

COLLEGE OF GRADUATE STUDIES

# GRADUATE STUDENT HANDBOOK

2018-2019



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The information within this Graduate Student Handbook is superseded by information in the University of Toledo (UT) General Catalog and UT Policy Website.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

419.530.GRAD (4723)

Main Campus

University Hall 3240, Mail Stop 933

Health Science Campus

Mulford Library 1st floor, Mail Stop 1042

**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.

## TABLE OF CONTENTS

Vision and Mission	4
Welcome from the Dean	6
General Information	7
Communication	7
Electronic Mail Services Policy	7
Responsible Use Policy	8
Student Code of Conduct	8
FERPA	9
Academic Regulations	10
Time Limitations for Degrees	11
Academic Fresh Start	13
Graduate Student Academic Dishonesty Policy	14
Graduate Student Academic Grievance Policy	17
Enrollment Regulations	20
Minimum Continuous Enrollment	20
Residence Requirements for the Ph.D. and Ed.D.	20
Enrollment Status Policy	21
Student Fees and Accounts	23
Leave of Absence	23
Academic Program Documents	27
Project, Thesis, and Dissertation Committees	31
Graduation	33
Health & Safety	39
Sexual Harassment and Other Forms of Harassment Policy	41
Sexual Assault Response/Prevention	41
Fellowships, Scholarship and Awards	43
Graduate Student Association	46
Policies & Procedures for Graduate Assistants	47
College of Medicine and Life Sciences Support Opportunities	52
Resources at the University	56

**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.

### Accreditation

The University of Toledo is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award Associate's, Bachelor's, Specialist and Doctoral degrees. The official letter confirming the university's status of affiliation with the Higher Learning Commission can be found on the website of the Office of Assessment, Accreditation, and Program Review as well as information regarding individual program accreditations and endorsements.

<https://www.utoledo.edu/aapr/accreditation/index.html>

## Nondiscrimination Policy

**Policy Number: 3364-50-02**

<http://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-02.pdf>

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in activity protected by this policy is also strictly prohibited by this policy.

The University encourages anyone who believes he or she has been subjected to conduct in violation of this policy to file a complaint under this policy to ensure that the University has an opportunity to address prohibited conduct.

## Nondiscrimination Policy Statement

**Policy Number: 3364-50-02**

<http://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-02.pdf>

The University of Toledo

## Dear University of Toledo Graduate Students,

As the Dean of the College of Graduate Studies, it is my pleasure to welcome you to the graduate community of the University of Toledo!

This Graduate Student Handbook will act as your guide to navigating the administrative policies, processes and practical facets of graduate life at the University of Toledo. Please see this as your reference tool as you perform the general task surrounding matriculation, funding and the overall graduate experience. If you do not find the answers to your questions within its pages, please feel free to reach out to the College of Graduate Studies and we will provide you with the support you need.



I am delighted that you have chosen to continue your education with us. The University of Toledo is dedicated to providing a state of the art education that will expand your intellect, career and aspirations. The College of Graduate Studies is your college and as its Dean, I am here to ensure your success and well-being. I wish you the best in all you do and if you need my assistance at any point during your time here, do not hesitate to contact me.

Sincerely,

Dr. Amanda C. Bryant-Friedrich  
*Professor of Medicinal and Biological Chemistry*  
*Vice Provost for Graduate Affairs and*  
*Dean, College of Graduate Studies*

## General Information

The Graduate Student Handbook clarifies minimum university-level requirements and policies that apply to all graduate students at The University of Toledo. Each student is also expected to adhere to requirements and procedures specific to his/her own degree program and college.

## Communication

The College of Graduate Studies communicates with students using various methods; however, the student's UTAD (University issued email address) is the official and most frequently used form of communication. Students are advised to check their University email often as official notices will be sent via email. Information regarding UTAD accounts and other technology resources can be found on the Information Technology website. <http://www.utoledo.edu/it/>

The College of Graduate Studies homepage contains vital information for the UT graduate community and provides useful links to other university resources, policies, and offices. It is recommended that students regularly visit the site: <http://www.utoledo.edu/graduate/>

The MyUT portal is a secure web environment that provides a single access point for important information. Through this entrance, students find information on academic, services, events, and more. The information in the portal is organized by pages, referred to as tabs. Each tab in the portal has various areas of information (channels) which allow for quick access. There is a Graduate Student Tab with information specific to the UT graduate community. There is also a Student Self Service Tab which can be used to check grades, change addresses, view class information, as well as other features. <http://intranet.utoledo.edu/>

## Electronic Mail Services Policy

**Policy Number: 3364-65-01**

[http://www.utoledo.edu/policies/administration/info\\_tech/pdfs/3364\\_65\\_01.pdf](http://www.utoledo.edu/policies/administration/info_tech/pdfs/3364_65_01.pdf)

The University of Toledo provides electronic mail to support academic, research, medical, and administrative functions of the institution. University E-mail services are to be used responsibly within the normal standards of professional and personal courtesy and conduct. The use of E-mail services is a privilege, not a right, and it should be treated as such by all users. This policy establishes guidelines for the responsible and

efficient use of The University of Toledo electronic mail services and to clearly set forth the rights and responsibilities of university authorized users regarding their use of E-mail. Students are encouraged to review the complete policy.

