

# GRADUATE STUDENT HANDBOOK

MAIN CAMPUS

2012-2013



## POLICIES, PROCEDURES & RESOURCES

- > **Academic Regulations**
- > **Fellowships, Scholarships and Awards**
- > **Graduate Student Association**
- > **Polices and Procedures for Graduate Assistants**

The information within this Graduate Student Handbook (Main Campus) is superseded by information in the University of Toledo (UT) General Catalog and UT Policy Website.

**University of Toledo General Catalog**

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

**University of Toledo Policy Website**

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

**College of Graduate Studies**

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

**Important Notice about this Handbook:**

This handbook is for informational purposes only. While every effort is made to provide accurate and current information, The University of Toledo reserves the right to modify rules, policies, requirements and any other matter, without notice. It is the responsibility of the student to meet and satisfy all University, college and program requirements.

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**All forms and documents referenced in this Handbook are available on the  
College of Graduate Studies Website.**

# College of Graduate Studies

## **Vision Statement**

The vision of the College of Graduate Studies is to enable its graduate and professional academic programs to become nationally distinguished and highly ranked and to improve the human condition by preparing graduates for careers in the 21st century and fostering a culture of life-long learning.

## **Mission Statement**

The mission of the College of Graduate Studies is to provide leadership for graduate education through exceptional support services for graduate students and faculty; to foster quality in graduate education, research and scholarship; to nurture the diversity and collegiality of graduate programs; and to work with Graduate Council to establish university graduate policies, standards and procedures that define best practices for the graduate programs it serves.

## 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,

Dr. Patricia Komuniecki  
Vice Provost for Graduate Affairs and  
Dean, College of Graduate Studies

# College of Graduate Studies Directory

## College Administration

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# Academic Regulations

## Responsibilities of Graduate Students

Graduate students are expected to become familiar with academic regulations of the University and the specific requirements of their 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 their 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

A minimum cumulative GPA of 3.0 (four point grading system) in graduate coursework is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Therefore, any graduate course in which a grade below “C” or grade of “U” was earned 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. Individual programs may offer a specific number of credit hours with earned grades of C or below to be repeated one time. Colleges are permitted to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP, or WF may be awarded depending on College/program/departmental policies. A limited number of graduate courses earn grades of S (Satisfactory) or U (Unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but is not computed in the grade point average. The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The grade of

IN is assigned only under extraordinary circumstances when unexpected events prevent a 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 (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the IN grade has been converted to F, the student must re-register and take the course again. The grade of IN will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grades WF or U subject to the maximum credit hour repeat limitation.

## Academic Fresh Start

A student who meets all of the criteria described below may petition the Vice Provost for Graduate Affairs and Dean of the Graduate College to remove from his/her graduate cumulative grade point average all those grades earned under the student's prior enrollment at The University of Toledo. The petition must first be approved through the appropriate academic college channels prior to submission to the Graduate College.

- Degree seeking graduate student.
- Had previous enrollment at The University of Toledo.
- Not enrolled at The University of Toledo for at least two years prior to current enrollment.
- Under exceptional circumstances a student may apply to the College of Graduate Studies for a waiver of the two-year rule.
- Maintain a current graduate grade point average of 3.00 or better for the first semester of re-enrollment if full-time or the first 12 credits of re-enrollment if part-time (not to exceed three semesters)

If the student's petition is granted, the following will apply:

- This policy only applies to the student's graduate grade point aver-

age. There is no impact on a student's earned hours.

- All University of Toledo grades will remain on the student's official, permanent academic record (transcript); this process will affect the cumulative graduate grade point average only. It will not remove evidence/documentation of the student's overall academic history at the university.
- No grades/credits from the student's prior graduate enrollment at the university may be counted toward the subsequent degree program requirements. Degree requirements may only be met by courses included in the calculation of the student's cumulative graduate grade point average at The University of Toledo. Thus, the student who successfully petitions for cumulative graduate grade point average recalculation under this policy automatically forfeits the right to use any of the excluded course work toward the current degree requirements.
- Credit earned from other institutions during the two-year period will not be accepted for transfer credit.

