

Manual for Program Directors

The purpose of this manual is to help graduate program directors know what is expected of them, what they can expect of the Office of Graduate Programs, and the regulations that govern graduate students

As a program director, you will be an integral part of the university experience of students in your program. You will recruit them, admit them, advise them, and see them through to graduation. This manual is provided to give you the information to do all of the above appropriately and correctly.

Date: June 2010

I. General Information

A. Requirements

A program director must be a tenured or tenure track faculty member at NKU. You must hold full graduate faculty status. Waiver of these regulations must be requested in writing to the Dean of Graduate Studies by your chair or dean (whichever is appropriate in your college).

B. Summer Expectations

It is critical that you be available in at least part of the summer months in order to make decisions on applications for summer and fall terms. If you will not be available, someone within your program should be designated to advise current and prospective students and make admission decisions. Summer is a busy time in the graduate world. If you (or your representative) cannot be available to make these decisions, you may lose a student to another university that does make decisions in a timely manner.

C. Reports

Each week you will receive the Weekly Report on applications submitted to your program for a given term. This report will tell you who has applied, the application status, the admission status, and contact information. You are encouraged to contact applicants whose admission documents are not complete or who have not enrolled although eligible to do so. It is your personal contact with them that will be most beneficial. A sheet in this report will compare your application and enrollment numbers for a given semester with those from the previous year at the same date. This will help you know where your program stands for enrollment goals of applicants.

D. Who's Who

NKU participates in the Who's Who Among Graduate Students program. You will be asked to submit a list of students deemed by your program to be outstanding. The university as a whole has a limit on the number of names we are allowed to submit. I will determine your number based on the percentage your students are of the total graduate student population. You may decide on your own method of selecting your nominees, but I do suggest using something in addition to GPA. Several programs require some action on the part of the student, such as securing recommendations. Initial notification of this request will normally come to me in October. It is not required that you have your students participate in this.

E. Family Educational Rights and Privacy Act (FERPA)

Please be aware of what you can and cannot discuss with other people regarding the status of a student. The laws are meant to protect the privacy of our students. Below is the link to the specific document. A general guideline is not to discuss anything about the student with anyone but the student. Do not ask for or use social security numbers in e-mails because the environment is not secure. If you need an identifier, ask only for the last four digits. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> Additionally,

when you look up a student in SAP, a privacy notice will pop-up to let you know the student does not want **ANY** of the information given out.

II. Recruiting

A. The Office of Graduate Programs (the OGP) provides most of the general recruiting for graduate students; however, your part in the process is essential. Although the OGP is willing and able to provide basic information on your program, we cannot provide the insight that you can. You are the one most aware of the ins and outs that prospects will need to know in order to make an informed decision. Further, it is the relationship that prospects begin with you that will bring them to your program, not the ones with the OGP. You are the first impression of your program.

B. To facilitate the recruiting process, the OGP will provide the following services for you:

1. **Program Brochures**

The OGP will publish an initial run of 50 paper brochures for use at recruiting events. We can supply some to you, but if you require a large number, that cost will be yours. Prospects with email addresses are sent an electronic version of the brochure unless they request paper. We ask that you notify us when changes are made that affect the information within the brochure - for example, a change in admission requirements. Those types of changes should be made as soon as possible. Others that do not affect the admission or program requirements can wait until we need to replenish the supply on hand.

2. **Prospect Database**

The OGP has an ACT! database that allows us to track the status of prospects from initial contact through admission. The names come from several sources: contact directly with the OGP; purchased lists; attendees at Open Houses or other recruiting events. These names also come from you. We ask that you give us information on prospects who contact you directly or add them yourself directly into ACT! if you have elected to have the software installed in your office. This will enable the OGP to have a more complete list of people interested in your program.

We also will be able to use that information in our recruiting efforts. It is essential that we capture the contact information for them. We will send your program information to the prospect for you if (for those of you with ACT!) you will enter the contact information into the database. You may also send the contact information directly to us and we will enter it for you. If you prefer to send your own information packets, that is fine; but, we would still appreciate the contact information for the database.

3. **Open Houses**

Two times a year (once in fall and once in spring) the OGP sponsors Open Houses. We use these events as the focus of much of our advertising. The setting is very informal. Tables for all programs are set up around the venue so that interested prospects can go from program to program. They are held on Saturday mornings from 10 am-noon. We request that you have your table set up no later than 9:45 so that you are fully ready by the time our doors open. Program directors and/or their representatives are expected to attend these events in order to discuss their programs with prospective students. We strongly recommend that, if possible, you bring one of

your current students with you. Prospects enjoy talking with someone in the program and comment on meeting with them.

In addition to the general advertising for this event, we use our internal prospect database and undergraduate student lists to invite people to attend. This underscores the need for you to make sure prospects who contact you directly are included in the prospect database.

4. **Orientations**

The week before classes begin each semester, the OGP holds a general orientation for all new students. At this time the students are given an overview of various departments of interest on campus (parking services, library services, *myNKU*, health and counseling services) to make them more aware of what is available to them. The whole meeting takes approximately 60 minutes (5:15 p.m. to 6:15 pm). In order to attract as many students as possible, it is helpful if you hold your program orientation the same evening. This allows the students to get the maximum amount of information in one evening.

We offer an online orientation program for the summer. By the time you read this, we may in fact be offering only online orientations.

5. **Off-Campus Visits**

The OGP recruits for you at various off-campus venues held at businesses and other colleges. Upon occasion, we will ask you to attend an off-campus function to help us recruit. These most likely will be professional association meetings of some type. The reason we do this is that the information we give cannot compare in depth to what you can tell a prospect. As stated earlier, it is the program that is of interest, not the OGP.

We encourage you to join professional that can be used to attain prospect lists. This will allow us to do more targeted marketing specific to your program.

If you are aware of associations or groups that would benefit from a visit by us or you, we would appreciate being told. You are the one who is most aware of these and we depend upon you for help in identifying them. Please pass along to us organizational newsletters, mailing lists and other contact information you think might be worthwhile. Remember - this will help us advertise for you specifically.

III. Admissions

A. General Information

At NKU, graduate admission decisions are made within each program. Some departments give the program director the authority to make the decisions while others have committees. Whoever is in charge of this responsibility must be aware of university regulations governing those decisions. It is the responsibility of the OGP to ensure that university and department requirements are being met in the admission process.

See Appendix 1 for an outline of the admission process.

