INTRODUCTION

The following is a guide to graduate programs at Shawnee State University (SSU). SSU retains the right to change its course offerings, academic policies and requirements for master’s degree programs. In the event that such changes occur while a student is enrolled in a degree program, the following policies are in effect:

- Students are governed by the policies of the most current edition of this manual.
- Students are governed by the degree requirements in the annual catalog in effect at the time of their initial matriculation in the major.
- Students may elect to complete a degree program under the most recent annual catalog. If this choice is made, the student must inform his/her graduate advisor and the Graduate Center, and complete all degree requirements specified in the selected annual catalog.

ADMISSION

Applicants to graduate programs at Shawnee State University are evaluated and admitted by the program area graduate admissions committee upon fulfillment of all Graduate Center admissions requirements. Appeals of admission decisions should first be addressed at the program level. If resolution is not reached, then the issue may be taken to the Graduate Council. If resolution is not reached, then the issue may be taken to the Provost, whose decision is final.

Categories of Admission

Students are identified by the Graduate Center, upon recommendation of the appropriate program area graduate committee, as being in one of the following categories:

**Regular Degree Status** - Students are admitted for regular status when they:
- meet all of the Graduate Center and program admission requirements for regular status,
- are recommended for admission by the graduate committee of one of SSU’s master’s degree programs.

**Conditional Degree Status** - Students who have an undergraduate grade point average less than that required for regular status (see GPA requirements under General Requirements for Admission) and/or need to complete prerequisite coursework may be admitted under Conditional Degree Status. Conditionally admitted students must achieve no less than a 3.0 cumulative grade point average in twelve (12) or more graduate hours after being admitted in this status. Students who have achieved this grade point requirement must also meet other requirements (listed under Regular Degree Status).
and/or the specific program’s requirements for conditional status) before achieving Regular Degree Status. Graduate credit up to twelve (12) credit hours earned while in Conditional Degree Status will apply toward degree requirements. Students in this category who do not meet the 3.0 grade point average requirement will be dismissed from their graduate program.

**Provisional Status** – When official copies of all application materials have not been submitted by the application deadline, applicants who appear to be admissible based on the available information may be granted provisional admission for one semester pending receipt of the official academic transcripts, test scores, etc. A review of the completed application package may lead to a recommendation for admission in either Regular Degree Status or Conditional Degree Status, or denial of admission. Failure to provide the missing information by the end of the semester may result in any or all of the following actions:

- a hold may be placed on the student’s academic records;
- registration for future semesters may be denied;
- and/or students may be immediately dismissed from their graduate program.

**Non-Degree Status** - Students who desire to take graduate courses but do not wish to pursue a degree program are admitted into this status. Admission into this status does not imply or guarantee subsequent admission into a degree program. Students must apply and meet the admission requirements for degree status. Should students be accepted into degree status at a later date, a maximum of twelve (12) graduate credit hours completed as a non-degree student may be used for completion of degree requirements. Students in this status must maintain no less than a 3.0 cumulative graduate grade point average. Failure to meet this grade point average requirement will result in dismissal from the appropriate graduate program.

**Special Status** - Students desiring to take only workshop courses for graduate credit may do so under this status. Students are granted special status without being admitted to the Graduate Center. Permission to register for workshops is granted upon presentation of the “Special Status Application” form and a transcript showing completion of a baccalaureate degree to the Office of the Registrar. Should students be accepted into degree status at a later date, a maximum of twelve (12) hours of graduate workshop credit can be applied toward degree requirements with the approval of the appropriate graduate committee.

**Transient Status** - Students actively pursuing graduate programs at other colleges or universities who wish to earn credits for transfer to those institutions may be granted transient status. Students must present to the Graduate Center a completed "Permission for Transient Status" form signed by the graduate school dean or equivalent at their university. The form must be presented for each semester the student desires to register for graduate course work at Shawnee State University.
General Requirements for Admission

Each applicant must submit official documentation as evidence of meeting the following Graduate Center admission requirements. Programs may have requirements over and above those of the Graduate Center. Prospective students need to fulfill all program requirements in addition to Graduate Center requirements.