A student may exercise this graduate academic fresh start option only once, regardless of the number of times the student enters/attends a graduate degree program at The University of Toledo.

The Academic Fresh Start option applies only to students reenrolling in the summer 2011 term or beyond. Students re-enrolling prior to summer 2011 are not eligible.

## Courses for Graduate Study

Credit toward a graduate degree is given for completion of courses designed for graduate students (5000-8000 level). University course numbers follow this system at the graduate level:

5000-5990	Master's level
6000-6990	Advanced master's level
7000-7990	Doctoral level
8000-8990	Advanced doctoral level

## Advising

The College of Graduate Studies at The University of Toledo places a high priority on a program of faculty advising for students. After a student has been accepted for graduate study by the Graduate College, a program contact is appointed. The student should address questions concerning the program to the faculty member and seek advice prior to registration.

## Minimum Continuous Enrollment

Graduate Students who have completed their coursework 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 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. Students who are not enrolled during anytime over one calendar year (three consecutive semesters, including summer) will be considered to have stopped their graduate programs and will be required to apply for readmission in order to complete their programs (see page 15).

## Residence Requirements for the Ph.D. and Ed.D. Degrees

The College of Graduate Studies has established an academic residency requirement in order to provide doctoral students with the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, ongoing programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal classwork in the process of intellectual development. Although the residency requirement is, by necessity, given in terms of full or part-time enrollment, the intent of the requirement is to ensure that the student becomes fully engaged in an essential part of scholarly life.

Doctoral students satisfy the doctoral residency requirement by completing a total of 18 hours of coursework taken over 3 consecutive semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms could count toward the 18 hours required for residency. Each graduate program may exclude certain courses and credit hours from meeting the residency requirement.

Any exceptions to the residency requirement should be requested on the “Residency Requirement Exception Form” that should be attached to a Plan of Study for students who have been determined by their academic college to need an exception to the residency requirement. This Plan must include how a student will interact with faculty and other stu-

dents, read widely within and beyond the major field, and contemplate scholarly issues as they relate to professional practice.

## Time Limitations for Degrees

At the University of Toledo, credit applied towards the master's degree or education specialist degree must have been earned within the period of six years immediately preceding the time the degree is awarded. Credit applied for the doctoral degree must have been earned within seven years immediately preceding the time the degree is awarded (combined M.D./Ph.D. program limit is ten years). Certificate programs must be completed within four years.

### Request for Extension of Time

An extension of the time limit for the degree may be requested by a student by written petition to the College of Graduate Studies. Although exceptions may be warranted, students who exceed the norm shall be required to justify in writing their request for an extension. A one-year extension may be requested using the *Continuation of Matriculation* form. Further requests for extension may be requested using the *Request for Time Extension and Course Recertification* form. All extensions must be recommended by the departmental faculty through internal departmental and college processes, with final review and approval by the College of Graduate Studies.

### Request for Suspension of Time Limit

A suspension of the time limit for the degree may be requested by a student by written petition to the College of Graduate Studies. Suspensions will be granted only in emergency situations (medical procedures, military active duty, etc.) and students shall be required to justify their request with appropriate documentation. These suspensions must be approved by the departmental faculty through its own internal processes, usually including a written memorandum stating the reasons for the request for a suspension of time, approved by the student's advisor and the Dean of the College, and then given to the College of Graduate Studies for final review.

### Out-of-Date Coursework

Requests for extensions beyond one year require additional information and supporting documentation. The central consideration in determining whether more time can be allowed is whether the student's knowledge of the subject matter is current at the time of graduation. For students in a master's, education specialist, or certificate program, there are several ways this may be demonstrated including:

- The student is teaching the subject matter in a separate context.
- The student has been examined (written or oral) by a current instructor of the course to determine his/her currency of knowledge.

- The student will be examined on the subject matter during his/her final oral defense of the thesis or during the comprehensive exam.
- Passing a more advanced course in the same subject area that clearly utilizes and builds upon the work of the lower level course.
- Publishing scholarly research demonstrating substantial knowledge of the course content.
- Completion of an independent study to address a particular deficiency.
- Professional development activities and/or professional experiences that are documented by evidence such as samples of work related projects relevant to course content with an explanation for how they are applied on the job.