B. Minimum Admission Requirements

The university has set minimum requirements for admission:

1. submission of official transcripts from all post-secondary institutions attended.
“Official” means that the transcripts were mailed directly to NKU by the institution or they were submitted by the student in sealed envelopes with the seal or signature of the institution’s registrar across the envelope flap. Transcripts submitted by students in any other format are deemed unofficial. If transcripts are inadvertently sent to your office, and you open them, we will accept them as official if you attach the envelope with them. Without that proof of origin, we might have to require that the student request additional transcripts be sent to us. This may appear harsh, but be aware of the wonders of computers - and the ease of creative writing these days. Following the rules is the only way we will be able to ensure we have the proper documents. Most of the universities in Kentucky are now part of a state consortium to send transcripts electronically. There are private companies also doing this for universities. We accept this way with no problem.
2. a bachelor’s degree awarded from a regionally accredited institution. The OGP has books which will give us this information.
3. an undergraduate GPA no lower than 2.50 for non-degree students. Each program is free to set its own minimum; however, any transcript that shows an undergraduate GPA below 2.5 will be marked as “Below minimum standards”. If you have several transcripts that need to be merged into on base GPA, you can use the GPA calculator at this website:
<http://webapps.nku.edu/GPACalculator/oldGPACalculator/GradGPA.html>
4. a graduate GPA no lower than 3.0 on course work that is relevant to the requested program of study.

If any of these requirements is not met, the student cannot be fully admitted. All documents that are below the minimum will be marked as “Below Minimum Standard” prior to being sent to you. Individual programs may require additional documents such as recommendations, standardized scores, and/or a higher undergraduate GPA requirement.

C. Waiver of Requirements

We recognize that exceptions to admission requirements will be made. Please focus on the word “exceptions”. Waivers to a requirement should not be requested on a regular basis.

All waivers of university admissions requirements must be requested by the program director to the director of Graduate Programs. This includes waivers of your own program requirements. These requests must be made in writing and contain a rationale for the request. For example, you may have a student with an undergraduate GPA of 2.3 from 10 years ago. During that period, the applicant has been employed professionally and now understands the worth of an education as opposed to fraternity parties. It is likely that a waiver of this type would be approved. On the other hand, another applicant with an undergraduate GPA of 2.3 who graduated one semester ago most likely will not be given a waiver and will be denied admission.

You need to be very careful when considering a waiver of your program's requirements. This should not be done lightly because the waiver will become a precedent for all other requests to waive the same requirement. Students talk with one another - and with prospective students. Do not waive one of your requirements for one person if you are not willing to do it again under the same circumstances. And "same circumstances" is the operative phrase. Waivers are not the norm; they are to be rare. If you find you are routinely waiving an admission requirement, perhaps that requirement needs to be revisited. All of these waivers need to be justified in writing for the applicant's permanent record and in your departmental file. When sending your admission decision to the OGP, please give a written statement for the waiver of any requirements. There is a box on the admission checklist for this purpose.

D. Admission Process

As NKU has added graduate programs and more students apply each semester, it has become necessary to formalize certain admission processes. Adhering to this process will ensure that application documents are logged in as necessary and admission decisions can be made in a timely fashion.

If all documents are sent to one place by all applicants, there is less chance of losing them. All programs need to give applicants the same information on where to send their documents and that place is the OGP. We log them into the student data base, mark them as required (see below), scan them into the file, and send them to you.

If you receive documents directly, please notify the admission specialist in the OGP. All transcripts, applications, test scores and fees should be sent unopened to the OGP. With documents such as letters of intent and essays you can send an e-mail to the admission specialist stating the documents have been received. They will then be logged into the student database. If you do not let us know they have arrived, we will continue to notify the applicant that documentation is missing when in fact it has been received.

Official university recommendation forms should be used by students for all programs with this requirement. All letters of recommendation are to be sent to the OGP directly from the writer. Copies of all letters of recommendation will be kept in the OGP. The forms are available on-line at the OGP website or in a paper version in the office.

http://gradschool.nku.edu/docs/recommend_form.pdf

Each program director is given a form specific to that program which lists the admission criteria for that program. We ask that you complete the checklists and send

them electronically to our admission specialists. Please understand that we process close to 2500 applications each year. Multiply this number by all the documents that have to be attached to them – this means many pieces of paper. Having a formal process in place is the only way we can keep a handle on admissions. Random emails asking for Joan Doe to be provisionally admitted, giving no reasons for this, not only make it difficult for the specialists to keep track of what you have requested, it can delay admission decisions. Our specialists must ensure that appropriate information is put into the students' records. Using the checklists helps do this. The checklists are scanned into the permanent record.

E. Notification to Applicants of Admission

1. All letters notifying applicants of their admission status should come directly from the OGP. If you would like to follow up to those admitted into your program with a welcome letter and instructions on how to get an advisor or register for classes, that is fine. One note - if you tell students in these letters they are able to register, be sure they can. If your program has automatic advising holds on newly admitted students, meaning they have to see an advisor before registering, please let them know that they have to see the advisor first. Students can get a bit out of sorts if they are told they can register, then find out they cannot.
2. Rejecting Students - Not all applicants to your program will be admitted. For those who do not meet the university or program admission requirements, you will notify the OGP that you reject them; we will send the appropriate letter. Please do not send a rejection letter yourself because of all kinds of legal ramifications. Let me say this one more time - **do not send a student a rejection letter; it should come directly from the OGP.**

Some program directors reject applicants who have not submitted all application documents in time for admission to their programs for a given term. This will close the application and it is very difficult for the application to be reopened if you change your mind about the rejection. In essence, the applicant may be requested to submit a new application. We ask that you reject applicants only if you do not intend to let them register for that specific term. If there is still a chance that within the year you will admit them, we suggest that the applicant contact the OGP in writing (email is fine) to request the application be changed to a future term.

F. Undergraduates Taking Graduate Credit

We do allow undergraduate students who have no more than six credits remaining to complete a bachelor's degree to be dually enrolled as graduate students, provided they have the approval of their undergraduate academic advisor and the relevant graduate program director. An undergraduate who does not meet these requirements is **NOT** allowed to take a course for graduate credit. We rely on you to let your faculty know they should not "permit" students into classes. (See below for additional information on "permits".)

1. An application to the graduate program must be approved and the student must be provisionally admitted prior to the dual enrollment.

2. A maximum of 12 credits (including the maximum six graduate hours) may be taken, graduate and undergraduate combined, in a single semester.
3. Graduate credit for these courses will not be granted unless all work for the undergraduate degree is completed in the semester the courses are taken for graduate credit.
4. Credits earned in a graduate course cannot apply toward both a bachelor's and a graduate program.

G. Graduates Taking Undergraduate Courses

We do allow our graduate students to take undergraduate courses although they will not count towards the degree. A separate undergraduate application must be submitted (the application fee will be waived). An open undergraduate record for the student will be created that allows the work taken to be placed on an undergraduate transcript. Graduate students taking undergraduate will be charged tuition at the graduate student rate.

H. International Applicants

All applications from international students are processed by the Office of International Students and Scholars. They gather all application materials, issue I-20 documents, and notify students of admission decisions with a letter also being sent by the OGP. It is important that you work in concert with the ISA in order to ensure that all federal, university and program requirements are met. There are several items to remember when dealing with international students.

1. International students with particular visa statuses must be pursuing degree goals in order to remain in compliance. This means that in general, they cannot be admitted as non-degree seeking students. There may be exceptions, but you should contact OISS directly with questions on this before advising the student.
2. In order for international students to get the appropriate visas and other requirements to enter the US as students, decisions should be made as soon as possible. We could lose a promising student by waiting too long to make a decision even though all the necessary admission documents are in.
3. When you have made an admission decision, please send that decision to OISS. Do not send the letter to the applicant. OISS will send your letter along with other materials if the student has been admitted.

