grant or contract. Contractual agreements in support of research or other sponsored activities are legally binding on the University, including the administration, faculty and students engaged in the sponsored projects.

#### *Intellectual Properties and Patent Sign-off Form*

All graduate students engaged in project, thesis or dissertation research are required to submit a completed "Intellectual Property and Patent Sign-Off" form prior to graduation. This form is designed to protect both the student and the University's legal rights in any invention resulting from the student's research efforts. If potential intellectual property is identified, this form allows for the publication delay of the dissertation, thesis or research project to provide time to file the necessary legal papers, but it will not interfere with the student's graduation schedule. This form should be completed at the time the dissertation, thesis or research project report is submitted to the College of Graduate Studies. All requests for a delay will be granted in increments of one year.



## **Thesis and Dissertation Committees**

The graduate student, in consultation with the advisor, is responsible for assembling a thesis or dissertation committee that meets all program and University requirements. All members of the committee must be members of the Graduate Faculty of the University of Toledo.

### *Composition of Master's Project Committee*

Associate membership on the graduate faculty is a prerequisite to chairing a master's project. A master's project committee must consist of a minimum of two members both of whom are at least associate members of graduate faculty.

### *Composition of Master's Thesis Committee*

Full membership on the graduate faculty is a prerequisite to chairing a master's thesis committee. A master's thesis committee must consist of a minimum of three members, all of whom must be members of the graduate faculty. An expert from outside the University may also serve as one of the three thesis committee members upon recommendation of the committee chair, and approval by the department chair and the graduate dean.

### *Composition of Doctoral Dissertation Committee*

Full membership on the graduate faculty is a prerequisite to chairing a doctoral dissertation committee. A doctoral dissertation committee must consist of a minimum of four members. One of the four members must be an external committee member whose primary appointment is outside the candidate's program or department, or may be outside the University. The external member must be familiar with the standards of doctoral research in the field of the dissertation and should be in a field related to the student's dissertation topic. Those committee members who are tenured or tenure-track UT faculty must be members of UT's graduate faculty. An expert from outside the University may serve on the doctoral dissertation committee upon the recommendation of the committee chair, and approval by the department chair and the graduate dean. Special permission must be requested for readers from outside of the University of Toledo. The request along with the outside reader's curriculum vita must be submitted to the College of Graduate Studies for approval.

The composition of the doctoral dissertation committee is recommended by the chair of the committee in consultation with the student; it requires concurrence by the relevant department/program

director, the dean (or designate) of the academic division, and approval by the dean of the College of Graduate Studies.

## **Foreign Language Exams**

Certain programs require completion of Foreign Language Examinations.

### *1. Preparation*

Graduate students who feel they need special preparation for the foreign language examination may consult the Department of Foreign Languages for appropriate methods of preparation. Periodically, Language for Reading Knowledge courses, numbered 5210 and 5220 in various languages, are offered for non-language majors and are recommended for the purpose of preparing students better who have insufficient previous language training.

### *2. Preliminary Procedures*

Graduate students should file a completed application form for the Foreign Language Examination with the College of Graduate Studies at least two weeks prior to the week of the examination (that is, by the end of the fourth week in a regular semester and the second week of a summer session). Forms are available in the College of Graduate Studies. Because these tests are administered by the Department of Foreign Languages, appropriate material must be approved well in advance by that department. Graduate students, often in consultation with their advisors, select material of at least 40 pages in length and bring it to the Foreign Languages Department (Room 5230-D University Hall) for approval. Students should avoid works of fiction and similar works commonly translated into English as well as texts with large numbers of graphs, pictures or diagrams. Allow two to three days to secure approval of the examination material.

### *3. Examination Procedures*

Each examination will consist of a written translation of 600 to 900 words (from the 40 pages of submitted and approved text) to be completed within a three-hour period. Students must demonstrate in their translations an ability to read the foreign language accurately and to express themselves in correct English. Demonstration of a proper language structure is more important than an incoherent running of otherwise correct vocabulary. The use of a dictionary (to be supplied by the candidate) will be permitted.

#### *4. Time and Place of the Examination*

Each semester, examinations are given during the sixth week of classes, Monday through Friday, in the Testing Center, Room 1004-C Gillham Hall. Students should call the Testing Center well in advance at 419.530.2011 to arrange their test time, which is determined on a space available basis. In the summer semester examinations are given during the fourth week of classes.