For students in doctoral programs, advisors are asked to explain how the committee will certify that the student's knowledge of the appropriate content will be current at the time the degree will be granted.

## Procedures for Requesting Matriculation Extensions and Course Recertification

### First Extension Requests of One Year

- These may be made by currently registered students on the Continuation of Matriculation for Degree form. Students completing a Readmission Application and requesting a one year extension of their original time to degree should also use this form.
- Students complete the designated section on the form and submit it to their advisors for review and further processing as appropriate.
- Approval of the Advisor, Chair or Program Director, and Associate Dean of the Degree Program indicates that the student has been deemed sufficiently current and adequate to continue to work toward the degree and that the student is making satisfactory progress as determined by internal departmental or college procedures.
- The completed form with all approval signatures should be returned to the respective College of Graduate Studies Office for review and final approval. No additional course recertification materials or forms are required to accompany this form.
- Notification will be sent by the College of Graduate Studies to students and advisors upon review. This will be sent to University of Toledo e-mail accounts for currently registered students and advisors. For students completing the Re-admission process, notification will be sent to the e-mail address listed on the Re-admission application.
- Please note: A fee of \$50 per course is assessed to graduate students approved for extensions of one year beyond the time limita-

tion for the degree. The fee is assessed, for those courses on the plan of study which exceed the time limitation by one year or less, and are applied to student's account at the time the Continuation of Matriculation form is approved.

### **Additional Extension Requests**

- Students who have previously been granted a one year extension through the Continuation of Matriculation for Degree process or the Readmission process, may request an additional extension on the Request for Time Extension and Course Recertification Form.
- Students completing a Readmission Application whose anticipated date of graduation is beyond a one year extension of their original time to degree must also complete a Request for Time Extension and Course Recertification Form.
- Requests for extensions beyond one year require additional information and supporting documentation. The central consideration in determining whether more time can be allowed is whether the student's knowledge of the subject matter is current at the time of graduation.
- Students complete the designated section on the form and submit it to their advisors for review and further processing as appropriate.
- Approval of the Advisor, Chair or Program Director, and Associate Dean of the Degree Program indicates that the student has been deemed sufficiently current and adequate to continue to work toward the degree and that the student is making satisfactory progress as determined by internal departmental or college procedures.
- The completed form with all approval signatures and supporting documentation for course recertification should be returned to the respective College of Graduate Studies Office for review and final approval.
- Notification will be sent by the College of Graduate Studies to students and advisors upon review. This will be sent to University of Toledo e-mail accounts for currently registered students and advisors. For students completing the Re-admission process, notification will be sent to the e-mail address listed on the Re-admission application.
- Please note: A fee of \$500 per course (maximum of \$3,000 per student) is assessed to graduate students approved for extensions greater than one year beyond the time limitation for the degree. The fee is assessed for those courses on the plan of study which exceed the time limitation and are approved for recertification. Fees are applied to student's account at the time the Request for Time Extension and Course Recertification form is approved. Courses not approved for recertification and are required to fulfill degree requirements, must be retaken, regular tuition and fees apply.

## Re-admission

Graduate students are required to apply for re-admission due to an absence of one calendar year or due to the expiration of time to degree. The Application for Graduate Re-admission must be completed and submitted to the respective academic department to initiate the process.

**All required re-admission materials must be completed and approved through the academic college channels before the application will be reviewed by the Graduate College.** Admissibility and catalog eligibility will be determined during the re-admission process. The advisor will indicate the applicable catalog term on the new Plan of Study which is required as part of the process. Upon review and approval, the matriculation will be re-opened and notification sent to both the student and advisor by the Graduate College. A fee of \$50 is assessed for the re-admission process. This fee is applied to the student's account at the time the re-admission process is completed. Please note: The re-admission process is applicable to students who desire to complete the degree program they were previously pursuing before the lapse in enrollment. Students who wish to pursue a **different** academic program are required to complete the regular admissions process.