## **Responsible Use Policy**

**Policy Number: 3364-65-05**

[http://www.utoledo.edu/policies/administration/info\\_tech/pdfs/3364\\_65\\_05.pdf](http://www.utoledo.edu/policies/administration/info_tech/pdfs/3364_65_05.pdf)

The principles of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those principles. Like the use of any other university-provided resource and like any other university-related activity, the use of computing resources is subject to the requirements of legal and ethical behavior within the university community. The legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. As this policy establishes standards for the responsible use of university computing resources, identifies security enforcement measures, and potential consequences for violations, students are encouraged to review the policy in its entirety.

## **Student Code of Conduct Policy**

**Policy Number: 3364-30-04**

[http://www.utoledo.edu/policies/main\\_campus/student\\_life/pdfs/3364\\_30\\_04\\_Student\\_code\\_of\\_conduct.pdf](http://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf)

The Student Code of Conduct articulates the University's expectations of behavior for students, student groups, and student organizations and the potential outcomes to be imposed for inappropriate conduct. This policy explains the University's requirements for notice, and the student, student groups, and student organizations opportunity to be heard with regard to alleged violation (s) of the Student Code of Conduct. The Student Code of Conduct is not intended to be exhaustive in terms of defining all acts of misconduct. The Student Code of Conduct specifies the rights and responsibilities of students, student groups, student organizations, the university, and the rights of other parties going through the Student Conduct Process.

Students, student groups, and student organizations are expected to engage in conduct that represents the mission, vision, and values of the university. Sanctions implemented through the Student Conduct Process are designed to provide students, student groups, and student organizations with the opportunity to accept responsibility, provide accountability, reflect on their choices, challenge their decision-making processes, and assist them in changing their behavior to better align with the University's expectations. Being a member of the UT Community is a privilege. Actions by students, student groups, or student organizations that interfere with the welfare and/or safety of the UT Community is not acceptable, and will not be tolerated.

## **Confidentiality of Student Records (FERPA) Policy**

**Policy Number: 3364-71-15**

<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-15%20%20Confidentiality%20of%20student%20records.pdf>

The university supports a student's right to confidentiality of their records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (the Act) is a federal law, which requires that a written institutional policy complying with the Act be established and that a statement of adopted procedures covering the privacy rights of students, be published. Reinforcing longstanding institutional policy, the Act and other laws require The University of Toledo to maintain the confidentiality of student educational records except as noted in the policy. The University Registrar is primarily responsible for the administration of this policy at The University of Toledo. Notification of this policy, associated procedures, and students' rights under the Act is distributed annually to all enrolled students. This policy also conforms to the requirements of the Ohio Privacy Act, as amended.

## 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.

### 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. All questions regarding advising should be directed to the academic college. The College of Graduate Studies works with the advisor as identified on the required academic programs forms (i.e. Plan of Study and GRAD form).

### 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. Gradu-

ate 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.

### **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. An extension of one-year or less 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. A fee of \$50 per course is assessed to graduate students approved for extensions of one semester or 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 by one year or less. A fee of \$500 per recertified 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.

### **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.

*Related links:*

Matriculation Extension & Course Recertification Procedure  
<http://www.utoledo.edu/graduate/currentstudents/references/matriculationextension.html>

**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 average. 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.

*Related link:*

Petition for Academic Fresh Start  
[https://www.utoledo.edu/graduate/forms/Academic\\_Fresh\\_Start\\_Petition.pdf](https://www.utoledo.edu/graduate/forms/Academic_Fresh_Start_Petition.pdf)

## 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 Gradu-

## ate 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 foreseen (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 stu-

dent 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.
- 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.

## Enrollment Regulations

### 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 13).

### 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 in writing and attached to a Plan of Study. For students who have been determined by their academic college to need an exception to the resi-

gency requirement, this request must include information documenting how a student will interact with faculty and other students, read widely within and beyond the major field, and contemplate scholarly issues as they relate to professional practice.

## **Enrollment Status Policy**

**Policy Number: 3364-77-05**

<http://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-05.pdf>

The university recognizes the role of enrollment status in support of satisfactory academic progress towards degree completion. A student's enrollment status is determined by the number of class hours the student is enrolled in credit bearing courses during a semester or during an entire summer term. The definitions are as follows: A full-time graduate student is enrolled for a minimum of 9 or more semester hours in credit bearing courses. A full-time student who elects to enroll in more than 18 credit hours in fall or spring (combined total of more than 15 semester credit hours in summer) is considered to be on academic overload. A part-time graduate student is enrolled for fewer than 9 semester hours in credit bearing courses. Audit means a student is enrolled in credit bearing courses but elects not to receive credit. A student enrolled in a full-time and transcribed internship placement will be considered a full-time student for purposes of reporting to the National Clearinghouse if the time commitment required for the internship equates to the time commitment of a graduate student enrolled in 9 semester credit hours.

This policy applies to all graduate students. Each college may establish additional credit hour requirements based upon degree program requirements, graduate assistantship appointments, or other considerations deemed necessary to the program or college.

Full-time status is determined by the number of hours attempted in credit bearing courses for the term of enrollment. A minimum of 9 semester credit hours must be attempted for full-time status.

Graduate credit courses are numbered 5000 and above. Hours taken for audit, ALI, and undergraduate courses cannot be used to meet the graduate hour requirements.

To maintain graduate status at the University of Toledo, students must register at UT for at least one graduate credit that contributes to degree requirements (as determined by the program) in a calendar year.

- (1) Credits that are audited or in which a student receives a W do not count toward the minimum credit requirement.

- (2) A student who has not maintained enrollment in accordance with this requirement, may seek readmission.
- (3) The number of credit hours attempted each semester is mutually determined by the student and the advisor. The number should reflect the faculty and student effort and the use of university resources.

The registrar's office officially verifies external requests for enrollment status.