#### *5. Grading and Notification*

The Foreign Language examination is not graded on a traditional letter basis; it is simply passed or failed. Approximately one week after the examination is taken, the Department of Foreign Languages will notify the College of Graduate Studies and the candidate's advisor of the results of the examination. Students who fail may repeat the Foreign Language Examination in a subsequent semester, but not more than a total of three times in a single language. No fee is charged for the first examination; however, a fee of \$15.00 will be charged for each additional examination in the same language.

### **Policy Statement on Academic Dishonesty**

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice.

Examples of academic dishonesty include, but are not limited to:

1. Plagiarism, which is representing the words, ideas, or information of another person as one's own and not offering proper documentation.
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination.
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination.
4. Communicating during an examination in any manner with any unauthorized materials inside or outside of the examination room during the course of an examination.
5. Giving or receiving substantive aid during the course of an examination.

6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period.
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination.
8. Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of a calculator, computer, text materials, etc.) Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to the Academic Dishonesty Appeal Procedure.

### **Academic Dishonesty Appeal Procedure**

In cases that involve academic dishonesty, including, but not limited to, cheating and plagiarism, the student may appeal the violation and/or sanction imposed by the professor by filing a written statement of the specific grounds for appeal with the Dean of the College of Graduate Studies, with copies to the Dean of the College, the Chair of the Department in which the alleged violation occurred

and the professor who found the violation. The Dean of the College of Graduate Studies shall call the Committee on Academic Standing into session to hear the appeal no later than thirty (30) days after receipt of the written appeal. A quorum of one-half of the members of the Committee must be present to hear the appeal. Any member of the committee must be present to hear the appeal. Any member of the Committee who has first-hand knowledge of the alleged violation will be excused from the hearing panel.

The student shall be given a minimum of seven (7) days written notice of the date, time and place of the hearing. He or she is entitled to have counsel present for advisory purposes only; the appeal will be presented by the student, who shall have the burden of establishing that the charge of dishonesty is without factual basis. He or she may call witnesses on their behalf and may question witnesses of the University. Likewise, the faculty member who is presenting the Charge may question witnesses testifying on the student's behalf. The Committee may question any witness and request relevant documentation which is not otherwise provided.

At the conclusion of the hearing or within fourteen (14) days thereafter, the Committee shall issue its decision and state the grounds therefore. Both the student and the faculty member shall receive a copy of the decision, and a copy should be lodged with the Dean of the College of Graduate Studies.

If either the student or faculty member believes the decision was a result of procedural error, he or she may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) days of receiving the Committee's decision. If no appeal is taken, the Committee's decision is final and will be implemented by the Dean of the College of Graduate Studies.

If an appeal is timely presented to the Dean of the College of Graduate Studies, he or she shall review all documentation and proceedings from the prior hearing solely for procedural error and either affirm or reverse the Committee's decision or remand the decision to the Committee for the purpose of obtaining further relevant evidence. The Dean's decision, which shall be issued within fourteen (14) days of receipt of the decision from the Committee on Academic Standing and his/her decisions shall be final.

In cases where the charge is misconduct in research the University policy and procedure for scientific misconduct shall apply.

## **Grievance Procedure**

### *Grade Appeal Procedure for Graduate Students.*

An academic grade appeal is one in which a graduate student disputes a particular grade. Appeals dealing with academic dishonesty, including but not limited to cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the Academic Dishonesty Appeal Procedure.

The following procedure is to be used to arrive at a resolution of the grievance. The academic grade appeal must be initiated within the semester following receipt of the contested grade. If a resolution is not reached at a given step of the procedure, the graduate student or the faculty member may proceed to the next level by filing an appeal in writing within fourteen (14) days of receipt of the last decision rendered.

At step 1, the student will attempt to resolve the issue by discussing the grounds for appeal, first with the faculty member. If no resolution can be reached, the student may appeal in writing within seven (7) days, to the chair of the faculty member's department. Either the student or the faculty member may provide the Department Chair with additional relevant information. The Department Chair is to issue his/her determination within fourteen (14) days of receiving the written appeal. If no resolution is reached at this level, the student may appeal to the College Dean who shall review all relevant documentation and may interview the student and faculty member involved. The Dean may request a recommendation from the appropriate College committee. If no resolution can be reached within fourteen (14) days of the receipt of the appeal, the Dean is to issue his decision, which may be appealed by either the student or the faculty member to the Dean of the College of Graduate Studies, who shall review all relevant information, and if appropriate, interview the student or faculty member involved before recommending a resolution.

At the fourth level of appeal, the Academic Standing Committee of the Graduate Council will review all documentation and may permit the student and faculty member to make an oral presentation of their respective positions. The Committee will then render a final decision within fourteen (14) days based upon all evidence presented. The student presenting the appeal may have counsel present at the oral presentation but solely in an advisory capacity.