I. Admitted Students who do not Enroll

Applications are valid for one year. However, if a student does not enroll during the semester for which the application was submitted, no enrollment in a future semester is permitted unless a request is made to move the application to a new semester. This student must notify the OGP in writing (e-mail is fine).

I. Course Load

Students are considered full-time if they take 7 semester hours during the fall/spring semesters. The university allows up to 12 semester hours to be taken each semester. You will need permission from your program director to take more than 12 hours. Full-time for summer is considered 5 hours with the maximum of 9 hours being allowed.

II. GRADING POLICY

A. Types of Grading

1. Grades that can be assigned for graduate courses are: *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *F*, *P*, *I* and *X*. An *F* is considered an unacceptable grade for graduate students.
2. Incomplete
 - a. Students may be assigned the following grades to signify an incomplete in a regular course.
 - (1) An *I* will be assigned at the student's request when an instructor judges there is a reasonable possibility that a passing grade will result from completion of the work.
 - (2) The student will need to submit to the instructor all work necessary for completion of an Incomplete (*I*) grade no later than the sixth week of the semester immediately following the semester in which the Incomplete was earned. (Incomplete earned in the spring semester must be cleared by the sixth week of the fall term.)
 - (3) All Incompletes (*I*) will convert to *F* if a grade change has not been submitted to the Office of the Registrar prior to the eighth week of the semester.
 - b. Grades of *X* are reserved for continuing work on theses/projects. They remain unchanged on a student's transcript until the thesis/project has been completed. This grade takes the place of the *I+*.
3. Pass/Fail
 - a. Courses may not be taken as pass/fail unless so designated by the individual programs at the time the course is created.
 - b. No one may take a course as pass/fail if the course not designated as pass/fail; the course must be taken for a grade.

B. Good Standing and Academic Probation

1. Students must maintain a minimum 3.00 grade point average and earn no more than 2 *C* or below grades to remain in good standing. Students who fall below these standards will be placed on academic probation. Students are allowed to enroll in nine additional hours after being placed on probation in order to raise their GPA so that they are no longer on probation.
 - a. No student will be allowed to graduate with more than two *C*'s or below in course work that pertains to the degree program.
 - b. A student will not be placed on academic probation more than once. If a student successfully removes him/herself from probation, then has a GPA that falls below 3.0 on the 4.0 scale, that student will be dismissed from the program.
 - c. The nine semester hours must be taken at NKU.
 - d. If after nine semester hours on probation the student's graduate GPA has not increased to at least a 3.00, they student will be dismissed from the program.
 - e. Individual programs may have more stringent requirements. Exceptions to this policy will be granted only if requested by the program director and approved by the Dean of Graduate Studies.

2. Readmission may be considered after one semester has elapsed if the dismissal was for academic reasons. The student will need to document their preparedness for re-entry into the program if a new application is submitted. They should be advised that the GPA stays with them. This means they are starting in an academic hole.
3. When a student is on academic probation, a registration hold is placed on the record. This hold will be released at your request if the number of hours for which they register will not put them over a total of nine as a probationary student. If the student has reached the limit of courses allowable in the probationary status, they should not be allowed to register until the grades are in for those courses AND they are no longer on probation. We do understand that not being allowed to register for the next semester until after grades are turned in may mean that they student will be closed out of a class. Remember - the student created this situation. It is rare that a registration hold will be lifted in this instance.
4. One course of action that will assure the student is on the right track is to require that once in the probationary status, the only courses a student is allowed to enroll in are those in which a *C* or *F* was earned. (See Course Repeat Option below.) This serves the purpose of getting the student off probation in the most expeditious way possible - and does not allow the student to dig a deeper hole by making only *B* grades which will not get someone off probation.
5. Be aware that the new +/- grading system can create difficult situations for graduate students. A *B-* grade is below a *B* and as such contributes to a GPA that is below 3.0.

C. Course Repeat Option

1. Any course may be repeated and the new grade replacing the old.
2. The original course remains on a student's graduate transcript even though the grade is not part of the cumulative GPA. If the repeat is for a *C* or *F*, the original *C* or *F* will not count against the total number of *C* and below grades the student is allowed to earn.
3. The grade earned for the repeated course will be the one used to count the number of *C* and below grades as well as being the grade factored into the GPA.
4. A specific course may be repeated only once. Only two separate courses may be repeated. All courses taken for the repeat option must be taken from NKU.
5. The repeat course cannot be taken from another university and transferred to NKU without the permission of the program director. The only courses taken outside NKU where grades may be factored with the GPA are those taken through the Greater Cincinnati Consortium of Colleges and Universities (GCCCCU).

D. Academic Bankruptcy

Students who have not been successful in previous graduate work from NKU but want to start over in the same or a different graduate program may wish to apply for academic bankruptcy.

1. Students cannot have been enrolled in the University for at least six years if they want to start over in the same graduate program.
2. They may apply at any time if pursuing an academic field that is unrelated to the one

- for which bankruptcy was requested.
3. The request for bankruptcy must be made to the Office of the Registrar at the time of admission into a program or no later than the first semester the student is enrolled in the program.
 4. All courses taken prior to the time of academic bankruptcy will be omitted from the graduate GPA but not from the transcript.
 5. No coursework earned prior to bankruptcy may be applied toward a graduate degree at NKU.

III. Transfer Work

A. Credit allowed

NKU allows up to 40% of a degree program to be comprised of transfer work. (Do not confuse this with the maximum of 9 hours allowed to be used from a previous master's degree.) Your program may allow fewer hours or a smaller percentage. It is critical that early decisions on the transfer of courses be made. The process you and your students need to follow is very simple.

1. All courses must be from regionally accredited institutions. If you have a question as to whether the transcript is from a regionally accredited institution, please contact the OGP
2. All courses must be no older than six years at the time the student graduates.
 - a. This means you must look carefully at the date of the courses the student is requesting for transfer in relation to the time the student intends to graduate.
 - b. If it usually takes a student three years to graduate, and if the courses already are four years old, you will need to notify the student that the courses may not be valid at the time of graduation.
3. Transfer courses will NOT become part of the student's NKU graduate GPA. The only courses for which there is an exception to this are those taken by the student as part of the GCCCU. This can mean that if student Joe took ABC 600 from Xavier through the GCCCU, his A will count toward his NKU GPA. But if student Ginger took the same course from Xavier, but not formally through the GCCCU, only as a student at Xavier, she will not be able to use the course in her GPA. That is because GCCCU courses are not considered as transfer work.
4. NKU does not accept workshop participation, work experience, or portfolios for graduate credit.
5. Be aware that courses taken from a university that is on the quarter system will not transfer 1 hour = 1 hour. A four hour course on the quarter system transfers only as 2.66 hours of semester work. This can mean that the student will have to take additional hours in order to meet the program requirements.