## Academic Program Documents

All forms are available on the College of Graduate Studies Website.

### Plan of Study

Early in the program, usually by the end of the first semester (or the completion of 12 credit hours), graduate students must submit to the College of Graduate Studies a "Plan of Study" approved and signed by the student, graduate advisor, department chair or program director, and the associate dean of the college. The Plan of Study is a listing of courses and other requirements that a student must complete to fulfill the requirements the 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

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 Website.

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 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 or thesis to provide time to file the necessary legal papers, but it will not interfere with the student's graduation schedule. This form should be submitted at the time the dissertation or thesis is uploaded to OhioLINK. All requests for a delay will be granted in increments of one year.

### **Project, Thesis, and Dissertation Committees**

The graduate student, in consultation with the advisor, is responsible for assembling a project, 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. Current membership rosters are available on the College of Graduate Studies Website.

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

Associate membership on the graduate faculty is a prerequisite to chairing a master's project committee. 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. The request, along with the Graduate Faculty Membership Application and curriculum vita, must be submitted to the College of Graduate Studies for approval prior to appointment to the committee.

### **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. The request, along with the Graduate Faculty Membership Application and reader's curriculum vita, must be submitted to the College of Graduate Studies for approval prior to committee appointment.

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.

- *Preparation*  
Graduate students who feel they need special preparation for the foreign language examination may consult the Department of Foreign Languages (419.530.2606) for appropriate methods of preparation. French, German and Latin for Reading Knowledge courses, numbered 5210, are offered for non-language majors and are recommended for the purpose of better preparing students who have insufficient previous language training. For some programs, the 5210 class fulfills the foreign language requirement. Students should consult their major department for details concerning the requirement

- *Preliminary Procedures*  
Graduate students should first complete an Application Form for the Foreign Language Examination. The application is available on the Graduate College Website. Bring the completed form to the Graduate College Office (University Hall 3240) for signature, and then submit the signed copy to the Foreign Language Department (Field House 2400). This must be done at least two weeks prior to the week of the examination (that is, by the end of the seventh week in a regular semester and the second week of a summer session). Since 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 advisers, select materials to be brought to the Department of Foreign Languages Office. Faculty members from the Department of Foreign Languages will approve the material and select at least 40 pages of text to be studied by the candidate. Please avoid works of fiction and similar works commonly translated into English, as well as texts with large number of graphs, pictures or diagrams. Usually it takes three to four days to secure approval of the examination material.
- *Examination Procedures*  
Each examination will consist of a written translation of 600 to 900 words (from the 40 pages of approved text) to be completed within a three hour period. Students must indicate in their translations an ability to read the foreign language accurately and to express themselves in correct English. Demonstration of 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.
- *Time and Place of the Examination*  
Each semester, examinations are given during the ninth week of classes, Monday through Friday, in the Test Center (Field House Room 1080). Students should call the Test Center well in advance at 419.530.2011 to arrange their test time, which is determined on a space available basis. In the summer sessions, examinations are given during the fourth week of classes.
- *Grading and Notification*  
The Foreign Language examination is not graded on a traditional letter basis; it is simply marked pass or fail. 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. The student must submit a different text for approval if repeating the exam. No fee is charged for the examination.

## Graduate Student Academic Dishonesty Policy Statement

**Policy Number:** 3364-77-01 <http://www.utoledo.edu/policies/>

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. Graduate 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.

### Purpose of policy

The purpose of the policy is to outline the procedures that allow graduate students to appeal an adverse decision by their college procedures of an instance of academic dishonesty.

### Scope

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.

In cases where the charge is research misconduct the University policy and procedure 3364-70-21 scientific misconduct shall apply.

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 counsel the student or impose one of the following sanctions:

- 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 student of this action and follow their college procedures. The student 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 of the college 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 college 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.

### **Procedure**

A graduate student found to be academically dishonest by a faculty member may wish to appeal. 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 through the procedures established by the student's program, department, and academic college. The student is to receive a written explanation of the decision made at each level of review. If a student appeals such a decision to the next level of review, the documentation provided with the newest appeal must include the written explanations of previous decisions. Students must become informed about and adhere to any deadlines for such college-specific appeals.