#### Steps of the Academic Grade Appeal:

1. Discuss the grade with the instructor involved. If no mutually agreeable resolution can be achieved, either party may present in writing his/her position to the chair of the department.

2. If the problem is not resolved at the department level, either party may appeal in writing to the Dean of the college.
3. If mutual resolution cannot be reached at the College Dean's level, either party may present the grade dispute to the Dean of the College of Graduate Studies.
4. The Dean's decision may be appealed to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties. This step completes the appeal process.

The decision of the Academic Standing Committee will be communicated to the College of Graduate Studies, the student and the faculty member and will be implemented by the Dean of the College of Graduate Studies.

#### *Academic Grievance.*

In the event that a graduate student has an academic grievance he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved.
2. If no resolution can be achieved, the student should see the Dean of the college.
3. If a resolution has been unsuccessful at the College dean's level, the student may present the grievance to the College of Graduate Studies.
4. The final appeal can be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance.

Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident. If students desire to proceed to the next level of appeal, they must file within one month of the last rendered decision until final resolution of the grievance.

#### *Employment Grievance.*

Any grievance related to a graduate assistant's employment should initially be taken up with the immediate supervisor/faculty member. The supervisor/faculty member involved will discuss the problem and attempt to resolve it. If the problem is not resolved for any reason, the grievance should be directed to the chairperson of the department. If the grievance cannot be resolved at the departmental level it should be referred to the Dean of the college. As a final step in an employment grievance, the grievance may be brought forward for resolution to the College of Graduate Studies.

## **Sexual Harassment and Other Forms of Harassment.**

The University of Toledo (“university”) is committed to high standards of professional conduct by all members of the university community, including faculty, students, residents, physicians, volunteers, employees, supervisors, managers and executive officers.

The university is committed to maintaining an environment that is free from sexual harassment and other forms of harassment to enable all employees and students to perform to their highest level of potential. Harassment impedes the realization of the university’s vision to become a leader among academic institutions and health science centers in education, service and research. The university is committed to creating an educational environment that facilitates the acquisition of both the knowledge and the interpersonal skills needed to provide effective, professional and compassionate care. The university is also committed to creating and maintaining a hostile free academic and working environment while at the same time protecting freedom of speech and preserving the widest possible dialogue within its instructional and research settings.

This policy shall be applied and interpreted in accordance with existing legal standards. Complaints of harassment on the basis of sex, race, color, national origin, religion, disability or handicap, age, veteran status, sexual orientation, gender identity and expression, political affiliation or any other unlawful basis, will be dealt with on a case-by-case basis taking into consideration the totality of the circumstances including the nature, frequency, intensity, severity, location, context, intent and duration of the questioned behavior. Although repeated incidents generally create a stronger claim for harassment, a severe incident, even if isolated, can be sufficient. For example, a single suggestion that academic, other educational, or employment rewards or reprisals will follow the granting or refusal of sexual favors, will constitute violation of the university’s sexual harassment and other forms of harassment policy and grounds for action in accordance with the university’s policies, procedures, bylaws, and applicable collective bargaining agreements. Furthermore, conduct forms the basis of a harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe or pervasive to interfere unreasonably with academic, other educational, or employment performance or participation in a university activity or living environment.



**Sexual harassment defined.** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

(a) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in clinics, a class, an educational program, or activity;

(b) Submission or rejections of such conduct by an individual is used as the basis for employment or educational decision affecting such individual; or

(c) Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

**Responsibilities.** All members of the university community are responsible for knowing the provisions of this policy, ensuring compliance with this policy, discouraging conduct prohibited by this policy, and cooperating with any investigation undertaken pursuant to this policy. Any member of this community who believes that he or she has received a report of harassment will remind the reporting person of the procedures set forth in this policy and encourage the reporting person to file a formal or informal (verbal) complaint as outlined in this policy.

**Prohibited conduct.** Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

(a) Physical touching or groping;

(b) Unwelcome sexual propositions, invitations, solicitations, and flirtations;

(c) Threats or insinuations that a person's employment, wages, promotion, clinical or classroom work or assignments, work or academic status, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

(d) Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;

(e) Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals;

- (f) A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort or humiliation to another; or
- (g) Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe or pervasive to adversely affect an individual's employment or education, or to create a hostile or abusive employment or educational environment.

This policy addresses intentional conduct. It also addresses conduct which results in negative effects even though such negative effects may not have been intended. Sexually-related conduct forms the basis of a sexual harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe or pervasive to interfere unreasonably with academic or employment performance or participation in a university activity.