The chart below shows the graduate enrollment status based on hours enrolled.

Hours	Enrollment Status
1-4	Less than half-time
5-6	Half-time
7-8	Three-quarter time
9 or more	Full-time

### Registration

A student must be matriculated into a graduate-level degree program or be admitted as a graduate non-degree student in the College of Graduate Studies in order to earn graduate credit. Specific policies and procedures regarding student academic records and course registration is maintained by the Office of the Registrar.

<http://www.utoledo.edu/offices/registrar/>

### 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

## Student Fees and Accounts

**Policy Number: 3364-40-19**

[http://www.utoledo.edu/policies/administration/finance/pdfs/3364\\_40\\_19.pdf](http://www.utoledo.edu/policies/administration/finance/pdfs/3364_40_19.pdf)

The Board of Trustees is the sole authority for establishing all student fees and charges which are detailed in the University Finance Brochure. All instructional fees, tuition surcharges, student general fees and other applicable student fees and charges, are due and payable according to the University's established due dates. The Treasurer's Office has the responsibility of collecting all amounts due to the University. The Treasurer's Office also has the responsibility of processing refunds to students. Questions regarding fees assessed should be addressed to the Rocket Solution Central Office.

*Related links:*

University Finance Brochure

[https://www.utoledo.edu/offices/treasurer/finance\\_brochures.html](https://www.utoledo.edu/offices/treasurer/finance_brochures.html)

Treasurer's Office

<http://www.utoledo.edu/offices/treasurer/>

Rocket Solution Central

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

## Leave of Absence

**Policy Number: 3364-77-04**

<http://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-04.pdf>

Students enrolled in a graduate degree program (or graduate certificate program), who do not expect to make progress towards degree requirements for a period of time due to personal, medical, call to active military duty, or other compelling reasons may request a leave of absence from a degree program. Students on an approved leave may not make significant use of university resources and services and do not have the rights and privileges of registered students. Students cannot fulfill any official department or university requirements during the leave period. Students on an approved leave must complete the Application for Graduate Readmission at the end of the leave in order to register and to have the rights and privileges of registered students. If a student does not return to the graduate degree program within the approved period for which the leave was granted, the student will be considered as having withdrawn from the university. To be reconsidered for graduate study, students who have withdrawn must complete the necessary application materials and pay all associated fees.

Students called to active duty while enrolled in graduate school will follow regulations for military leave of absence per Ohio Revised Code 3345.53.

It is the responsibility of the student to resolve all issues pertaining to registration, financial support, federal financial aid, and outstanding balances owed to the university. Students should also consider the potential implications of a leave on such matters as immigration status, health insurance, and loan repayment. Leaves approved in accordance with this policy, do not constitute a leave of absence for federal financial purposes.

(B) Purpose of policy

The purpose of this policy is to preserve the student's status in his or her graduate degree program, and the time taken on an approved leave of absence is not included in the time limitations for degree completion.

(C) Scope

All graduate students at the University of Toledo other than students of programs awarding the J.D., M.D. or Pharm. D.

(D) Eligibility

To be eligible for a leave of absence, a student must be in a graduate degree program, have completed at least one term of enrollment in the graduate degree program prior to the date a leave is to begin, be in good academic standing, and be making reasonable progress toward the degree requirements. Leaves will not be approved for students who have completed less than one term of enrollment, are not in good academic standing, or have already received an extension of the degree time limitation.

Students in the first term of study of their graduate program are not eligible for a Leave of Absence and must work directly with their program and Graduate Admissions on issues of future enrollment.

(E) Length of Leave

Leaves of absence are approved for a maximum of three consecutive terms (one calendar year). In extenuating circumstances, students may request an extension of up to three additional consecutive terms (one calendar year). Extension of a leave is subject to approval of the program, academic college, and College of Graduate Studies. The time taken on an approved leave is not included in the time limitation for degree completion; however, programs may have more limited and/or specific registration and leave of absence policies.

## (F) Procedure

The procedure to request a leave of absence is determined by whether the circumstances are foreseeable (prior to the beginning of the academic term) or are unforeseeable (arise after the start of term):

- (1) *For students seeking a Leave of Absence Prior to the Beginning of Term*  
The Request for Leave of Absence form should be submitted prior to the start of the term for which the leave is requested, when the necessity of the leave is foreseeable. If registration exists for the term for which the leave is requested, the student is responsible for complying with the registration policies governing the dropping of courses prior to the beginning of term as established by the University Registrar (Policy 3364-71-08).
- (2) *For students seeking a Leave of Absence After the Beginning of Term*  
If the need for a leave is not foreseeable, the request should be submitted as soon as possible, but no later than the last day to withdraw for the term during which the leave is requested. A retroactive leave of absence will not be granted. Students who are registered for courses must drop and withdraw from all courses prior to taking leave. Course dropping or withdrawal does not negate students' financial obligations, and students will be held responsible for all balances due to the university.
- (3) *For students with Unforeseeable Circumstances after the Withdraw Deadline for the Term*  
Course withdrawal is not permitted after the established deadline for each term. (Students should address grading and course completion issues with individual instructors.) To consider any variation from this rule for reasons of extenuating circumstances, the student must submit a Petition for Administrative Adjustment to the University Registrar (Policy 3364-71-16). If circumstances warrant, the student may apply for a Leave of Absence prior to the beginning of the next term in accordance with the above procedure (see F1).

Each program/department/academic college will establish a process for reviewing and approving Leave of Absence requests. Consideration of

such requests by the College of Graduate Studies will only commence after completion of the academic college level approval processes. Final approval is granted by the College of Graduate Studies.