A. Completion of a bachelor’s degree program at a regionally accredited college or university.

B. For degree candidates, preparation for the declared field of study that is acceptable to the graduate program concerned.

C. Proof that the applicant has the minimum undergraduate grade point average (GPA) established by the Graduate Center for admission.

1. For Regular Degree Status, an overall undergraduate GPA of at least 2.75 (based on a 4.0 system) or an overall undergraduate GPA of at least 2.5, but with a 3.0 or better for the last 60 semester hours (90 quarter hours) earned toward the undergraduate degree.

2. For Conditional Degree Status, an undergraduate GPA of at least 2.5 (based on a 4.0 system) or an undergraduate GPA of at least 2.3 but with a 2.75 or better for the last 60 semester hours (90 quarter hours) earned toward the undergraduate degree.

3. For Special Status and Non-Degree Status there is no grade point average requirement for admission.

4. For Transient Status, a completed “Permission for Transient Status” application form.

Admission Procedure for Graduate Degree Status (Regular, Conditional, Provisional)

A. Apply to Shawnee State University and submit a completed “Graduate Admission Application” and a completed program application to the Graduate Center. Applications for admission and all supporting credentials, including test scores if required, should be received by the application deadline. All application materials will be forwarded by the Graduate Center to the appropriate program for evaluation.

- Request all colleges or universities previously attended to send one official transcript directly to the Graduate Center (official transcripts become the property of Shawnee State University and will not be returned to the applicant). If courses from one university/college appear on another university's/college's transcript, students are still required to submit an official transcript from the college where they originally completed the course work.
• Pay a non-refundable graduate application fee.

• Complete all program requirements.

B. Students requesting or being recommended by an academic program for provisional admission pending subsequent submission of their academic credentials must complete and sign a Memorandum of Understanding Regarding Provisional Status. The memorandum, which must be on file in the Graduate Center, details the conditions under which the students are being admitted.

C. All applicants to any graduate program are notified by the appropriate program and the Director of the Graduate Center in regard to the admission decision.

Admission Procedure for Graduate Non-degree, Special, and Transient Status

• Applicants for Non-Degree Status must submit a completed “Graduate Admission Application” to the Graduate Center and request an official transcript from the institution where they received their undergraduate or graduate degree.

• Applicants for Transient Status must submit a completed "Permission for Transient Status" form in lieu of official transcripts.

• Applicants for Special Status must submit a completed “Special Status Application” form.

• All applicants except those for special status must pay a non-refundable application fee.

• In addition to the above, applicants may be required to meet specific program requirements in order to take graduate courses offered by those programs.

• The Graduate Center will notify applicants by letter of the admission decision.

Petition for Readmission

An applicant who has been dismissed from a program may submit a “Petition for Readmission” to the graduate program. The petition should provide a rationale as to why the student should be readmitted. The graduate program will notify the student of its decision in a timely fashion. The student may appeal the graduate program’s decision by submitting a petition to the Graduate Center. The Graduate Council will review the petition and notify the student of its decision.
International Students

The Center for International Programs and Activities (CIPA) supports the needs of international students at Shawnee State University. The office assists international students in understanding the rules, regulations, and procedures that must be followed during their stay in the United States, and provides support services and cultural information to students.

International students with F-1 and J-1 visas can be granted admission with regular degree status only. Students with green cards (U.S. resident aliens/permanent residents) are not defined as international students and, therefore, are not governed by the university’s international student policies. However, the English proficiency requirement does apply to green card holders.

Application Procedures

Application procedures are the same as those described for U.S. students (see previous section) except for provisions described in this section. Applications for admission from applicants outside the United States should be submitted at least one semester prior to the semester in which the student wishes to begin studies at Shawnee State University. International transfer students from U.S. colleges and universities, or international applicants already in the United States, must apply at least two months prior to the semester in which they wish to begin their studies.