B. Timing

University regulations require that graduate students submit a request for transfer during the first semester they are enrolled in your program for any previously taken courses. It is important that you complete the transfer request to the OGP within a few weeks of the student's request.

C. Transfer Form

There is a formal Graduate Transfer Credit form that must be completed. This form is available on-line at the OGP website or in the OGP. The form is two pages including one for the student's signature which is required. Both must be submitted to the OGP before the transfer request will be processed. Also to be included with the form submission is the documentation you have used to make your decision. This should be either a syllabus or catalog course description from the original institution. This documentation will be returned to you with a copy of the approved transfer form.

The OGP will notify you and the student of the final decision. Please understand that the OGP is not making a judgment on the content of the course. We look only at what is required for the process. We strongly advise that you look over the requested transfer work before sending it to the OGP to make certain it meets the requirements.

Now that all program directors have access to ImageNow, you will not get a paper copy of the approval form. A copy will be placed in the student's file by the Office of the Registrar. A copy of the letter that accompanies the form to the student is sent directly to our admission processor who scans it into the permanent record. You will receive a copy of that e-mail as your notification the transfer request has been acted upon. The documentation that was attached to the request form will be returned to you.

IV. Holds

We have a variety of registration holds at NKU, and we have them for very good reasons. Here is a list of holds that you may encounter and what they mean. These holds will have been set so that students cannot register for classes beginning in a specific semester. They can be removed only by the initiating office.

A. Advising holds

These are set by programs (you). Some programs require that new students have an advising hold so that they have to meet with the program director before registering for the first semester. Some programs have these set for all semesters. Whether or not to have automatic advising holds is up to you. If you want them to be set automatically, you will need to contact the Office of the Registrar. If you don't want them to set automatically (and they are being done so), also contact the registrar.

Only the program director or designee can release an Advising hold.

B. Provisional admission holds

A provisionally admitted student is allowed to register for one semester only. A hold is placed on further registrations to ensure that the missing documents have been received. Neither the hold nor the admission status is removed automatically when the missing document has been received because we need you to let us know the new document meets your admission standards. You will need to send an admission checklist to the OGP when the student is fully admitted. We will then release the hold.

If the missing document is not received in time for priority registration, you may request the hold be moved for **one** additional semester. You will need to make this request in writing (e-mail is fine) to the OGP giving justifications for the request. Before making this request, ask yourself: why would it take this long for a student to have taken the GRE/GMAT, or submitted that final transcript or essay. If you can't think of a reason, perhaps the student should not be given that additional semester grace.

Provisional admission holds can be released only by the OGP. Federal financial assistance may not be available to students admitted in this category.

C. Conditional admission holds

These holds are set for (usually) two semesters after initial admission. If you decide the student should be fully admitted prior to the end of the conditional period, please send a new admission checklist so noting. Please make a decision as soon as the conditions you placed have been met by the student.

This hold can be released only by the OGP. Federal financial assistance is not available to students admitted in this category.

D. Probation hold

These holds are placed automatically when a student's GPA falls below 3.00. The OGP will release the hold upon your written request if the student on probation is within the nine hours allowed to remove the probationary status. Students on probation must

receive your permission to be allowed to register for classes. Some program directors request a release of this hold even after the nine grace hours so that the student may take advantage of priority registration. There are consequences to consider if the hold is released prior to grades being submitted for the nine grace hours. Once you have allowed the student to register at will before grades are in, it is going to be difficult for you to tell the student to drop courses. This is especially true between the fall and spring when so little time elapses between grades being posted and the beginning of classes.

The only way you can be sure that the student is making progress before enrolling in a future semester is to keep the hold on until grades have been submitted. If there is a compelling reason to release the hold before grades are in, we can discuss it. Otherwise, I strongly recommend that the student not be allowed to past those nine hours.

The argument for releasing the hold before the student has completed the nine hours of probationary work is that the student will be placed at a disadvantage if forced to wait until the end of the term to register. True, but that is one of the consequences of the condition.

V. Enrolling students

A. By Permit

When students try to register for courses and the system will not allow it, many times they will come to you for help. You (and most of your fellow faculty) will be tempted to allow the student to register with a permit before looking to see why the student could not register him/herself. I urge you not to do this. Please know that there is a reason a student is not allowed to register for a course. It could be that the student has a hold. It could be that the student has not had the appropriate pre-requisite. It could be the student has not yet paid last year's tuition. In many of these cases your permit trumps my hold and creates many problems for everyone.

Another reason a student cannot register for a graduate class is that the student is an undergraduate. You will be surprised to see, upon occasion, that a faculty member has taken it upon him/herself to have an undergraduate student permitted into a graduate course without the appropriate applications or requirements being met. Before you or your faculty give a student a permit, you should check the status of the student. Any student listed as post-baccalaureate is an undergraduate student and, therefore, ineligible for graduate classes even if the student holds a bachelor's degree. There is a lot of confusion among students and faculty about this.

My strong suggestion is for you and your chair to ask that no one in your department other than you be allowed to permit a student into your program's graduate classes. That way, you can verify that all necessary requirements are met.

B. Enrolling the student yourself

Before a student may register for a class, he/she must acknowledge that by doing so, it is understood tuition will be assessed. When you or someone on your behalf registers a student for a class, you must also have the same assurances. You must have something in writing signed by the student giving authorization to register that student in classes. They also should list the course(s) in which they want to be register. The student has to be informed that once they are enrolled in a class, tuition will be assessed and all drop/withdraw deadlines will prevail.

Please understand that we have this regulation because of several specific incidents where students were enrolled in courses (according to the students without their knowledge or permission), then were charged tuition and late fees for not paying their tuition. Let's just say it got tacky.

When you get the written permission, we will be happy to scan the document into the student's permanent record - just as a safeguard - if you do not have a place to keep it on file.

VI. Program Plans/Graduation Certification

We recommend that all programs have program plans for each student. They should be set out during the first advising session between you and your student. Each of you should sign this plan. As the student progresses through the program, changes should be noted on the plan and it is strongly suggested that the student initial each change. The program plans may be used as graduation certifications to be sent to the Office of the Registrar when the student is ready to graduate.

Because the dates to submit applications for graduation are at least one semester prior to the actual semester of graduation (see below), students will not have completed the entire program plan. The Registrar understands this and can do an initial audit to be completed when grades have been turned in. Once the student has begun the last semester of study, an updated program plan should be submitted to the Registrar noting that the student is currently fulfilling graduation requirements.

The Registrar's office will notify you when the graduation certification has not been submitted. This form must be sent to their office on time or the student may not graduate - and students get a bit testy when this happens.

Students are notified of the dates the applications for graduation are due. These dates are also in the catalog. Please be aware that financial penalties accrue with tardiness.

Just as an aside - there is one person in the Registrar's Office responsible for auditing all the graduate students' certifications. She does it by hand.

Graduation Information

Students are required to submit applications for graduation. You will be notified by the Office of the Registrar that a certification checklist is needed.