In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies including, but not limited to: Adding and/or Dropping a Course (Policy 3364-71-08), Administrative Adjustment for Extenuating Circumstances (Policy 3364-71-16), Student Fees and Accounts (Policy 3364-40-19)

### Re-admission

The Re-admission Process is required for graduate students who:

- Have not registered for one calendar year or more and wish to complete the program to which they were previously admitted and pursuing OR
- Wish to return from an approved Leave of Absence

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.  
<https://www.utoledo.edu/graduate/currentstudents/academicprogramforms/>

### Plan of Study

Early in the program, usually by the end of the first semester (or the completion of 9 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 academic college. The Plan of Study is a listing of courses, research, and other requirements that a student must complete to fulfill the requirements of the graduate degree program, including graduate certificates. The College of Graduate Studies checks the student’s record against the Plan of Study to verify eligibility for graduation. Revisions in the Plan of Study must be requested on the Plan of Study Course Substitution Form or as an amended Plan of Study, approved through the required channels of the academic program and college, and submitted to the College of Graduate Studies.

### 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.

The Committee Member Section of the GRAD form establishes the faculty who will act as mentors to the graduate student. The Committee must include only faculty with the appropriate level of graduate faculty status. The committee must be approved through the appropriate channels of the academic college before submission to the Graduate College. Any additions or removals of committee members must be made on an amended GRAD Form and submitted to the College of Graduate Studies.

#### **Acceptance of Thesis or Dissertation for Defense**

Students with a thesis or dissertation requirement must obtain the signature of their Advisor/Committee for approval to present/defend their paper. The form must contain the date, time, building and room number of the scheduled defense. Signature of the Associate Dean of the academic college is required. Permission to publicize the defense on the Graduate College website is also requested on the form.

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

All graduate students engaged in thesis or dissertation research are required to submit a completed "Intellectual Protection and Patent Sign-Off" form. This form is designed to protect both the student's 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. All requests for a delay will be granted in increments of one year. Renewals may be granted upon receipt of a new Intellectual Protection form no later than thirty (30) days prior to the expiration of the delay. The publication delay may be renewed up to a maximum of four (4) times.

#### **Approval of Project/Thesis/Dissertation Forms**

This form is required of all students completing a project, thesis, or dissertation requirement. It must be submitted in paper copy with all original signatures by the last day of the term in which the degree will be awarded. No exceptions, waivers, or extensions to this deadline will be granted.

#### **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 rec-

ommended 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.

## 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 Clinical Masters and Doctoral Level Scholarly Project Committees

The MSBS clinical track, including Physician Assistant studies, the Doctor of Physical Therapy, and the Occupational Therapy Doctorate advisory committees are composed of a minimum of one member. For the DNP degree, the Project Committee will consist of a chair and two other graduate faculty members selected in collaboration with the chair. The other committee members need to have Full Graduate Faculty or adjunct full Graduate Faculty status as appointed by the respective College of Graduate Studies. For the WSU student one of the two members needs to be a UT College of Nursing faculty who has WSU adjunct full Graduate Faculty status. For the UT student one of the two members needs to be a Wright State University College of Nursing and Health faculty who has UT Special Graduate Faculty status. The third member may be from the student's home university and have Associate Full Graduate Faculty Status or from the agency where the project is being conducted (generally where your mentor works), be in a profession other than nursing and is considered an expert in their field. You need to negotiate with these individuals regarding their availability and willingness to serve on 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.

## 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 submit a formal "Application for Graduation" by the posted deadline for the term. Applications for Graduation should be completed through the MyUT portal (MyUT.utoledo.edu). Applications for graduation may be accepted after the deadline date; 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.

**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.

**Graduate Certificate**

- 1) Apply for graduation through the MyUT portal prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not. The application should be submitted through the MyUT portal.
- 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 an amended Plan of Study. All coursework must fall within the four year time limitation to complete the certificate degree. Any coursework that exceeds this time limit will require revalidation.
- 6) 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.
- 7) Attain a cumulative grade point average of 3.0 or above.
- 8) 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.
- 9) All required forms (if applicable based upon your program requirements) must be completed and on file in the College of Graduate Studies: Plan of Study and Graduate Student Exit Survey.

Master's Degree

- 1) Apply for graduation through the MyUT portal prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not. The application should be submitted through the MyUT portal.
- 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.
    - a. For students completing a Project, the Approval of Project form must be submitted no later than 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.
    - b. For students completing a thesis, submission of Acceptance of Thesis for Defense Form is required when your defense is scheduled.
    - c. For students completing a Thesis, your document must be approved by your college and uploaded in an electronic format to OhioLINK no later than 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 Survey.

Doctoral Degree

- 1) Apply for graduation through the MyUT portal prior to the filing deadline for the semester in which you plan to graduate, whether a formal ceremony is held or not. The application should be submitted through the MyUT portal.
- 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) Acceptance of Dissertation for Defense form is required when defense is scheduled.
- 8) 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 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.

- 9) All grades must be posted. Incomplete and In Progress grades must be removed from your transcript.
- 10) Attain a cumulative grade point average of 3.0 or above.
- 11) 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.
- 12) 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, Survey of Earned Doctorates, and Graduate Student Exit Survey.

## Health & Safety

### Health Requirements

Graduate programs that have clinical components such as patient care have health requirements. Immunizations, CPR, physicals, and other health requirements are determined by the individual program. Contact your program advisor or program office for detailed information regarding these requirements, associated fees, and forms.