Sexual harassment more often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank within the university community. Sexual harassment may occur between males and females and between persons of the same gender.

The university does not wish to interfere with anyone's personal life. However, conduct away from the university community can still affect the university community.

Accordingly, all of the definitions of harassment in this policy cover behavior during working hours and non-working hours including university sponsored programs, seminars, conferences, business trips or business related social events and conduct that occurs directly or indirectly via telephone or other electronic communication through the internal or external mail system (including email) and other written communication.

#### (2) Other forms of harassment

Harassment defined. Harassment is defined as any verbal or physical action that is severe or sufficiently pervasive with respect to a certain class or group in that it alters the conditions of employment or learning and creates an abusive working or learning environment. Examples might include an extreme or repeated action with relation to one of the categories listed below that is objectively offensive, including one that demeans, ridicules, insults, offends, intimidates,

threatens, is deemed unwelcome, injures another or is considered quid pro quo.

No person associated with the university may be subjected to harassment based upon:

- Age
- Color
- Sexual orientation
- Gender identity and expression
- Disability or handicap (physical or mental)
- National origin
- Race
- Religion
- Political affiliation
- Veteran status

Questions concerning this policy may be directed to the office of institutional diversity.

For the complete policy, please visit:

[http://www.utoledo.edu/policies/administration/diversity/pdfs/3364\\_50\\_01.pdf](http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf)

### **Equal Opportunity**

The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, veteran status, the presence of a disability, familial status, political affiliation and participation in protected activities. The University will take affirmative action as required by federal or state law.

For the complete policy, please visit:

[http://www.utoledo.edu/policies/administration/diversity/pdfs/3364\\_50\\_02.pdf](http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_02.pdf)

### **Graduation**

The University has three official graduations, May, August and December. However, it holds two (2) commencement ceremonies per year, one in May, the other in December. Those students anticipating the August graduation will have the opportunity to participate in either the December or May commencement ceremony. Students graduating in summer but participating in the spring ceremony must apply for graduation by the fifth week of the previous

spring semester to ensure their name appears in the commencement book.

Students expecting to graduate in May, August or December need to file a formal “*Application for Graduation*” with the College of Graduate Studies or the Registrar’s Office by the posted deadline for the term. The filing deadline is the 4<sup>th</sup> week of the semester in which the student wishes to graduate. The form may be obtained either in the College of Graduate Studies office or on the College of Graduate Studies web-site. Information regarding the ceremonies will be mailed to you during the semester. Students who fail to graduate in the semester for which they have applied must submit a new application and be registered for a minimum of one graduate credit hour.

Please note that attendance at the ceremony does not mean that you have graduated, but simply that you have participated in the ceremony, with actual graduation contingent upon completion of all degree requirements. Degrees are posted to the transcript record within thirty days of the commencement date (but may take longer in some instances) providing all requirements have been met by the required deadlines and the College of Graduate Studies has academically cleared the student. Graduate students completing all degree requirements will receive their diplomas approximately six weeks after the ceremony. The diploma will be mailed to students using the graduation address as given on the Application for Graduation. It is imperative that all deadlines are met, as graduation deadlines cannot be extended.

**CONTACT THE BOOK STORE TO PLACE YOUR ORDER FOR CAP AND GOWN.** Check with the Registrar’s Office for exact deadlines. Information regarding rings and announcements will be provided by the Bookstore.

#### *Academic and Financial Deficiencies.*

All matters concerning incompletes, in progress grades (PR’s), prior degrees, plans of study (majors), dissertations, thesis work, proper admissions to the College of Graduate Studies, and any other requirements needed to complete the degree program must be completed and processed through the College of Graduate Studies and/or the Registrar’s Office. Students will be notified by regular mail of any deficiencies after applying for graduation. Please contact the College of Graduate Studies for specific deadlines.

#### *Computer Accounts.*

Information Technology will purge any student computer accounts and/or data from university systems after you graduate or leave the University. Please make sure to copy all data from your

H:\drive by your last official day as a student. For email, you will receive an email notification from Information Technology at least two weeks prior to deleting your email mailbox with instructions on how to redirect future emails addressed to your utoledo.edu address.

#### *Directory Release of Information.*

If your student records have been coded as “No Release” for directory information, your name will NOT be published in any area newspapers for graduation. If you wish to verify or change your directory release information, you must contact Graduation Processing in Student Records at 419.530.4829 no later than one month before graduation. Release of information to area media cannot be guaranteed after that date.