- 1) If the student wishes to grieve the decision of the college, the student may file a written appeal to the Dean of the College of Graduate Studies.
  - a) This appeal must include a statement of the specific grounds for appeal and must be accompanied by the written explanations of decisions made at all previous levels of review.
  - b) The Dean of the College of Graduate Studies shall attempt to resolve the case by meeting or otherwise communicating with both the student and the college.

- c) If a resolution is not achieved, 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) working days (Mondays through Fridays, not counting holidays and school breaks) after receipt of the written appeal. A quorum of one-half of Committee members must be present to hear the appeal. Any member of the Committee who has firsthand knowledge of the alleged violation will be excused from the hearing panel.
- 2) The student shall be given a minimum of seven (7) working 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 student will present the appeal and 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.
- 3) At the conclusion of the hearing or within fourteen (14) working 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 shall be formally communicated to the Dean of the College of Graduate Studies.
- 4) Procedural Error: If either the student or involved professor believes the Committee decision resulted from a procedural error, the student or professor may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) working days of receiving the Committee's decision. If an appeal is timely presented to the Dean of the College of Graduate Studies, the Dean shall review all documentation and proceedings from the prior hearing solely for procedural error and either:
  - a) Dismiss this final appeal on the grounds that no procedural error occurred, or
  - b) Remand the decision to the Committee for the purpose of obtaining further relevant evidence and for confirmation or reversal of its original decision, or
  - c) Instruct the Graduate Council to impanel a new Committee on Academic Standing to adjudicate the case.
- 5) If no appeal is made, the decision of the Committee on Academic Standing shall be final and will be implemented by the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall notify the student and the college in which the alleged violation occurred within fourteen (14) working days of receiving the final decision.

## Graduate Student Academic Grievance Policy Statement

**Policy Number:** 3364-77-02 <http://www.utoledo.edu/policies/>

The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) 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 procedures outlined in the Graduate Academic Dishonesty Appeal Policy (3364-77-01).

### **Purpose of the policy**

The purpose of the policy is to provide graduate students and their colleges with the procedures to follow to grieve a particular grade after appeals within their respective college are exhausted. This policy grants the graduate student the right to appeal in writing to the Dean of the College of Graduate Studies for further and final consideration of the student's appeal.

### **Scope**

Graduate student grade appeal to the College of Graduate Studies.

### **Procedure**

The procedures to be used to arrive at a resolution of the grievance are set by the student's college, and these procedures should be followed as the first steps in the appeal process. After appeals within the college are exhausted, the graduate student may appeal in writing to the Dean of the College of Graduate Studies.

- 1) The academic grade appeal must be initiated within the semester following receipt of the contested grade.
- 2) Each academic college has established procedures governing grade appeal and grievance. Graduate students should become familiar with these procedures and must follow their respective formats and timelines. Any student questions on the processes and document needs for these initial steps (e.g. the steps usually start with an appeal to the course instructor, then an appeal to the department chair and finally with the college dean) should be addressed to the individual program director and dean's office of the college.
- 3) If the student wishes to grieve the decision of the college, the student may file a written appeal to the Dean of the College of Graduate Studies.
  - a) This appeal must include a statement of the specific grounds for appeal and must be accompanied by the written explanations of decisions made at all previous levels of review.
  - b) The Dean of the College of Graduate Studies shall attempt to resolve the case by meeting or otherwise communi-