### Student Health Insurance

The University believes it is important that all students maintain health insurance coverage to help ensure academic success and wellbeing. For detailed information regarding UT Student Health Coverage and rates, please visit [https://www.utoledo.edu/healthservices/student/health\\_insurance/](https://www.utoledo.edu/healthservices/student/health_insurance/)

### Student Safety

At the University of Toledo the safety and well-being of all students is our primary concern. Students are encouraged to visit the University of Toledo Police Homepage for the latest safety and security information, and to educate themselves on safe choices and best practices.

The site provides information on the appropriate responses to a wide range of situations, including fire, evacuation, weather-related emergencies, and other situations that may impact the operations of the University. Students are strongly encouraged to sign up for the UT Alert communication system to receive a text message, e-mail or phone call if there is a campus emergency, class cancellation or other critical information. <http://www.utoledo.edu/depts/police/>

### Rocket Card

The Rocket Card is the official University of Toledo Identification Card. Students on the Health Science Campus must have their I.D. badge in their possession and worn at waist level or above. <http://www.utoledo.edu/rocketcard/>

### Key Control

**Policy Number: 3364-61-11**

[http://www.utoledo.edu/policies/administration/police/pdfs/3364\\_61\\_11.pdf](http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_11.pdf)

UT Police Department is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship and requiring key access to university facilities. Key control operates Monday-Friday 8:30am-5:00pm in the Transportation Center, Room 1400, 419.530.KEYS.

[http://www.utoledo.edu/depts/police/Key\\_Control.html](http://www.utoledo.edu/depts/police/Key_Control.html)

### **HSC Card Access**

The UT Health Science Campus has a card access system. Please check with your department regarding access areas and authorization procedures. [http://www.utoledo.edu/depts/police/HSC\\_Card\\_Access.html](http://www.utoledo.edu/depts/police/HSC_Card_Access.html)

### **Vehicle Traffic and Parking**

**Policy Number: 3364-61-01**

[http://www.utoledo.edu/policies/administration/police/pdfs/3364\\_61\\_01.pdf](http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_01.pdf)

The University of Toledo provides parking facilities for use by the University's students, faculty, staff, patients, affiliates, visitors and other persons or groups whose activities are consistent with the mission of the University. All students who park or expect to park a motor vehicle on University property, at any time, must obtain a valid parking permit through Auxiliary Services.

<http://www.utoledo.edu/parkingservices/index.html>

### **Smoke-Free and Tobacco-Free Policy**

**Policy Number: 3364-60-01**

[https://www.utoledo.edu/policies/administration/safety\\_health/pdfs/3364\\_60\\_01\\_smoke\\_free\\_tobacco\\_free\\_policy.pdf](https://www.utoledo.edu/policies/administration/safety_health/pdfs/3364_60_01_smoke_free_tobacco_free_policy.pdf)

In an effort to promote the highest levels of health and well-being, effective August 1, 2014, The University of Toledo campuses became tobacco-free. Tobacco-free policies benefit our campuses, including smokers and nonsmokers, by protecting all persons from unhealthy exposure to secondhand smoke and providing a supportive environment that helps tobacco users reduce or cease use of tobacco products. Except for expressly noted exceptions this policy applies consistently to all faculty, staff, students, visitors, patients and contractors of the University of Toledo: Main Campus, Health Science Campus, Scott Park Campus, UTMC Clinical Satellite locations, Center for Visual Arts, Lake Erie Center, and Stranahan Arboretum.

### **Alcohol and Substance Abuse**

**Policy Number: 3364-30-09**

[http://www.utoledo.edu/policies/main\\_campus/student\\_life/pdfs/3364-30-09%20Alcohol%20and%20substance%20abuse.pdf](http://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364-30-09%20Alcohol%20and%20substance%20abuse.pdf)

The University of Toledo is committed to promoting and maintaining a work and academic environment that is free from illegal use of alcohol and drug use/abuse, in accordance with all federal, state, and local laws as well as the federal drug free schools and campus regulations. The abuse of alcohol and use of illicit drugs also poses a health risk to member of the University community.

The University of Toledo prohibits the unlawful possession, use, or

distribution of illicit drugs and alcohol by students and employees on its property or part of any of its activities. Employees, students, and campus visitors age 21 years or older, consuming alcohol at University functions or while on University business where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional or disruptive behavior.

When there has been a violation of the standards of conduct, the University shall initiate appropriate measures which may include disciplinary action. Such actions may result in sanctions up to an including suspension or separation from the University. Violations may be reported by the University to appropriate law enforcement authorities. Those referred to law enforcement authorities are subject to prosecution.

### **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.)

### **Sexual Assault Response/Prevention**

**Policy Number: 3364-61-02**

[http://www.utoledo.edu/policies/administration/police/pdfs/3364\\_61\\_02.pdf](http://www.utoledo.edu/policies/administration/police/pdfs/3364_61_02.pdf)

The University of Toledo is committed to creating a community free from violence. Sexual assault, sexual harassment, intimate partner violence, and stalking will not be tolerated at the University of Toledo.

Sexual assault can include any form of actual or attempted sexual activity perpetrated upon a person without the consent of that person and against that person's will. Responsibility for obtaining consent lies with the person initiating or escalating sexual activity in an atmosphere free from coercion, force, or intoxication. Consent should be obtained verbally throughout sexual interaction. Silence does not constitute consent. Consent may be withdrawn at any point during sexual activity.