#### *Degree Completion Requirements*

1. Complete the Application for Graduation prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not.
2. Regular admission status into the College of Graduate Studies in the department and college for which you are applying for your degree is required.
3. Official undergraduate transcripts must be on file in the College of Graduate Studies. Masters transcripts on file if appropriate. International students must also provide their diploma.
4. Registered for a minimum of one graduate credit hour in the semester you apply to graduate. Please note: Completion of an Incomplete (IN) or an in Progress (PR) grade will not fulfill the registration requirement.
5. Approved Plan of Study must be on file with the College of Graduate Studies. Courses on your Plan of Study must appear on your transcript. Any changes to your approved Plan of Study must be filed with the College of Graduate Studies either by completion of a Course Substitution form or a revised Plan of Study.
6. Written proof of passing Comprehensive and/or Foreign Language Exams if these are part of the requirements for your degree.
7. Project, Thesis, or Dissertation must be approved by your committee. Composition of the committee must meet all University guidelines. The required copies of the document must be approved by your college and submitted to the College of Graduate Studies by the last day of classes for the term.
8. All grades must be posted. Incomplete and in Progress grades must be removed from your transcript, except in certain cases

9. Attain a cumulative grade point average of 3.0 or above
10. Payment of all outstanding fines and fees.
11. Completion of all required forms: Graduate Research Advisory (GRAD) Committee Approval & Assurances, Application for Candidacy (doctoral students only), Intellectual Protection and Patent Sign-Off, ProQuest UMI Publishing Agreement (doctoral students only), and Survey of Earned Doctorates (doctoral students only).

Check with your advisor to ensure that all department and college degree requirements have been met. Should you have any questions about the requirements, please contact the College of Graduate Studies. Additional information and required forms can be found on the College of Graduate Studies Web-site:

<http://www.utoledo.edu/graduate/>

IT IS THE STUDENT'S RESPONSIBILITY TO MEET ALL REQUIREMENTS FOR GRADUATION. TO ENSURE THAT YOUR GRADUATION PROCEEDS AS PLANNED, IT IS IMPORTANT TO MEET WITH YOUR ADVISOR EARLY IN THE SEMESTER OF INTENDED GRADUATION.

## **Fellowships, Scholarships and Awards**

Applications for the following Fellowships, Scholarships and Awards are generally available in the College of Graduate Studies in January and should be submitted by early-March (date indicated on application forms).

### **University Fellowships.**

There are a limited number of these fellowships. Applications will be available in January should any of the fellowships become available. These fellowships are primarily designed for entering Ph.D. students and those early in their Ph.D. program who have exceptional academic records. It is the highest student award the College of Graduate Studies makes and consists of a stipend, plus remission of instructional fees, out-of-state surcharge, general fees, student legal fee and an insurance subsidy for UT student health insurance. Fellowships may be renewed for up to three years provided the student maintains an outstanding academic record and makes adequate progress toward the degree.

### **Graduate Opportunity Assistantship Awards.**

The Graduate Opportunity Assistantship Program ([GOAP](#)), seeks to ensure that adequate funding opportunities exist for all students, and specifically those who have overcome significant educational and personal challenges to pursue higher education but possess the skill, leadership and ability to make a significant impact in their chosen field.

### **Graduate Scholarships.**

These scholarships and awards are for students enrolled in a graduate program at The University of Toledo. Please check under GENERAL SCHOLARSHIPS for additional possibilities. Scholarships have various application procedures and deadlines. Review carefully and check with contacts for additional information.

**Note:** All need-based scholarships require that a completed Free Application for Federal Student Aid (FAFSA) be on file by April 1. Students may complete the FAFSA on the web at <http://www.fafsa.ed.gov> or students may contact the Office of Student Financial Aid at 419.530.8700. The University of Toledo school code for completing the FAFSA is 003131. Information provided on each scholarship is subject to change.

#### *Alumni Association Graduate Scholarship*

This scholarship is for a UT graduate pursuing a post-graduate degree (not a certification). The scholarship is based on financial need, as well as campus and community involvement. Recipient may be full-time or part-time. Prior recipients may reapply. Deadline is April 1. Applications may be picked up at the College of Graduate Studies Office, 3240 University Hall. Contact: Alumni Relations, Driscoll Center 419.530.4237.