Only an official transcript and the English translation will be accepted as evidence of academic preparation. The applicant will be required to submit his or her credentials to an international transcript evaluation service (American Association of Collegiate Registrars and Admissions Officers or World Education Services). The applicant must bear the cost of the evaluation.

Applicants must meet the special requirements in English language proficiency, financial evidence, health insurance, and related immigration regulations as specified by the U.S. Citizenship and Immigration Services.

Please refer to the international student page on Shawnee State’s web site (http://www.shawnee.edu/off/cipa/cipa1.html) for additional information and requirements for international students.

REGISTRATION

Registration Procedures:

Shawnee State’s web-based registration is the primary method to register for classes. Students can log on to the system and access the tutorials, FAQ’s, and on-line HELP for instructions on how to register via the web. Assistance is available in the Office of the Registrar.
Permission/Approval to Register

Some students require permission to register. Such permission is granted electronically. Primary permission is obtained from the student’s faculty advisor. Courses such as thesis, field studies, clinical papers, independent research, and comprehensive examination also require permission by the faculty advisor.

Registration “HOLDS” may prevent registration. These include but are not limited to non-payment of fees, overloads, and academic deficiencies per university policy.

Course Schedule Changes

Along with initial registration, course schedule changes may be made on-line via the web. Registration dates, fee deadlines, drop/add deadlines are available online at Shawnee State’s website. Please note that deadlines are subject to change. See the University’s refund schedule for dropping a course.

Students not properly registered will not receive graduate credit.

Auditing Courses

Students may register for courses on an audit basis. A course being audited carries no degree credit and is not counted in the grade point average. It is considered a part of the student’s academic record. Students auditing courses are expected to attend class regularly, but need not do course work or complete exams. Full fees are assessed for audited courses. Audit courses do not satisfy credit requirements for “full-time” or “half-time” status for financial aid purposes.

Withdrawal from the University

Withdrawal is a complete severance of attendance at the University for a particular academic term. A student may request withdrawal anytime after initial registration is completed up to the drop/withdrawal deadline for the term. Withdrawal may be accomplished via the SSU website through the first week of classes.

Repeated Courses

Graduate courses may be repeated with the program department approval. When a course is repeated, it is counted only once in meeting requirements for the degree and only once toward GPA.
Payment of fees/refunds

Payment of all fees is due on the deadlines published by the Bursar’s Office. The student accepts responsibility for all fees by completing registration for courses. Payment may be made in person with cash, check (payable to Shawnee State University), or university accepted credit card. Payment may be made online with a university accepted credit card or electronic funds transfer (EFT).

GRADUATE CREDIT

Course Numbering System

Shawnee State University graduate course numbers use a combination alpha/numeric identifier. The alpha characters identify the academic department or program offering the course. The 4-digit number is the catalog number and is assigned to courses according to the following key:

- 5000 – 5999 Primarily graduate courses
- 6000 – 6999 Graduate courses

Grading - See SSU Catalog for Grading System at http://catalog.shawnee.edu

Scholastic Requirements

Master’s programs will consist of a minimum of 30 semester hours. A 3.00 minimum GPA must be maintained in both cumulative and in the major field. Departments may have higher standards.

A graduate student whose cumulative GPA falls below 3.00 (not including incomplete) will receive a letter of warning and will be allowed to register one additional term beyond the term in which the unsatisfactory GPA resulted. If, after the additional term, the GPA remains below 3.00 the student may not register for graduate credit at Shawnee State University and will be dismissed from the program. No student will be dismissed because of low GPA prior to attempting a minimum of twelve (12) graduate credits.