The Sexual Assault Education and Prevention Program ("SAEPP") is a campus resource that provides confidential, pressure-free support and information to survivors of sexual assault, by phone or in person. SAEPP can provide information about sexual assault reporting options, options for medical treatment and evidence collection, campus and community

resources, and survivor's rights. SAEPP advocates are available to accompany survivors and provide support during medical visits, law enforcement contacts, campus judicial hearings, and local court proceedings. All university personnel should refer sexual assault survivors to SAEPP. <https://www.utoledo.edu/studentaffairs/SAEPP/>

## Fellowships, Scholarships and Awards

Applications for the following Fellowships, Scholarships and Awards awarded by the College of Graduate Studies are generally available by early to mid-fall semester with an application deadline of mid-February (date specified on application forms). For questions or additional information, please email COGS@utoledo.edu or visit the College of Graduate Studies.

### University Fellowships

The prestigious University Fellowship is the highest award the College of Graduate Studies offers. This award is for new Ph.D. students who have exceptional academic records and are registering for the first time in the fall semester. It provides a stipend for the academic year as defined by each departmental program, plus remission of instructional fees, the out-of-state tuition and general and other student fees. There are a limited number of these competitive fellowships. It may be renewed for up to three years for a total of four years of support provided the student maintains an outstanding academic record and makes significant progress toward the degree. Applicants should be full-time doctoral students. *Practice or professional doctorate students are not eligible (JD, PharmD, MD).* Acceptance by the program is required prior to the award designation, and previous recipients of this award are not eligible

### Graduate Dean's Scholars and Fellows (GDSF)

The Graduate Dean's Scholars and Fellow (GDSF) is part of the College of Graduate Studies Diversity and Outreach Initiative which seeks to ensure that students traditionally under-represented nationally in graduate education have access to assistance to encourage their pursuit of higher education and possess the skills, leadership and ability to make a significant impact in their chosen field participation. The Graduate Dean's Scholars and Fellows will act as ambassadors for the College of Graduate Studies and support its efforts to provide rich and rewarding experiences that enhance inclusion and exhibit the rich human diversity of our graduate programs. This Diversity and Inclusion Initiative also provides funding for Masters and Doctoral students at the University of Toledo who contribute to the diversity of their program of study and/or the university community.

Graduate Dean's Scholars and Fellows receive full-time tuition (based on the requirements of your academic program and the approval of the College of Graduate Studies) for up to 4 semesters for a master's degree or up to 8 semesters for a doctoral degree, and a stipend commensurate with that offered in the program of study. Tuition refers to instructional

fees only (in-state and out-of-state tuition) and cannot be applied to undergraduate, audited or repeated courses. Scholars/Fellows are expected to fulfill a 20-hour a week assistantship, which includes diversity and inclusion related activities while maintaining a 3.0 GPA.

#### **McNair Scholars Awards**

The McNair Post-Baccalaureate Scholars program at The University of

Toledo offers two opportunities for students who participated in an undergraduate Ronald E. McNair Baccalaureate Achievement program.

#### *Graduate Application Fee Incentive*

The College of Graduate Studies will waive the graduate application fee for McNair Scholars that seek admission to a masters or doctoral program at The University of Toledo. Applicants are required to provide documentation from the Director of the undergraduate McNair Program that verifies completion of Ronald E. McNair program prior to initiating the application process. Please see the College of Graduate Studies website for instructions on requesting the application fee waiver.

#### *McNair Graduate Scholar Award*

The McNair Graduate Scholarship Award is part of the College of Graduate Studies Diversity and Outreach Initiative. The scholarship seeks to ensure that students traditionally under-represented nationally in graduate education have access to assistance to encourage their participation.

This award is available to students applying for admission to a masters or doctoral program and successfully completed an undergraduate Ronald E. McNair Baccalaureate Achievement program. This award is competitive with preference given to doctoral students and first year students. Applicants must be U.S. citizens.

Students awarded the McNair Graduate Scholar Award will receive a graduate assistantship, consisting of a stipend and a tuition waiver for full-time enrollment for up to 4 semesters of a master's degree or up to 8 semesters of a doctoral degree.

*Please see the College of Graduate Studies website for eligibility criteria and application information .*

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

This scholarship is presented to one 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. The recipient is selected on the basis of merit. The scholarship is renewable provided the recipient is making satisfactory progress towards his/her degree; generally, for no more than two years at the master's level and three years at the doctoral level. This scholarship becomes available only after the existing recipient has concluded the terms of this scholarship support. 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 of recognition in addition to the award. The amount varies depending upon available funds and in the past has typically ranged between \$1,500-\$3,000.

**Helen M. Fields Memorial Achievement Award**

This award is presented to one full-time graduate student with an excellent academic record in the field of English or Education. The recipient will receive a certificate in addition to the award. The amount varies depending upon available funds and in the past has averaged \$300 - \$2,500.

**Robert N. Whiteford Memorial Scholarship**

This scholarship is presented to one full-time graduate student to assist in research for the thesis, project or dissertation and to further the student's professional development. The recipient will receive a certificate of recognition in addition to the scholarship. The amount varies each year depending upon available funds and in the past has averaged \$300 - \$600.

**Additional Graduate Scholarships**

The Office of Student Financial Aid provides a listing of scholarship opportunities <http://www.utoledo.edu/financialaid/scholarships/>. Application procedures and deadlines are specific to each scholarship.

*Note:* Need-based scholarships may require a completed Free Application for Federal Student Aid (FAFSA) be on file. 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.