#### *Richard L. Bostleman Memorial Scholarship*

Scholarship is presented to a full-time graduate student at The University of Toledo who has successfully completed an undergraduate degree and participated at least two years in NCAA level intercollegiate athletics at UT. Must have applied to the College of Graduate Studies and be formally admitted to a graduate program at UT. Recipient will be selected on the basis of merit. Renewable provided the student is making satisfactory progress towards their degree. The amount varies each year depending upon available funds but is typically estimated to be \$2,000. Contact: College of Graduate Studies Office, 3240 University Hall 419.530.4723. Application available on College of Graduate Studies' Web-site in January or February.

*Robert R. Buell Memorial Achievement Award*

Award presented to a full-time graduate student of any college who best exemplifies scholarly excellence in the physical and biological sciences, has maintained genuine academic interest in the social sciences and humanities, and plans a career in education. Preference is given to a future teacher of mathematics or science. One applicant will receive a certificate plus a cash award. The amount varies depending upon available funds. In the past, award amounts have been \$1,000. Contact: College of Graduate Studies Office, 3240 University Hall, 419.530.4723. Application available on College of Graduate Studies' Web-site in January or February.

*Helen M. Fields Memorial Achievement Award*

Award is presented to a full-time graduate student with an excellent academic record in the field of English or Education. One applicant will receive a certificate plus a cash award. The amount varies depending upon available funds. In the past, award amounts have averaged \$500. Contact: College of Graduate Studies Office, 3240 University Hall, 419.530.4723. Application available on College of Graduate Studies' Web-site in January or February.

*Robert N. Whiteford Memorial Scholarship*

Scholarship presented to a full time graduate student to assist in research for the thesis, project or dissertation and to further the student's professional development. One applicant will receive a certificate plus a cash award. The amount varies each year depending upon available funds. In the past, award amounts have averaged \$300. Contact: College of Graduate Studies Office, 3240 University Hall, 419.530.4723. Application available on College of Graduate Studies Web-site in January or February.

*International Student Association Special Needs Fund*

Financial assistance for international students experiencing severe financial hardship. Contact: Director, International Student Services office, 1533 Student Union 419.530.4229.

*International Student Expense Fund*

Short-term living expenses loan assistance for international undergraduate or graduate students demonstrating financial need. Contact: Director, International Student Services Office, 1533 Student Union 419.530.4229.

*International Student Loan.*

This is a short-term tuition loan assistance for international undergraduate and graduate students demonstrating financial need.



Contact: Director, International Student Services Office, 1533 Student Union 419.530.4229.

## **Policies and Procedures for Graduate Assistants**

The following are the regulations governing graduate assistantships funded by the College of Graduate Studies of The University of Toledo. These regulations may be supplemented by departmental or college requirements for the specific position the student is appointed to fill.

Questions regarding your assistantship should be directed to your advisor, immediate supervisor, or the departmental graduate program director.

### **Availability**

Assistantships are available for students enrolled in degree-granting programs in most graduate departments. Students are encouraged to contact their department graduate director for more information.

### **Definitions of Assistantships**

The graduate assistantship provides an opportunity for a graduate student to serve in a professional role and to establish a professional relationship with faculty and administrators. Only graduate students holding regular admission to a degree program are eligible for graduate assistantships.

There are four types of assistantships available at The University of Toledo: Teaching Assistantships, Research Assistantships, Administrative Assistantships, and Internships.

#### *Teaching Assistantships.*

The Teaching Assistant is expected to participate directly in the teaching of a course or be assigned to specific teaching support or related activities. It is expected that the assistantship will be a learning experience that facilitates completion of degree requirements and helps the student prepare for a professional career. The University's intention is to make the teaching assistantship a valuable and integral part of the student's graduate education.

#### *Research Assistantships.*

The Research Assistant is expected to participate in research as directed by a University faculty member. In many cases, the faculty member will have a research grant. The appointment is primarily a learning experience. The assistant will be given the opportunity to learn research design, data gathering, data treatment, interpretation,

reporting, etc., rather than function simply in one isolated phase or serving as a clerical assistant. Duties will be discussed with the sponsoring faculty member.

#### *Administrative Assistantships.*

The Administrative Assistant is expected to participate directly in the administrative duties assigned by the supervisor. It is expected that the assistantship will be a learning experience that facilitates completion of degree and helps the student prepare for a professional career. The intention is to make the assistantship a valuable and integral part of the graduate student's higher educational experience.

#### *Internships*

A selected number of graduate programs provide paid internships through agreements with companies in the Toledo area. The internship provides the graduate student an opportunity to serve in a professional role and to establish relationships with professionals in their field of study. Duties will be discussed with the sponsoring company representative and the UT faculty member. Students should contact their department for more information.