Policies regarding academic misconduct and grievance procedures can be found in the Shawnee State University Student Handbook (http://www.shawnee.edu/pub/sah/StudentHandbook.pdf)
Credit Hour Definitions

Full-time graduate students:

- Students registered for nine (9) or more graduate credits in a term.
- The following are the maximum credits a graduate student admitted to an academic program may enroll in an academic term:

  Fall or Spring Semester – 16 credit hours  
  Summer Semester – 9 credit hours

The student’s faculty advisor and the specific program must approve any registration above these levels.

Graduate Credit for Undergraduates

Seniors at Shawnee State may apply for permission to take 5000-level courses, normally open only to graduate students, for undergraduate or graduate credit.

To apply for permission, a student must have at least 90-semester hours toward a bachelor’s degree and a cumulative GPA of 3.00. The instructor of the course, the program director, and the Graduate Center, must grant approval.

The form “Permission for Undergraduate Students to Enroll in Graduate Courses” is available at the Graduate Center.

Up to twelve (12) semester hours may count toward a graduate degree if the courses are taken for graduate credit.

Transfer Credit

A maximum of 9 semester hours (13 quarter hours) of graduate work with grades of “B-” or better earned at other accredited graduate schools may be applied toward a graduate degree at SSU. Transfer credit will not be granted for courses with grades of less than “B-” “Credit” grades will be accepted only upon approval of the academic department. Students must request credit for such transfer work at the time of their application for admission.

Transfer credit is awarded based on program area requirements. Official transcripts must be forwarded from the transferring institution and must be mailed directly to the Graduate Center. Grades of transferred courses are not posted to the Shawnee State transcript and are not used to calculate grade point averages.
**Procedure for Graduation**

To graduate, whether or not the student plans to attend Commencement, a “Graduation Petition” must be submitted to the Registrar’s Office and a fee paid by the application deadline.

If a student applies for graduation and then does not qualify for the degree, the student must reapply and submit a reapplication fee to the Bursar’s Office. The same deadlines apply to reapplications. These forms are available in the Registrar’s Office.

**GRADUATE ASSISTANTSHIP**

Shawnee State University has a limited amount of financial assistance available for graduate students in the form of graduate assistantships and student loans. Applications for assistantships are competitive and must be made directly to the academic program or department. Those interested in student loans should apply at the Office of Financial Aid at Shawnee State University.

Graduate Assistantships are intended for full-time students granted regular admission to a graduate degree program. Appointments are made by the hiring program or unit according to the policies of this Manual and the procedures established by the Graduate Center.

**Terms and Conditions for Assistantships**

Graduate Assistant (GA) – A Graduate Assistant’s duties should require service to the University and should be in support of an instructional, research, teaching, or public service function. This category includes graduate students performing functions such as grading or reading, assisting faculty in research endeavors, or other types of assistance which cannot be classified as routine clerical work.

**Length of Appointment**

Normally, Graduate Assistants receive appointments for two semesters beginning with the fall semester. If funds are available, a program may issue a contract to the student for the summer semester at the same stipend as was received during the previous academic year. Graduate assistantship support may be provided for up to a maximum of six (6) semesters for master degree candidates, not including summer extensions.
To receive continued support, assistants must perform satisfactorily in both degree requirements and their assistantship duties. Satisfactory progress toward a degree means meeting minimum registration requirements, maintaining a cumulative grade point average of at least 3.0, and fulfilling other academic requirements as determined by the program. Failure to meet these standards, or failure to perform satisfactorily as an assistant, will be grounds for cancellation of the assistantship agreement.

Continued support of a master's level student as a Graduate Assistant beyond the normal two-year period requires special approval by the Director of the Graduate Center.

**Tuition Remission**

Students under an assistantship agreement are eligible to be awarded a tuition remission for all instructional fees (not including laboratory or other program fees). Tuition remissions are not authorized for audited courses. Tuition remissions are not authorized for undergraduate courses unless recommended by the graduate program and directly germane to the assistant’s courses of study. Graduate fees will be assessed.