- cating with both the student and the college.
- c) If a resolution is not achieved, 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) working days (Mondays through Fridays, not counting holidays and school breaks) after receipt of the written appeal. A quorum of one-half of Committee members must be present to hear the appeal. Any member of the Committee who has firsthand knowledge of the alleged violation will be excused from the hearing panel.
  - 4) The student shall be given a minimum of seven (7) working 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 student will present the appeal and shall have the burden of establishing that the grade decision is incorrect. He or she may call witnesses on their behalf and may question witnesses of the University. Any legal counsel does not have a speaking role in the proceedings. 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.
  - 5) At the conclusion of the hearing or within fourteen (14) working 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 shall be formally communicated to the Dean of the College of Graduate Studies.
  - 6) Procedural Error: If either the student or involved professor believes the Committee decision resulted from a procedural error, the student or professor may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) working days of receiving the Committee's decision. If an appeal is timely presented to the Dean of the College of Graduate Studies, the Dean shall review all documentation and proceedings from the prior hearing solely for procedural error and either:
    - a) dismiss this final appeal on the grounds that no procedural error occurred, or
    - b) remand the decision to the Committee for the purpose of obtaining further relevant evidence and for confirmation or reversal of its original decision, or
    - c) instruct Graduate Council to impanel a new Committee on Academic Standing to adjudicate the case.
  - 7) If no appeal is made, the decision of the Committee on Academic Standing shall be final and will be implemented by the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall notify the student and the college in which the alleged violation occurred within fourteen (14) working days of receiving the final decision.

## Graduation

The University has three (3) 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. All summer graduates will be invited to the fall ceremony held in December.

Students expecting to graduate in May, August or December need to file a formal "Application for Graduation" with the College of Graduate Studies by the posted deadline for the term. The filing deadline is the 4th week of the semester in which the student wishes to graduate. Applications for graduation may be accepted after the deadline date provided the student obtains an adviser's signature. However, applying after the deadline often means the student has missed graduation related information and mailings, and the student's name may not appear in the commencement program. No applications will be accepted after the last day of classes for that term. 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.

There is a one-time (per graduate degree program) Graduation Services fee of \$100 assessed prior to degree conferral. This is assessed the first time you apply for graduation from a graduate degree program. Once your application has been processed, the fee will not be refunded. If you do find it necessary to withdraw your application and apply for a future term, you will not be assessed the fee again.

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 to eight weeks after the ceremony. The diploma will be mailed to students using the graduation address as given on the Application for Graduation form. It is imperative that all deadlines are met, as graduation deadlines cannot be extended.

Contact the Bookstore 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), missing grades, prior degrees, plans of study, 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 e-mail (to their UTAD account only) 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 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, student accounts (i.e. first.last@rockets.utoledo.edu) stay active as long as the account is utilized. Home directory and campus distribution lists are removed but students are welcome to continue to use their rockets account. If the password expires for more than six months the account is deleted.

### **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**

Certain requirements must be satisfied if you are to graduate on schedule. In order to serve the many students applying for graduation each semester, the College of Graduate Studies must strictly enforce all necessary deadlines. It is the student's responsibility to ensure that all the requirements are met. Check with your advisor to ensure that all department and college degree requirements have been met. If you have any questions about the requirements detailed below, please contact the College of Graduate Studies.

#### *Doctoral Degree*

- 1) Complete the Application for Graduation form prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not. This application should be submitted to the College of Graduate Studies.
- 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) Registered for a minimum of one graduate credit hour in the semester you apply to graduate. Please note: Completion of an Incomplete (IN), an in Progress (PR), or a non-recorded (NR) grade will not fulfill the registration requirement. If your graduation is postponed for any reason, it will be necessary to register for a minimum of one graduate credit hour during the semester you re-apply for graduation.
- 4) Official undergraduate transcripts must be on file in the College of Graduate Studies. Masters transcripts on file if appropriate. If the degree was earned at The University of Toledo, all items will be on file. International students must also provide their original diploma. Transcripts and diplomas must be provided in both English and the native language.
- 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. All coursework must fall within the seven year time limitation to complete the doctoral degree. Any coursework that exceeds this time limit will require revalidation.
- 6) Written proof of passing Comprehensive and/or Foreign Language Exams if these are part of the requirements for your degree.
- 7) Dissertation must be approved by your committee. Composition of the committee must meet all University guidelines. All members must hold Graduate Faculty Status. Your document must be approved by your college and uploaded in an electronic format to OhioLINK no later than fifteen (15) business days prior to the last day of classes for the term the degree will be awarded. The signed "Approval of Dissertation" form must be submitted to the Graduate College at that time. As your college may have a separate deadline, earlier than the Graduate College deadline, please check with your department to ensure all posted deadlines are met. Please be sure to use the *Manual for the Formatting of Graduate Dissertations and Theses* available on the College of Graduate Studies Website.
- 8) All grades must be posted. Incomplete and in Progress grades must be removed from your transcript.
- 9) Attain a cumulative grade point average of 3.0 or above.
- 10) Payment of all outstanding fines and fees. If there are any outstanding fees, a hold will be placed on your account and your diploma and transcript cannot be mailed. All required forms must be completed and on file in the College of Graduate Studies: Graduate Research Advisory (GRAD) Committee Approval & Assurances, Application for Candidacy, Approval of Dissertation, Intellectual Protection and Patent Sign-Off, ProQuest UMI Publishing Agreement, Survey of Earned Doctorates, and Graduate Student Exit Survey.