### **Benefits**

Graduate Assistants receive a stipend and tuition scholarship. Stipends differ by discipline and rank. Contact the department or the College of Graduate Studies for specific information about stipend levels. The tuition scholarship may be used for graduate-level instructional and out-of-state fees for up to 12 hours each term. Under no circumstances can a tuition scholarship be applied for undergraduate courses or courses taken for audit.

Graduate Assistants are eligible to receive a subsidy toward the purchase of the University of Toledo student health insurance, and are eligible to receive a faculty/staff parking permit for the same price as the student permit. The faculty/staff parking permit will allow Graduate Assistants to park in student or faculty/staff parking lots. Graduate Assistants may payroll deduct the cost of their health insurance. Graduate Assistants must be appointed for a full semester to participate in payroll deduction of the University of Toledo student health insurance.

### **Applying for an Assistantship**

The assignment of the graduate assistantship position is made by the admitting department. When required by the program, the *Graduate Assistantship Application* should be submitted simultaneously with the Graduate Admission Application. Assignments are usually made early in February and March for the

upcoming fall term. Applications are available on-line at <http://www.utoledo.edu/graduate/prospectivestudents/admission/index.html>.

### **Academic Standards**

Only graduate students holding regular admission to a degree program are eligible for graduate assistantships. Students holding assistantships are to maintain a minimum of a 3.0 GPA in order to remain eligible for assistantship support. Any student with an assistantship who fails to achieve a 3.0 GPA will have one semester to raise his or her average to the minimum level. Failure to do so will result in the termination of the assistantship. This policy applies to appointments for the summer semester as well as the academic year. Graduate students who fail to achieve a 3.0 GPA over two consecutive semesters will be suspended or terminated from their academic programs at The University of Toledo.

### **Job Descriptions/Duties**

Graduate assistants will be assigned specific duties by their immediate supervisors either as teaching assistants, research assistants, administrative assistants, or interns. Graduate Assistants should completely understand their duties before beginning the academic semester in which they are assigned. An assistant can be terminated for one or more of the following:

1. Neglect of duty
2. Failure to make adequate progress toward the degree
3. Incompetence
4. Financial condition of the University

Terminations of Graduate Assistantships due to any of the above-mentioned conditions may cause revocation of all or a portion of the tuition scholarship. The Graduate Assistant's department and immediate supervisor will make this determination.

### **Length of Employment and Enrollment**

The length of appointment of your assistantship is stipulated by the department. All graduate students are required to take 12 hours in order to be classified as a full-time student of the University by the Registrar.

Full-time graduate assistants are required to take 12 hours of graduate coursework for each semester of appointment. Part-time graduate assistants are required to take 6 hours of graduate coursework for each semester of appointment. Dropping below these required hours of coursework may result in termination of the assistantship. It has been the practice of the College of Graduate Studies not to extend appointments beyond the following:

Master's level – two years for full-time assistants and four years for part-time.

Doctoral level – four years for full-time assistants and eight years for part-time

Only rarely have exceptions to this policy been granted.

### **Outside Employment**

Additional employment outside of the assistantship should not be assumed by the student. The student is expected to work full or part time toward a degree, depending upon the enrollment required for the assistantship. Exceptions will be made only for assignments of short duration, per semester and if the student has a minimum GPA of 3.0. International students are only permitted to work a total of 20 hours per week during the academic year and 30 during the summer semester. Domestic students are allowed to work a total of 30 hours per week. The *Request for Employment Outside of Graduate Assistantship Duties Form* requesting the College of Graduate Studies permission for additional employment may be obtained either from the College of Graduate Studies' Web-site or from the student's advisor. The student's advisor must argue that the progress of the student towards the degree will not be delayed or disrupted by the additional assignment.

### **English Language Test for International Teaching Assistants**

The State of Ohio (1986) requires that all assistants who provide instruction services in the classroom must be tested for English proficiency before assuming their assistantship responsibilities. The test is administered usually the week before fall semester begins, during the week of Graduate Student Orientation programming.. Arrangements can be made to take the test by calling the American Language Institute at 419.530.4702. The test consists of a ten-minute oral presentation, which includes: (1) a brief personal introduction, and (2) a very elementary lesson related to your field. Your audience will consist of a small number of staff and faculty members. They are interested only in your ability to communicate clearly in English. They may have little or no knowledge of your field, so keep it very simple.

### **Payroll**

Graduate assistants receive a stipend for each academic semester. The stipend will be broken down into equal paychecks over each semester (or over the academic year for students on an academic year appointment). Paychecks will be distributed by the

graduate assistant's department on the regular faculty/staff payday (on alternate Fridays).