Students who had assistantship agreements for the preceding two (2) consecutive semesters (fall and spring) may be authorized, contingent upon availability of funds, a summer semester tuition remission with no service required during the summer semester. Students who have completed their graduate degree program of study are not authorized to receive a summer semester tuition remission. Those Graduate Assistants not completing the terms of their assistantship agreements in a given academic semester may be required to reimburse the University for part or all of the tuition that was remitted.

**Other Benefits**

Graduate Assistants desiring information about student health insurance should contact Employee Benefits, Department of Human Resources.

**Minimum Credit Hour and Work Hour Requirements**

Graduate Assistants must carry a minimum of nine (9) semester hours of graduate credit per academic semester (excluding summer semester) or their assistantship may be terminated; however, individual departments and/or programs may establish a higher minimum. Full-time Graduate Assistants normally devote a minimum of 20 hours per week to assistantship assignments (for the purpose of this manual twenty hours per week is considered full-time). Any other conditions should be specified by the appropriate program area. This includes off-time between academic semesters, specific duties, and proper faculty supervision. Such conditions should be stated in writing on the “Graduate Student Assistantship Agreement.” Graduate Assistants may take less than nine hours of graduate credit only in the summer semester.
Graduate Assistants may perform no more than 1500 hours of service to the University in any calendar year. International students who are Graduate Assistants may have additional limitations and should contact CIPA for relevant information.

Graduate Assistants may hold concurrent active appointments with the Graduate Center and the Office of Student Employment provided that the students:

- Receive permission from the program area that sponsors the graduate appointment.
- Maintain a 3.0 cumulative graduate grade point average.
- Do not work more than 30 hours per week in all campus positions while classes are in session.
- Do not work more than 40 hours per week at any time when classes are not in session.
- Abide by all other rules governing the Student Employment and graduate programs.

Failure to adhere to any of the above conditions may result in termination from student employment and/or the graduate assistantship positions.

**Speaking Proficiency Test**

All Graduate Assistants who have teaching responsibilities (who provide instructional or other direct-contact student services in either the classroom or laboratory) must take and pass a speaking proficiency test before they will be allowed to sign their assistantship agreements. An Ohio Law, passed in 1986, requires all assistants who provide instructional or other direct student services in the classroom or laboratory to be tested for English proficiency prior to assuming their assistantship responsibilities. Graduate Assistants whose native language is not English and who have classroom teaching responsibilities must successfully pass the Test of Spoken English (offered by the Educational Testing Service) with a score of 50 or higher before signing a “Graduate Student Assistantship Agreement.”

**Off-Campus Employment**

Graduate Assistants must abide by the policies of the employing program or department in regard to off-campus employment. Generally, to hold off-campus employment will require written permission from the program area that sponsors the graduate assistantship.

**Procedure for Processing Graduate Assistantship Applications**

**Application Procedures**

Students should contact the appropriate graduate program to request an application and discuss opportunities. Appointments may be available in a variety of departments, programs, and some administrative offices. The Director of the Graduate Center will notify students of final decisions concerning assistantships.
Student Responsibilities for Assistantship Processing

A. After being notified that the assistantship agreement is ready for final processing, students should contact the appropriate program for an appointment.

B. Students who have not previously certified employment eligibility with Shawnee State University should bring, on the day of their appointment, the required documents for certification. In addition, students who have been granted a tuition remission and have pre-registered during the early registration period should bring their fee statements.

C. During the appointment, students will verify employment eligibility, complete the required tax forms, and review the assistantship agreement.

Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986. All Graduate Assistants are required to comply with this law. During the appointment for final processing of the graduate assistantship agreement, a student will be required to complete an Employment Eligibility Verification Form I-9 and provide proof of citizenship or legal alien status and eligibility to work in the U.S. This proof must be provided within three days from the day the assistantship agreement is signed, or a receipt must be presented within three days showing that an application has been made for the required document(s). The document(s) must then be produced within 90 days of the date on the assistantship agreement. If the required document(s) is (are) not provided within the specified time, the assistantship agreement will automatically be terminated until the required proof is furnished. The proof required for employment eligibility is contained on the sample Form I-9. Please note that if a student cannot provide a document from List A on Form I-9, then a document from both List B and List C must be provided. However, international students with visas must present their passports.