## Graduate Student Association

Student Union 1509

<https://www.utoledo.edu/graduate/currentstudents/gsa/>

GraduateStudentAssociation@gmail.com

419.482.8383

The Graduate Student Association (GSA) is an organization that strives to voice the concerns of graduate students, representing approximately 4,500 graduate students at the University of Toledo (UT), while also sponsoring numerous graduate programs and providing funding to subsidize travel to conferences and symposiums. The GSA represents the diverse graduate community by serving on numerous University-wide committees and councils including the Graduate Council. The GSA organizes the annual Midwest Graduate Research Symposium (MGRS) each spring to encourage graduate students to share their research with university colleagues and other graduate students and faculty judges from around the Midwest. The GSA also organizes social events both on and off campus to help graduate students develop social and professional contacts across all of the University's colleges.

### *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 travel awards. Applications are available through the Graduate Student Association website. Check the GSA website for application deadlines and protocols.

## 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 must be registered each term the assistantship is awarded in accordance with all regulations governing graduate assistantships. At this time there is no centralized list of open assistantship positions. Areas supporting graduate assistantships include academic advisor, department chairs, college offices, and non-academic departments. To enquire about graduate assistantships, students need to first contact their academic program advisor.

### **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/Externships.

#### *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. Rather than function simply in one isolated phase or serve as a

clerical assistant, the assistant will be given the opportunity to learn research design, data fathering, data treatment, interpretation, reporting, etc. 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/Externships*

A selected number of graduate programs provide paid internships/externships through agreements with companies/organizations in the Toledo area. The internship/externship 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 for specific information about stipend levels. The tuition scholarship may be used for graduate-level instructional and out-of-state fees. The number of credit hours covered is dependent on academic program of study. Typical graduate assistantships cover 9 credit hours for full time assignments and 6 credit hours for part time assignments. Under no circumstances will a tuition scholarship be applied for undergraduate courses, courses taken for audit, or repeat courses.

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/externs. 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:

- Neglect of duty
- Failure to make adequate progress toward the degree
- Incompetence
- 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 stipend and 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. Students must be aware of their financial support mechanisms, concerning number of credit hours enrolled and know what the stipulations are for their particular circumstances.

It has been the practice of the College of Graduate Studies to not 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.

#### **Additional On-Campus Employment**

Additional employment outside graduate assistantship must 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 28 during summer semester. Domestic students are allowed to work a total of 24-25 hours per week, including their assistantship for the entire year. The Request for On-Campus 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 their 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 work as stipulated in offer letter. The stipend will be broken down into equal paychecks based on dates stipulated in offer letter.

Once students see the Employee Tab on the MyUT portal they are able to set up Direct Deposit, otherwise paychecks are mailed on the payroll date to the students local address as stated on their MyUT account. All graduate assistants are paid one week in arrears.

Graduate Assistants selecting the direct deposit option can view and print their paystub on MyUT under the Employee tab. It is important to ensure that all appropriate paperwork (GAPA, etc.) are submitted by the students home department by the appropriate deadline each term.

#### **Parking**

Parking permits can be requested on MyUT Student Self Service each semester. Graduate Assistants are eligible to upgrade their student park-

ing permit to faculty/staff parking privileges at the same rate as a student permit. This can be done once the student sees their active employee tab on MyUT. To avoid a ticket, students should park in designated student areas until you receive e-mail confirming your parking pass has been upgraded to staff status. Students need to apply for a new permit each semester.

## College of Medicine & Life Sciences Support Opportunities

### **Predocutorial Fellowship/Graduate Research Assistantship**

Full-time students admitted to regular status in the Biomedical Sciences Doctor of Philosophy degree program may be eligible for financial support in the form of a predoctoral fellowship or graduate research assistantship. This support requires that the student be actively registered EACH semester in which they are seeking fellowship/graduate research assistantship support.

PhD students with a stipend from a predoctoral fellowship/graduate research assistantship will be supported in whole or part by the College of Graduate Studies (COGS) funds. Current Funding structure for stipend support is;

First Year	100% support from COGS
Second Year	50% support from COGS and 50% from major Advisor grant(s)
Third Year	25% support from COGS and 75% from major Advisor grant(s)
Fourth/Fifth Year	100% support from major Advisor grant(s)

Stipend support is based on the National Institutes of Health/National Research Service Award level (\$22,920 in Fall 2015 - Summer 2016).

All tuition funding support is from College of Graduate Studies.

For Eligibility requirements please contact the Program Director of the academic program of interest.

### **Master of Science in Biomedical Science (MSBS) Premaster Fellowships**

A limited number of premaster fellowships (currently \$10,000 per year) from the College of Graduate Studies are available for MSBS/research track candidates who meet the specific departmental or program requirements. MSBS Premaster Fellowship awards are limited to 2 years or less. For further information please contact the Program Director of specialization.

### **Master of Science in Biomedical Science (MSBS) Research Track Graduate Research Assistantship**

Students may be eligible for a MSBS research track graduate research assistantship award after he or she has completed all of the didactic courses on his or her MSBS Plan of Study (usually the second year). The MSBS Research Track Research Assistantship award is limited to 1 year. Please contact your academic program or department for specific requirements.

Students with more than one year of support while in the PhD program are not eligible for MSBS research track graduate research assistantship support from the College of Graduate Studies.

To receive a MSBS research track graduate research assistantship award, the process must be initiated by the student's advisor and department funds must be available.

#### **Master of Science in Biomedical Sciences—MSBS Tuition Scholarship Award**

A limited number of MSBS tuition scholarship awards are available for MSBS/research track candidates who meet specific departmental or program requirements. The applicant should have the potential to contribute to the research programs in their department/program. MSBS Tuition scholarships are limited to the first 30 didactic (carrying a letter grade) credits on the student's UT transcript. For students transferring from a PhD to a master's degree program, the tuition scholarship already awarded will count toward the maximum six semesters permitted by the tuition scholarship.