### Master's Degree

- 1) Complete the Application for Graduation form prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not. This application should be submitted to the College of Graduate Studies.
- 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) Registered for a minimum of one graduate credit hour in the semester you apply to graduate. Please note: Completion of an Incomplete (IN), an in Progress (PR), or non-recorded (NR) grade will not fulfill the registration requirement. If your graduation is postponed for any reason, it will be necessary to register for a minimum of one graduate credit hour during the semester you re-apply for graduation.
- 4) Official undergraduate transcripts must be on file in the College of Graduate Studies. If the degree was earned at The University of Toledo, all items will be on file. International students must also provide their diploma. Transcripts and diplomas must be provided in both English and the native language.
- 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. All coursework must fall within the six year time limitation to complete the master's degree. Any coursework that exceeds this time limit will require revalidation.
- 6) Written proof of passing Comprehensive Exams if these are part of the requirements for your degree.
- 7) If completing a project or thesis, it must be approved by your committee. Composition of the committee must meet all University guidelines. All committee members must hold Graduate Faculty Membership. *For students completing a Project*, the Approval of Project form must be submitted no later than fifteen (15) business days prior to the last day of classes for the term the degree will be awarded. Projects are not submitted to the Graduate College or uploaded to OhioLINK. *For students completing a Thesis*, your document must be approved by your college and uploaded in an electronic format to OhioLINK no later than fifteen (15) business days prior to the last day of classes for the term the degree will be awarded. The "Approval of Thesis" form must be submitted to the Graduate College at that time. As your college may have a separate deadline, earlier than the Graduate College deadline, please check with your department to ensure all posted deadlines are met. Please be sure to use the *Manual for the Formatting of*

*Graduate Dissertations and Theses.*

- 8) All grades must be posted. Incomplete and in Progress grades must be removed from your transcript. Exception: Students continuing in another degree program when those courses are not being used to fulfill the requirements for the degree being evaluated for completion.
- 9) Attain a cumulative grade point average of 3.0 or above.
- 10) Payment of all outstanding fines and fees. If there are any outstanding fees, a hold will be placed on your account and your diploma and transcript cannot be mailed.
- 11) All required forms (if applicable based upon your program requirements) must be completed and on file in the College of Graduate Studies: Graduate Research ADvisory (GRAD) Committee Approval & Assurances, Approval of Project/Thesis, Intellectual Protection and Patent Sign-Off Form, and Graduate Student Exit Form.

## **Fellowships, Scholarships and Awards**

Applications for the following Fellowships, Scholarships and Awards awarded by the College of Graduate Studies are generally available in November with an application deadline of mid-February (date specified on application forms). Contact: College of Graduate Studies Office located in University Hall Room 3190, phone 419.530.8582 or visit our website. <http://www.utoledo.edu/graduate/>

### **University Fellowships**

There are a limited number of these prestigious fellowships. The number of fellowships awarded each year is dependent upon available funding. These fellowships are designed for entering Ph.D. students and those in the first year of their Ph.D. program who have exceptional academic records. It is the highest student award the College of Graduate Studies offers and consists of a stipend for the academic year at the doctoral student level as defined by each departmental program, plus remission of instructional fees, out-of-state surcharge, general fees, student legal services fees, and other student fees. Fellowships may be renewed for up to four years provided the student maintains an outstanding academic record and makes significant 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, including underrepresented groups and 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.