ORGANIZATION OF THE GRADUATE CENTER

The Center oversees graduate programs offered by SSU and those where the University hosts external providers of graduate programs.

Director of the Graduate Center: The Associate Provost will perform the duties of the Director of the Graduate Center as stated in this manual. As director of the Graduate Center, the Associate Provost is responsible for the general administration of the Graduate Center in accordance with policies and procedures established by the University.

Included in those duties are:
• Promote the maintenance of selected graduate programs.
• Promote and assist graduate faculty research activities.
• Administer the procedures for admission to graduate study at SSU.
• Oversee the graduate assistantship, fellowship, and scholarship programs.
• Preside over Graduate Council meetings.
• Prepare reports as requested by the President regarding the activities, status, and needs of the Graduate Center and perform such other duties as may be assigned by either the President or Provost.

The Graduate Center’s secretary assists the director in performing Graduate Center responsibilities.

**Graduate Council**

The Graduate Council voting membership shall consist of the Graduate Center Director and graduate faculty representatives. Each graduate program will have two representatives who shall be popularly elected by a majority vote of the graduate faculty of each program. Graduate faculty members of the Graduate Council serve two-year repeatable terms, and shall include representatives from existing graduate programs only. In addition to the voting membership, a graduate student selected by the Student Government Association shall serve a one-year repeatable term as a non-voting member. The Provost, Registrar and the Deans of the College Professional Studies and College of Arts and Sciences shall serve as ex-officio members of the Graduate Council except that Deans shall be permitted to vote on graduate faculty scholarship evaluations. In the event that new graduate programs are developed, the structure of the Graduate Council may need to be revised.

The duties and responsibilities of the Graduate Council include developing standards and procedures, approving graduate faculty, and reviewing and recommending to the EPCC of the UFS:
• New graduate programs
• New graduate courses
• Academic regulations governing graduate students including standards, policies and procedures for admission and continuation in graduate study
• Minimum requirements for attaining candidacy in graduate degree programs and for completing graduate degree programs
• Drafts and updates to the graduate programs manual and graduate catalog

The Graduate Council will meet monthly or at the call of the Graduate Center Director.
Graduate Faculty

Graduate faculty status (Associate and Full Members) may be awarded to faculty appointed at the rank of Assistant Professor or higher and whose academic credentials and record of scholarship and/or professional experience and accomplishments warrant their offering master’s level graduate instruction. Graduate faculty status will be granted by the Graduate Council.

Graduate Faculty - Full Members

Full Member status may be awarded to full-service faculty appointed at the rank of Associate Professor or higher, who hold a doctoral degree, and who have distinguished themselves in research, thesis advising, and/or graduate teaching.

Faculty members holding Full Member status may teach courses carrying graduate credit, advise graduate students, chair thesis committees, serve on the Graduate Council, and be appointed as a graduate program director.

Graduate Faculty - Associate Members

Associate Member status may be awarded to full-service faculty. If the faculty candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the experience, knowledge, and capability (including qualities according to special program accreditation standards) in the graduate program of intended participation. Faculty members holding associate status may teach courses carrying graduate credit, advise graduate students, and chair thesis committees.

Temporary Graduate Faculty

Non-graduate faculty (e.g. adjunct faculty) may be granted Temporary Graduate Faculty status during the period of time that they are teaching graduate coursework or serving on thesis committees. Temporary Graduate Faculty are limited to six (6) credit hours of graduate teaching per year.

Application for Graduate Faculty Status

Faculty seeking graduate faculty status must complete the “Application for Graduate Faculty Status” and submit it to the Graduate Center. The Graduate Council will review applications and make awards in a timely fashion.