#### *Applications for MSBS Tuition Scholarship Award*

To apply for an MSBS tuition scholarship the applicant must have a major advisor. A recommendation for a scholarship must be made by the student's major advisor and the department/program director to the Associate Dean of the College of Medicine Graduate Programs and the Dean of the College of Graduate Studies.

#### **Other Master's Tuition Scholarship Awards**

Master's tuition scholarship awards also are available for students in other master's programs. To be eligible for these awards, new students must be regularly admitted to one of the following programs and student must contact the individual specified.

- MSOH and MPH students apply to the Chairperson of Public Health.
- OTD students apply to the Chairperson of Occupational Therapy.
- Physician Assistant students apply to the Chairperson of Physician Assistant Studies.
- MSN students apply to the Associate Dean of MSN
- Doctor of Physical Therapy students to the Chairperson of Physical Therapy.

Postdoctoral fellows, University Medical Center residents and fellows may receive a full-time or part-time tuition scholarship award when approved by the Associate Dean of the College of Medicine and Life Sciences and the Dean of the College of Graduate Studies.

### **Retention of Awards**

*Predoctoral Fellowship/Graduate Research Assistantship/MSBS  
Premaster Fellowships/MSBS Research Track Graduate Research Assis-  
tantship, plus MSBS Tuition Scholarship Awards and other HSC Master's  
Tuition Scholarships*

For a student to retain their award they must be continuously registered per their program requirements, be in good academic standing and making satisfactory progress toward the degree. It is the responsibility of the student to be aware of all policies, procedures, and expectations covered in The University of Toledo's policies, General Catalog, and the Graduate College Handbook, as well as those resources given to you by your program, department or college.

#### *Tuition Scholarships*

In addition to above requirements for all HSC graduate students, students who received a tuition scholarship and have completed all courses on his or her Plan of Study or core curriculum - with only Thesis Research or Scholarly Project to complete degree, may enroll as a part-time student and retain the tuition scholarship.

Students in the OTD and MSBS/PA programs may enroll as a part-time student for the last semester of their program and retain a tuition scholarship.

Tuition scholarships for students in the MSOH, OTD, MSBS/PA, MPH, DPT, and MSBS/PT are for one academic year with the possibility to apply for a second year of support. Second year support is not automatic. Students will compete with all other students applying for the second year scholarship support. Tuition scholarships may be awarded for a maximum of 2 years for students in these other programs.

#### *Good Academic Standing*

All graduate students receiving financial support (stipend and tuition or tuition only) are to adhere to the Graduate Academic Standards. If, in any semester, the student loses her or his good academic standing, they may follow the procedures below requesting maintenance of support upon this loss of good academic standing. The Dean, College of Graduate Studies may approve the request, or may refer the request to the Graduate Academic Program director.

The procedures to be followed in requesting maintenance of support upon the loss of good academic standing are as follows:

1. Student must initiate in writing, a discussion with his or her program director and major advisor to request their support for continuation of the award.
2. The advisor or program director should submit a letter to the Dean, College of Graduate Studies requesting continued support. The re-

quest must be justified, taking into account any mitigating circumstances, and must recommend the number of semesters the student will be allowed to rectify their GPA.

#### *Renewal*

##### *All Programs*

Failure to regain a cumulative 3.0 GPA or to replace U grades in the agreed upon time limit will result in forfeit of the fellowship/graduate research assistantship/MSBS award without eligibility to petition for continued support.

These requirements are based on the conviction that full-time fellowship support has been granted on a competitive basis in support of graduate education and the recipients should be qualified to move rapidly toward completion of doctoral requirements.

#### **Additional Employment**

##### *Predoctoral (PhD), Premasters in Biomedical Sciences (MSBS) and MSBS Research Track Graduate Research Assistantship*

The purpose of the PhD/MSBS track graduate/fellowship is to allow students to devote full-time to their scholarly activities. No additional employment may be undertaken which would interfere with this goal. Exceptions are rarely granted. Should the student feel additional employment is essential, he or she must seek prior permission from his or her program director. After review of the mitigating circumstances, the department may recommend that the Dean, College of Graduate Studies allow employment within defined limits. Failure to adhere to these guidelines could result in the discontinuance of the award. Student should submit the [Request for Additional On-Campus Employment Outside Assistantship Duties Form](#) located on the Graduate College Website.

#### **TRAVEL SUPPORT**

The Graduate Student Association will provide travel funds to graduate students to participate in conferences, conventions and seminars. Applications are available through the Graduate Student Association website. Check the [GSA website](#) for application deadlines and protocols.

## Resources at the University

Center for Experiential Learning and Career Development  
<http://www.utoledo.edu/success/career/>

Center for Women  
<http://www.utoledo.edu/centers/eberly/>

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

Diversity at The University of Toledo  
<http://www.utoledo.edu/diversity/student-services.html>

Division of Study Affairs  
<http://www.utoledo.edu/studentaffairs/departments.html>

HSC Student Health & Wellness  
<https://www.utoledo.edu/healthservices/hsc/index.html>

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

Learning Enhancement Center  
<http://www.utoledo.edu/success/lec/index.html>

Main Campus Medical Center  
<http://www.utoledo.edu/healthservices/student/index.html>

Rocket Solution Central  
<http://www.utoledo.edu/rsc/>

Student Disability Services  
<http://www.utoledo.edu/offices/student-disability-services/>

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

Writing Center  
<http://www.utoledo.edu/success/writingcenter/>