Current dates for submission of Application to Graduate are located in the Academic Calendar. There is a \$50 fee which is assessed for applications submitted by the deadline. Students who do not apply on time are subject to additional fees. Students who wait until very close to the actual day of graduation risk not graduating.

Students enrolled in certificate programs also need to complete applications for graduation (except for Education students). It is important that students in your certificate programs, first, formally apply to be admitted into them; and, second, apply for graduation from them. That will be the only way you will be able to track the number of students you have in the program and the number who have completed. It is also the only way the certificate will be transcribed for the student.

VII. Thesis/Final Project

Guidelines for the thesis/final project are listed below.

A. Please check directly with the Graduate Catalog for specific on theses and final projects.
http://gradschool.nku.edu/docs/2009-2010_Catalog.pdf

B. Time Limit for Completion

The University has set an age limit of six years on the courses applicable to a degree. This time limit in turn sets the maximum number of years a student will have to complete a degree including the defense of the thesis/project. A student has one year to complete the thesis/project starting from the initial enrollment in the thesis/project credits. If it is not completed, the student is allowed to register for the thesis/project continuing course during the next succeeding semester. The document must be completed during this semester. Failure to do so may result in dismissal from the program. (Nursing students may have additional time at the discretion of the program director.) During any extension, the students need to register for thesis credit.

C. Completion of Thesis/Project

Directions for formatting the thesis/project are available at gradschool.nku.edu. NKU requires that all theses/final projects be submitted electronically. We no longer accept paper versions. The student will submit the document directly to UMI/ProQuest. The link to their website can be found on the OGP web page (<http://gradschool.nku.edu/currentstudents/resources/thesis.php>), UMI notifies the OGP of the submission.

The OGP is concerned with the following items in the thesis/final project:

- a. Format - does the document meet all of the university, program, and UMI guidelines. These are general in nature having to do with pages to include and pdf standards. The decision to use APA or ALA style is up to the program.
- b. Required documents
 - (1) copyright release - many students insist on using charts or tables from published materials. When they do this, a signed copyright release must be included. We cannot release a thesis/project for publication (and therefore pass it release it to UMI) unless this is included. Unless the actual chart or graph is critical, I suggest strongly that the student cite the material rather than put it in the document directly.
 - (2) IRB form - just as faculty must meet university human subject regulations, so must graduate students. Again, the thesis/project will not be released without this document. The Office of Research, Grants and Contracts is the office that will supply this to the student. In most cases what the student will include is a copy of the e-mail notifying the student of approval to do the research.
- c. Proprietary Information - Some theses/projects are required to be published. It is considered to be a public document and as such will be published on the UMI web

site. Because our students are working professionals, they may want to use data gathered from the place of business which that business may consider proprietary. Students who plan to use proprietary information need to reconcile publication issues with their employer before working on the thesis/project. In rare instances a waiver from public access for a limited time (no longer than one year) may be granted. You have to agree to this waiver before the waiver will be granted by the OGP. A letter stating your approval of the waiver for one year and the reasons for the approval will suffice. Without this waiver the University will be unable to accept the project/thesis. Once the final project has been accepted by the Office of Graduate Programs, the director of Graduate Programs will notify the Office of the Registrar in writing that the student may be cleared for graduation as long as all other graduation requirements have been met.

- d. Students who have issues with proprietary information, who do not have research as a component of the document, or who have other issues relating to a traditional thesis, should be encouraged to look at other options for graduation your program may offer - such as an unpublished project or a comprehensive exam.

D. Deadlines for Turning in Thesis/Project

The following dates are the deadlines for turning in the completed and fully approved thesis/project to the Office of Graduate Programs so that the student will be ready to graduate at the end of the semester. All fees required for processing the thesis/project must be paid by these dates as well. What this means is that your students will need to have received all program approvals (meaning the document is in what should be final shape), posted the document on the UMI site, and received clearance from the OGP by these dates. Initial submission of the project/thesis to the director should be completed with these final dates in mind.

Fall - No later than November 1

Spring - No later than April 1

Summer - No later than July 1

Documents submitted after these dates are not guaranteed to be approved in time for a student to graduate that semester.

VIII. Graduate Assistantships (GA's) and Other Financial Assistance

A. General Information on Graduate Assistantships

All graduate assistantship applications are handled by the OGP. Although you make the decision of whom to hire, it is important that the paperwork be handled by the OGP. There are university, state and federal guidelines that have to be met. The process to hire a graduate assistant is below. These guidelines must be followed by all graduate assistants regardless of who is paying for them.

An application must be completed on the Human Resources web site at jobs.nku.edu. We can no longer take them in paper format. You will have a username and password to access the list of GA applicants; both may be obtained by calling the OGP administrative assistant. If you have someone you want to hire who has not completed the GA application, please have them do so.

When you have read the applications, we urge you to meet with the student before making a decision. If this person has held an assistantship on the NKU campus previously, I strongly suggest you contact that supervisor before making a final decision. You also need to be sure that the person you want to hire has been admitted into the university. No one who has not been admitted will be available to be hired.

Once you notify the OGP that you have made an offer to a student, you will be sent a hiring packet which must be completed by you, the student, and the OGP. No student may start the assistantship until they have a valid social security card. No student may start the assistantship until the results of a background check have been received. These may take several days, so do not expect to offer a position on one day and have the student start working the next. If the background check is okay, then you will be notified that the student may start working. If the background check is not okay, we will let you know. The student will be contacted separately.

B. Termination of Assistantship

A graduate assistantship will be terminated if:

1. The student drops to below six hours of graduate credit during the semester (unless specific permission has been given by the OGP), OR
2. The student's GPA drops below 3.00. The student may not be rehired until the GPA has been raised to a minimum of 3.00 and is off probation, OR
3. The student is not performing duties as assigned.

C. Duties

Graduate assistants are to be considered para-professionals and as such assigned tasks that enhance their professional development or aid faculty members in their duties. Areas of development will be different depending upon the assistants' areas of study, but may include: working in a clinical setting, database management; and, scholarly activity. Assistants' work with faculty may include, but is not limited to, grading, tutoring, limited class presentations, test proctoring, and class room assistance. They should not be considered as clerical help. Graduate assistants classified as teaching assistants will follow the guidelines set up by their program.

Graduate students are fundamentally different from student workers. The tasks assigned and compensation should reflect that difference.

Federal regulations allow GA's to work 20 hours per week, although they can work up to 25 unless they are international students which does not permit over 20 hours. Your allocation is based upon 20 hours per week, 16 weeks per fall and spring. The beginning dates should not be more than one week prior to the beginning of the term.

Other questions regarding graduate assistantships should be directed to the Administrative Secretary in the OGP, aka the GA guru.

D. Other Financial Assistance

Unfortunately, there is no other university financial assistance available to NKU graduate students. Most of our students apply for federally guaranteed student loans. These are available, however, only to degree seeking students. Anyone in a certificate program or who is non-degree is not eligible. There are some private loans available, but they are more expensive (and, therefore, less attractive) than the federal loans.