### **Health Insurance Co-payments for Graduate Assistants**

Graduate assistants appointed on a university-funded assistantship are eligible to receive a subsidy co-payment on the premium paid for the University Student Health Insurance. Please check the College of Graduate Studies web site for most current updates on dollar amounts. To obtain information regarding details of the University student health insurance plan, please contact the Insurance Coordinator at the Student Medical Center at 419.530.3474.

Graduate Assistants receiving their stipends from grants may only receive the subsidy co-payment if the grant is not covering their health insurance.

Subsidy co-payments will be automatically entered by the College of Graduate Studies based on the above-mentioned guidelines. Subsidy co-payments may be changed or removed if the grant insurance payment status is altered.

International and domestic students are automatically enrolled in student health insurance at the time of registration. Students already covered under another health insurance policy may waive the student health insurance via Student Self Service, or by contacting the Health Insurance Coordinator at the Student Medical Center 419.530.3474. The subsidy co-payment for qualified international and domestic graduate assistants is deducted from the premium payment charged at registration if the assistantship paperwork has been received and processed by the College of Graduate Studies.

Graduate assistants may choose to have their health insurance premiums payroll deducted by completing the online payroll deduction form on the College of Graduate Studies web site. Payroll deductions are by semester and withheld for six pay periods for fall and seven pay periods for spring. The spring premium covers both spring and summer semesters.

### **Parking**

Parking permits are added to a students account upon registration unless waived each semester. Graduate Assistants are eligible for faculty/staff parking privileges at the same rate as a student permit. Graduate Assistants need to contact parking services either by phone (419.530.5843) or e-mail ([parking@utoledo.edu](mailto:parking@utoledo.edu)) to have their assistantship verified. Once assistantship is verified parking services will notify you of the staff privileges. To avoid a ticket, park in student areas until you receive the e-mail confirming staff status.

Students need to apply for a new permit each semester. Refunds for unused terms due to termination of an assistantship will be considered for students who return the parking permits to Parking Services.

## **Graduate Student Association**

Student Union 3514, Phone 419.530.2373

<http://www.utoledo.edu/graduate/currentstudents/additionalresources/gsa/index.html>

As a graduate student, you are a member of the GSA. This organization represents graduate students at The University of Toledo. Its main purposes are to voice graduate student concerns, ensure the representation of graduate students on University committees, and provide recognition for graduate students for outstanding achievement and service.

Any student enrolled for graduate credit is a member of the GSA and may apply for the various awards and financial assistance. The GSA has funding to provide graduate students with research support through the Small Grants fund and professional travel monies through the Career Development fund. In the spring semester, the GSA selects students to receive recognition and cash awards for excellence in teaching, research, achievement, and service.

The GSA offers numerous opportunities to participate on the various GSA committees and also in the University governance system. Graduate students from all disciplines are welcome to participate.

### *Small Grants Fund*

The GSA will provide funds to graduate students for thesis or dissertation research, dispensed on a first-come-first-serve basis. To be eligible, graduate students must hold regular admission status and be pursuing research for a thesis or dissertation. Awards will not exceed \$250 in any fiscal year or a maximum of \$500 over the duration of the student's academic program at UT. Awards are decided by the Small Grants Committee of the GSA. Applications are available through the Graduate Student Association office. Check with the GSA for application deadlines.

### *Career Development Fund*

The GSA will provide travel funds to graduate students to participate in conferences, conventions and seminars. The fund has a budget each semester for grants. Graduate students may receive up to \$175 for presenting at a conference or up to \$75 for attending a

conference. Applications are available through the Graduate Student Association office. Check with the GSA for application deadlines.

## **Resources at the University**

### **Career Development**

[www.student-services.utoledo.edu/career](http://www.student-services.utoledo.edu/career)

### **Center for Women**

<http://www.provost.utoledo.edu/eberly>.

### **Counseling Center**

<http://www.utoledo.edu/studentaffairs/counseling/index.html>

### **Educational & Information Technology**

<http://www.eit.utoledo.edu/>

### **Military Service Center**

[http://admission.utoledo.edu/veterans\\_gi\\_bill.asp](http://admission.utoledo.edu/veterans_gi_bill.asp)

### **Multicultural Student Center**

<http://multicultural.utoledo.edu/>

### **Student Medical Center**

<http://www.utoledo.edu/healthservices/student/index.html>

### **University Libraries**

<http://www.cl.utoledo.edu/>

### **Writing Center**

<http://writingcenter.utoledo.edu/>