The GOAP provides financial support guaranteed by the College of Gradu-

ate Studies in the first two academic semesters for masters students and four academic semesters for students seeking a doctorate, and is subsequently supported at the departmental level for the remainder of the academic career. This scholarship is a collaborative effort between the academic department and the College of Graduate Studies.

### **McNair Scholars Award**

This award is available to students applying for admission to a masters or doctoral program and who participated in an undergraduate Ronald E. McNair Postbaccalaureate Achievement program.

*Award:* Students will receive a Teaching Assistantship, consisting of a stipend and a tuition waiver for full-time enrollment. A waiver of the graduate application fee is also provided.

*Minimum Requirements:* Students must have participated in a Ronald E. McNair Post Baccalaureate Achievement program and be admissible for graduate study according to program requirements. A letter from the undergraduate McNair program is required.

*Renewal Criteria:* Academically eligible students\* can renew this award for up to four years of Doctoral study, as long as the student maintains full-time enrollment each academic semester (excluding summer). Masters students may be supported for two years.

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

This 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; generally, for no more than two years at the master's level and three years at the doctoral level. The amount varies each year depending upon available funds and in the past has ranged between \$2,000 - \$3,000.

### **Robert R. Buell Memorial Achievement Award**

This award is 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 and in the past has typically been \$1,000.

**Helen M. Fields Memorial Achievement Award**

This 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 and in the past has averaged \$300 - \$1,000.

**Robert N. Whiteford Memorial Scholarship**

This scholarship is 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 and in the past has averaged \$200 - \$500.

**Graduate Scholarships**

These scholarships and awards are for students enrolled in a graduate program at The University of Toledo. 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.

**Graduate Student Association**

Student Union 1509

<http://www.utoledogsa.com>

[GraduateStudentAssociation@gmail.com](mailto:GraduateStudentAssociation@gmail.com)

419.482.8383

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 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.

***Travel Reimbursement Program***

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. Applications are available through the Graduate

Student Association website. Check the GSA website for application deadlines and protocols.

## Sexual Harassment and Other Forms of Harassment Policy Statement

**Policy Number: 3364-50-01** <http://www.utoledo.edu/policies/>

The University is committed to maintaining an environment of equity and respect that is free from sexual harassment and other harassment prohibited by this policy to enable all employees and students to perform to their highest level of potential. Harassment prohibited by this policy impedes the realization of the University's mission of distinction in education, scholarship and service. Members of the University community have the collective responsibility to eliminate harassment prohibited by this policy through education and by encouraging all members of the University community to report concerns or complaints. (Please visit the University Policy Website to view the complete policy.)

## Polices 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 stu-

dent 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 15 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 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.

#### **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.

### **Academic Standards**

Only graduate students holding regular admission to a degree granting 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 may 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 40 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 online at the College of Graduate Studies' Website 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 University of Toledo and the American Language Institute screen new international teaching assistants (ITA) to ensure minimum standards of spoken language proficiency are met before allowing ITAs to teach at the university. The screening process required for each student is dependent upon the English proficiency assessment tool that was taken to satisfy the requirement for regular admission. This assessment (SPEAK test) is done during the week before their first term. Those international students that do not meet the standard will be required to take additional English language training provided by the American Language Institute (ALI) until proficiency is verified by the appropriate testing.

<http://www.utoledo.edu/cisp/ali/>

### **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 are mailed to the students local address as stated on their myUT account. Graduate Assistants selecting the direct deposit option can obtain their paystub on myUT under Employee. It is important to ensure that all appropriate paperwork (GAPA, etc.) are submitted by

the home department by the appropriate deadline each term.

### **Parking**

Parking permits need to be requested on myUT Student Self Service each semester. Graduate Assistants are eligible for faculty/staff parking privileges at the same rate as a student permit. 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.

## **Resources at the University**

Career Development

<http://www.utoledo.edu/utlc/career/index.html>

Center for Women

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

Counseling Center

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

Information Technology

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

Multicultural Student Center

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

Student Medical Center

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

University Libraries

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

Writing Center

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# College of Graduate Studies

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