IX. Graduate Faculty

Northern Kentucky University is regionally accredited by the Southern Association of Colleges and Schools (SACS). One of the requirements set out by SACS for graduate programs is that each university define a set of guidelines for faculty who will teach graduate courses. All tenured/tenure track faculty are granted this designation automatically. Others hired to teach graduate courses or oversee graduate work must apply for associated graduate faculty status. The approval will be permanent. This is a very simple process at NKU. The faculty member completes the appropriate form (available on line at <http://gradschool.nku.edu/graduatefaculty/application.php>) and attaches a vita outlining graduate courses taught and professional activities for the last five years.

It is imperative that you be actively involved in this process. All graduate classes must be taught by someone who holds graduate faculty status. We rely on you to know what graduate courses your program is offering and who is teaching them. Thesis/project committee members must have graduate faculty status. We ask you to keep track of any changes of which the OGP will be unaware in course offerings and committee memberships. This will include additional course offerings not in the printed schedule as well as independent study courses.

- A. Full graduate faculty status
 - 1. All tenured/tenure track faculty.
 - 2. Status is granted automatically.

- B. Associate graduate faculty status
 - 1. All non-regular NKU faculty
 - 2. Once approved, status is permanent.

X. Graduate Council

Graduate Council is the university body that oversees rules, regulations and curricular issues for all graduate programs. All items you need to have placed on the Graduate Council agenda need to be given to the director of Graduate Programs prior to the Executive Committee meeting that sets the agenda for Graduate Council. Dates for these meetings can be found on the OGP website.

Please understand that program requirement changes are subject to approval by Graduate Council. This includes changes to your catalog copy. If the change is substantive, rather than editorial, it must be placed on the agenda for Graduate Council. If you have questions regarding the difference between editorial and substantive, please contact the director of Graduate Programs.

Program representatives to Graduate Council are decided upon by each program. Some programs ask the program director to be the representative, others select another full member of the department's graduate faculty.

The Bylaws for Graduate Council are available on Blackboard. All program directors are given access to this site.

XI. Catalog Copy and Catalog Changes

One of your responsibilities will be to ensure that the catalog copy pertaining to your program is correct. In February (if all goes well), you will be sent a copy of your portion of the catalog. This initial copy will be in paper format. You will make whatever changes necessary on the document with attached pages for changes of more than a small sentence. This is the time to make major changes. At this point, the university does not have the wherewithal to do this process electronically so you will be doing this manually. You will have two additional chances to make minor corrections: one after the initial copy has been returned; a second (final) after the second copy is returned.

There are several parts of the catalog which you will need to edit.

1. Program requirements - Program requirements may change from year to year. These changes, as approved by Graduate Council (see above), will become effective in the fall after the approval has been given. Please do not make any changes other than editorial that have not been through the amendment process.
2. Curriculum - When you submit your catalog copy, please send along all curriculum changes that have been approved. If you are fairly certain that additional curriculum will be introduced prior to catalog publication, include that with the statement "to be offered upon approval of the university." Then, if something untoward happens, we will all be covered.
3. Graduate faculty - At the back of each graduate catalog is a list of current graduate faculty. Please look over this list and make deletions as required. It also will be appreciated if you "fill in the blanks" left in some faculty information - such as universities attended and the dates.

XII. GCCCU

As stated above, NKU is a member of the Greater Cincinnati Consortium of Colleges and Universities. There is consortium credit (so noted on the student's transcript) that means the student went through the formal process set up between the GCCCU member institutions and is treated entirely apart from regular transfer credit from the same institution. A current NKU student make take a course from Xavier, for example, as a consortium student. If another student took the same class but as one of Xavier's students, that would be considered regular transfer credit. Even if an NKU student takes that class but does not go through the formal consortium process, that course will be considered as transfer work, not consortium. There are no exceptions to this.

Taking a course as consortium credit from one of the GCCCU members is a formal process. The first step for the student is to go to NKU's Registrar's Office. They will explain the entire process to the student. At some point you will have to sign off on the form giving your permission for the student to take a specific class.

General Issues

What happens when a student . . . :

1. Wants to **change the semester** in which to enroll?
 - a. As long as an applicant has not matriculated (enrolled for a class, even if it subsequently dropped), we can change the semester of entry with no problem. We do require that the student submit something in writing (an e-mail is fine) to our admission specialist. The original application cannot be more than one year old, and the student cannot have withdrawn the original application formally.
 - b. If the application is older than one year or if it had been formally withdrawn, a new application and application fee must be submitted.
 - c. If the student has matriculated, we cannot change the semester.
2. Wants to **change the program of study** or area of specialization?
 - a. Change of program
 - (1) At the undergraduate level, students can move from one BA to another. At the graduate level, this type of change is more serious. A change in program of study is actually a change in the degree being pursued. Please do not confuse the change of program with the change in an area of specialization.
 - (2) If a student has only applied - not registered at all (even if subsequently withdrawn before classes start) - the OGP can facilitate the change. The applicant will need to notify the OGP admission specialist in writing requesting the change. This will erase the initial program of choice.
 - (3) If a student has any record at all tied to a program application, a new application must be submitted.
 - b. Changes the area of specialization or focus
 - (1) Many programs have areas of specialization. The MBA, for example, has Finance and Marketing. A student may change the area of specialization by completing a form that requires your signature.
 - (2) Caveat: if the specialization was not extant at the time of the current application, the student will have as the new catalog of record the one which is in effect when this change is made.
 - (3) This could have a negative impact upon the student. For example, if after the student initially enrolled, your program added a class that is not required for anyone who came in under that old catalog, the student will now have to take the course because the new catalog of record shows it is a requirement.
 - (4) It is important for you and your students to be aware of the implications of something as simple as changing an area of concentration
3. **Does not enroll in a program for more than four years** and then wants to return?
 - a. When a student “stops out” of a program for a period of four or more years, the

student must submit a new application and a new admission decision will be made. If the student is readmitted, you and the student need to be aware of the following:

- (1) The student is now under a new catalog. It is the one in effect when the readmission takes place.
- (2) If you have made curriculum changes in your program, the student has to meet the new requirements.
- (3) All course work taken by the student, including all transfer work previously approved, must be no older than six years from the semester of readmission to graduation.
- (4) It is critical that you discuss the ramifications of this with your students.

4. **Applies to more than one program?**

- a. As NKU increases the number of graduate programs available, we are also experiencing more students who are applying to two or more programs at a time. Each of these programs will have a specific set of required documents, some alike and some different. While it is quite easy for us to know that all programs get copies of the transcripts and the standardized test scores, it is more difficult to know which ones get what letters of recommendations or essays. We will need your help in sorting out who gets what information.

5. **Who is an undergraduate wants to take a graduate class?**

- a. Unless that student is within six hours of graduating, applies to your program and is admitted provisionally, the answer is no.
- b. Along with this is the university regulation that prohibits undergraduate students from taking classes with students in a 600 level course. What this means is that you cannot create a 400 level course to be offered at the same time in the same classroom with the same instructor as a 600 level course. If you need to have graduate students and undergraduates in the same room, make the graduate course at the 500 level.

6. **Wants to audit a course?**

- a. Graduate students are allowed to audit courses, even those that are required by their programs. They also may subsequently take the audited course for credit.
- b. Tuition is assessed for an audited course just as it is for a course taken for credit.

7. **Wants to be a visiting student?**

In general we waive transcripts as long as we have signed from the student's home institution program director. http://gradschool.nku.edu/docs/grad_visit_form1.pdf

Appendix 1
Outline of Admission Process

OUTLINE OF ADMISSION PROCESS.

1. The application is received.
 - a. If the application fee is enclosed or waived, you will be sent a printout of web application or a copy of the paper application.
 - b. If the application fee has not been paid or waived, the application process will pause, and you will not be notified of the application. Nor will the application be a part of your weekly reports (see ABOVE for information on these).
 - i. Application fees are required except from the following people:
 - (a) Students who earned a bachelor's or master's degree from NKU.
 - (b) Current faculty and staff (not their spouses or off-spring). A photocopy of the faculty/staff id card is required.
2. Documentation is received and logged in.
 - a. All transcripts must be official (see above for definition of "official").
 - i. Most official transcripts are mailed in university letterhead envelopes and usually note they are from the registrar's office and that transcripts are enclosed.
 - ii. Transcripts that are not official will be so marked. Until an official transcript is received, full admission cannot be offered. You can offer provisional admission, however, for one semester to allow receipt of the official document. (See below for complete information on provisional admission.)
 - b. All reference forms sent to the OGP will be copied before forwarding to the program. Once scanning begins, these documents will be scanned into the system, and you will be notified they have arrived.
 - c. NKU requires that to be eligible for admission, applicants must have a bachelor's degree from a regionally accredited institution (such as SACS) or that international degrees be the equivalent of the US four year degree.
 - i. The admission specialist will mark US transcripts that are not from regionally accredited institutions as below the university minimum standard.
 - (1) You cannot fully admit someone with this mark. A request for conditional admission must be made in writing to the Director of Graduate Programs. (See below for complete information on conditional admission.)
 - (2) If you have a question as to the accreditation of an institution, please call us. We have books in our office we can check for you.
 - (3) Applicants with a bachelor's degree from a non-accredited undergraduate program may be admitted if they have a master's degree from a regionally accredited institution and have attained a graduate GPA of at least 3.00.

- d. Official copies of standardized test scores must be received directly from the issuing testing agency.
 - i. Please be aware that ETS does not keep all test scores forever. There is a distinct possibility that an older student may have taken the GRE too long ago for the test scores to be sent by ETS. You need to decide what your policy will be when this happens:
 - (1) will you require that all those who cannot supply the official scores be required to retake the test?
 - (2) will you waive the test for particular groups of people and require others to retake it?
 - (3) if another university will supply the score and certify that it was an official document, will you take it? Does the age of the score matter?
 - (4) It is important that you do have a policy for this rather than trying to make a decision for each individual. This does not mean that you cannot make exceptions, but they should be just that - exceptions that can be justified. Remember, the word will get out about any exception. Those who are not given the exception will want to know why they weren't special, and you need to be able to tell them.
- 3. A decision is made.
 - a. The responsibility of admitting someone into your program is yours with just a couple of exceptions.
 - i. If more than one required admission document has not been received, you must request permission from the director of Graduate Programs to admit the applicant provisionally. When we say "more than one document", please do not read this to mean that all you have is an application.
 - (1) The request containing a justification for the waiver must be in writing and will become part of the applicant's permanent record.
 - ii. If the student does not meet university and/or program minimum standards, such as a low GPA, a written request with justification to admit the applicant conditionally must be made.
 - (1) Remember, you are waiving requirements that you have made. If you routinely want to waive them, perhaps you might want to reconsider why they were required in the first place.
 - (2) When requesting conditional admission, you must state the conditions the student has to meet before full admission will be awarded. (See below for further information.)
 - b. Notifying OGP of admission decision.
 - i. Each program director is responsible for notifying the OGP of all admission decisions. (See below for specific information)
 - ii. You will need to complete the checklist given to you by the OGP. After completion, e-mail it to one of our processors. The checklist includes the following items as specified for your program:

- (1) Program name and area of specialization if applicable.- be specific. We will use this information to make sure you are admitting students into a program for which they have applied. (This is not always a given, trust me.)
 - (2) Full name and student number..
 - iii. List of program requirements with a notation by each (a check if in and correct) or an explanation if not correct. For example: Your program requires a 3.00 undergraduate GPA, but the student has a 2.8. You might state that you are waiving the GPA requirement because of excellent GRE scores or the student has been out of school for six years and has had professional experience since then. This is the type of justification that should be included. Please submit the checklist via e-mail.
 - iv. Your admission decision: full; provisional; conditional; rejected. Check the definitions below for the appropriate decision.
4. The applicant is notified of the decision.
- a. Official letters of acceptance or denial come from the OGP for all graduate students, domestic and international. Please do not send your own letters of acceptance without first clearing them with the OGP.
 - b. The OGP will notify all students in writing of the admission decision. If they are provisionally or conditionally admitted, the letter will include this information.
 - c. You are free (and in fact encouraged) to send any additional notifications and welcomes to them.
 - d. An application is valid for one year. If we are requested to move an admission term additional semesters, we will within reason. You do have the option of requiring the applicant to submit new documents.

5. Admission Categories

Students may be admitted in several ways, each with specific requirements. What follows is the type of admission and what it entails. When you send your admission checklist to us, we will double check to make sure the applicant does in fact meet the requirements of the admission category requested.

a. Full or Regular Admission

An applicant must meet all admission requirements prior to beginning graduate study to be admitted in this category. Please do not admit someone fully if even one document is missing.

b. Provisional Admission

When only **one** document is missing, the graduate program director may use his/her discretion to extend provisional admission based on the program director's judgment that the applicant would be regularly admitted if all application materials had been received. An example of this would be an NKU material applying for the spring terms who is scheduled to graduate in the previous fall term. NKU may not have had their degrees posted in SAP by the time you make an admission decision; provisionally admit until it is. There have been cases where the student did not graduate as planned.

The missing document may include, but is not limited to, an official transcript, an official standardized test result, **or** a letter of recommendation. When more than one document cannot be submitted, the Office of Graduate Programs must approve provisional admission based on a written request directly from the program director.

Provisional admission is valid for one semester only during which time the missing documents must be submitted. A student can be dismissed from the program if the newly submitted documents do not meet the appropriate admission requirements. The expectation is that all deficiencies in the application documentation, such as submission of GRE scores, can be taken care of by the student during that semester and before registration for future semesters is scheduled.

You are not required to offer provisional admission to anyone if your program thinks it inadvisable to do so. It should be offered only to those who you think will be successful in the program and who will be able to provide the documentation during the first semester of enrollment.

A hold is placed on the student that allows enrollment for one semester only unless the program director makes a specific request to the director of Graduate Programs for one additional term. If your request for additional time is approved, and this is not a given, it will be for one semester only. There are common sense items to mention which I am sure you know, but are stated anyway.

- i. If the missing document is the only transcript the student will submit, perhaps the applicant should not be admitted until it has been received.
- ii. If the missing document is a standardized test and the only other document you have is a transcript showing a GPA that while meeting university standards is not as high as you require, perhaps an admission's decision should be delayed.

You must submit a written request with justification for the additional semester. In cases where the student has postponed a standardized test, proof of registration for the test is required before the extension will be given. **NO MORE THAN ONE ADDITIONAL SEMESTER OF PROVISIONAL ADMISSION WILL BE ALLOWED.**

- (1) Please note that when the missing application document has been submitted making the application complete, the OGP will not automatically admit the student. You must let us know formally that the student does meet your requirements and can be fully admitted.
 - (2) Provisionally admitted students who have received federal Stafford loans must be fully admitted approximately midway through the first semester. If they do not, the university is required to refund the tuition to the government, and hold the students responsible for their tuition.
- iii. Conditional Admission

This status is reserved for those applicants who have submitted all admission documents but fail to meet one or more of the requirements for regular admission and who in the judgment of the graduate program director hold promise of successfully completing the graduate degree. You will need to request conditional admission in writing from the director of Graduate Programs including in your request the rationale. You also will need to be specific as to the conditions you are setting for full admission.

When you set the conditions, please remember that the student is supposed to meet them before being fully admitted. If you don't plan to make a student actually meet the conditions you set, there is no sense in setting them at that mark. For

example, if you require that a student have an overall GPA of 3.5 after 12 hours of work, what are you going to do if the GPA is only 3.2? If you are willing to fully admit a student if the GPA is 3.2, then don't require that the student attain a 3.5. If you think the student will be able to acquit him/herself after six hours, don't require 12.

You are the best judge of what a student will need to do in the first part of your program to assure continued success. If the student does not measure up, then that student should not have the conditions you set upon initial admission waived when not met, and the student should be dismissed from the program.

Conditional admission is given for a particular number of semester credit hours - usually nine to twelve. A hold is placed on conditionally admitted students to take effect in two semesters after the initial registration. That should give the student ample time to show whether full admission should be awarded.

A student cannot be in more than one admission category at a time. Because of the federal loan requirements, however, a student will be conditionally admitted if the minimum requirements are not met and a document is missing. It would not be fair to the student to allow for funding, only to be told at midpoint of the first semester that: good news, the provisional admission has been released - bad news, you are now conditionally admitted and the federal aid is being withdrawn.

You are not required to offer conditional admission to anyone if your program does not think it is advisable to do so. If you have any doubt that the student will be fully admitted when all documentation has been received or will meet the conditions you set for admission, consider requesting the student apply as an unclassified (non-degree) student.

As with provisional admission, the OGP will not automatically admit the student. You must let us know formally that the student does meet your requirements and can be fully admitted.

iv. Unclassified (Non-degree Seeking) Admission

Students who apply as unclassified students technically are not a part of any specific program; rather, they are general university graduate students. Unclassified students must only meet the minimum university GPA requirement to be eligible to take graduate classes. There are several reasons an applicant selects this admission category:

- (1) The applicant simply wants to take some graduate level courses. These are students who have no clear programmatic goals in mind.
- (2) You can request that an applicant to your program who does not meet admission criteria apply instead as an Unclassified student. This is helpful when you are unsure that the student will be successful, but you do want to offer the chance to succeed without having to admit them into your program. A student who is going to need provisional or conditional admission can be advised to apply instead as an Unclassified student.
- (3) The applicant wants to be a visiting student, defined as someone who is getting a degree from another institution and taking a course from NKU to transfer into that program. Applicants from other universities that are part of the GCCCU fall into

this category. Normally, transcripts are not required for transient students. Applicants in this category must submit a form signed by their home institution stating they are in good academic standing.

- (4) **IMPORTANT:** University regulations state that only nine hours of course work taken as an Unclassified student may be counted toward the degree. (Your program may allow fewer.) If you do not plan to allow the student admission into your program, the student should be notified by you that further attempts for admission into your program are futile.
- (5) How applications into this status are processed:
 - (a) anyone who meets the minimum university admission criteria is automatically admitted into the general university. This does not give the student carte blanche to enroll in any course desired.
 - (b) provisional admission is granted automatically for one semester.
 - (c) materials from applicants who have noted an area of interest will be sent to the program.
- (6) Be aware that students in this admission category are not considered degree seeking and are not eligible for federal guaranteed student loans. There is funding available, but it is more expensive than that offered by the government.

Appendix 2
Student Appeals to Graduate Council

1. The student will make a formal written request to the program director that includes the rationale for the appeal. All supporting documents (if any) from the student should be included.
2. The program director will prepare a written statement of the reasons why the appeal should or should not be approved along with supporting documents (if any). Supporting documents, if any, should be attached.
3. The program director will forward the student's appeal, the program director's written recommendation and all supporting documents to the Graduate Office. To be included on the agenda of a specific Graduate Council meeting, the materials must be received at least 14 days prior to the Graduate Council meeting and also prior to when the agenda is set by the Graduate Council's Executive Committee.
4. The Graduate Council Executive Committee will determine if the materials are complete, and if they are, the Executive Committee will either place the matter on the next regular Graduate Council agenda or one in the future that is agreeable to the student and the program director. If the materials are not complete, the matter will be referred to the program director with an explanation of what is missing.
5. The documents related to the appeal will be delivered to each Graduate Council member prior to the meeting at which the matter will be considered.
6. The student has the right, but not the obligation, to be present when the appeal is considered, and to make a statement and/or answer questions about the appeal. The Graduate Office will notify the student of the date/time/place when the appeal is being considered. The student may not be present during the vote by the Graduate Council. Discussion of the appeal is appropriate while the student is present and after the student leaves the meeting.
7. The student and program director will be notified in writing of the decision made by Graduate Council.

Note: During the summer, if the Graduate Council is not meeting, the Executive Committee of the Graduate Council may act on the appeal.

Appendix 3 Web Links

Office of Graduate Programs main page
<http://gradschool.nku.edu>

Graduate Faculty Applications:
<http://gradschool.nku.edu/graduatefaculty/application.php>

Graduate Council
<http://gradschool.nku.edu/graduatefaculty/council.php>

Graduate Catalogs - current and previous
<http://gradschool.nku.edu/currentstudents/graduatecatalog/index.php>

Graduate Student Code of Conduct
<http://gradschool.nku.edu/currentstudents/codeofconduct/index.php>

Forms

Application for Graduation (Master's)
http://gradschool.nku.edu/docs/mast_candid_form.pdf

Application for Graduation (Certificate)
http://gradschool.nku.edu/docs/Certificate_applicat.pdf

Transfer credit authorization
http://gradschool.nku.edu/docs/transfer_credit_form.pdf

Recommendation
http://gradschool.nku.edu/docs/recommend_form.pdf

Visiting student application
http://gradschool.nku.edu/docs/grad_visit_form1.pdf