

# **Graduate Education**

## **Policies & Procedures Manual**

### **2025-26**

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## **Introduction**

In our ongoing effort to provide support to graduate education at Grand Valley State University, The Graduate School has compiled this Policies and Procedures Manual. The purpose of this manual is to serve as a comprehensive guide to graduate education policies and procedures for faculty, staff, and students at GVSU. Within this manual are the approved policies and procedures relevant to graduate education at GVSU.

New and Updated Policies and Procedures for 2025-26 include:

- Language Proficiency to Graduate Admissions Policy

## **Graduate Program**

A graduate academic program is a course of concentrated study that leads to a master's, specialist, or doctoral degree, or certificate or badge.

## **Graduate Council Structure and Responsibilities**

Taken from the [Grand Valley State University Faculty Handbook](#).

1. Faculty Membership: The Graduate Council (GC) is composed of no more than eighteen faculty members elected by the faculty: base membership includes two representatives from each college (Business, Education and Community Innovation, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the university libraries. Each committee member will serve on one of two subcommittees (Policy subcommittee and Curriculum and Program Review subcommittee). Subcommittees will include one member from each college and the library. Faculty from the same college will serve for staggered three-year terms. Representatives on the GC shall hold graduate faculty status.
2. Student Membership: Two graduate student representatives from different graduate programs, selected by the Graduate Student Association. Each subcommittee will have a graduate student representative.
3. Administration Membership: Ex-officio members include administrative staff that have a central role in graduate education, including representatives from The Graduate School, Office of the Provost, Office of the Registrar, Admissions and Recruitment Office, and the Center for Adult and Continuing Studies.
4. Responsibilities: The GC is responsible for matters related to graduate education at Grand Valley, including (but not limited to):
  - a. To review and recommend actions upon new proposed graduate programs and certificates and/or revisions to current graduate programs.
    - i. New graduate program proposals, certificates, and proposals for change to programs or certificates will be reviewed. As program matters are reviewed by the GC, the proposers may be invited to participate in the discussion and review process. Recommendations from the GC related to program matters will be transmitted to UCC via the online curriculum system.

- b. To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure quality, consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.
  - i. Recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.
  - ii. To identify and monitor quality indicators of graduate education
- c. To review and recommend actions upon requests for exceptions to university minimum standards or policies.
- d. To review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
  - i. Existing graduate programs shall be reviewed by GC on a revolving and regular schedule, aligned with the UAC program review and external accreditation review (if applicable). The review will employ quality indicators developed by GC that are outside of the normal UAC purview but incorporate appropriate program materials submitted to UAC and FSBC.
- e. To advise on the allocation of university financial support for graduate students.
- f. To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at Grand Valley.

## **Graduate Program Director**

- A. Each graduate program will have a graduate program director (hereinafter referred to as the GPD).
- B. The authority to appoint the GPD is vested in the dean of the academic college. The dean will normally appoint the new GPD from nominations/recommendations received from the unit head. Should the dean make an alternate appointment for GPD, the dean will provide a rationale to the unit head. If the unit head is not able to make a nomination, the dean will make an appointment.
- C. Normally the appointment will be for a three-year period. A GPD may be reappointed.
- D. Normally all GPD appointees will have graduate faculty status or have the academic credentials to be awarded graduate faculty status, with the associated responsibilities and benefits of faculty rank. Administrative personnel may also serve as a GPD when other tenure-line faculty are academically responsible for the program curricula and assessment. Characteristically, GPDs will be senior faculty, with tenure, chosen on the basis of their leadership and organizational ability.
- E. GPDs will be responsible for ensuring completion of the Graduate Program Management Responsibilities as identified by each graduate program and approved by the academic dean specified in a separate document to be kept on file in the Graduate

School, the appointing academic dean's office, the appropriate academic unit head's office, and with the GPD.

F. Normally the GPD will be evaluated annually as part of the Faculty Annual Planning (FAP) and Faculty Activity Report (FAR) process. The unit head and/or dean will provide a written performance summary of the GPD based on the duties and responsibilities of the GPD position. The Vice Provost and Dean of The Graduate School will provide written input to the performance summary of the GPD on a three-year rotation or more frequently if requested by the GPD, academic unit head, or academic dean.

## **Graduate Admission to Grand Valley State University**

### **Degree, Certificate, or Badge-Seeking Domestic Students**

Applicants who meet the following university requirements and the additional requirements of their chosen program will be considered for degree, certificate, or badge-seeking status:

1. A baccalaureate degree from an accredited institution of higher education.
2. Submission of all required admission materials, including:
  - a. Completed graduate application for admission.
  - b. \$30 nonrefundable application fee (the fee is waived if the applicant has previously applied to Grand Valley State University and paid the application fee).
  - c. Official copies of transcripts from all institutions of higher education previously attended which have granted a baccalaureate degree to the applicant. Transcripts must be sent from those institutions directly to the Grand Valley Admissions and Recruitment Office. GVSU does not require official transcripts from GVSU.
  - d. For applicants whose primary language or their language of instruction in school is not English, a score from one of the following English language proficiency tests: the TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), MET (Michigan English Test), PTE Academic (Pearson Test of English Academic), or Duolingo. The following minimum scores are required: TOEFL is 86/4.5, IELTS is 6.5, MET is 52, PTE Academic is 53, and Duolingo is 105.
3. Additional requirements and application materials specific to the graduate program.

Applicants with a baccalaureate degree who are not seeking a graduate degree, certificate, or badge may be granted non-degree seeking status. Typically, a maximum of 12 semester credits may be earned at Grand Valley State University as a non-degree seeking student and then transferred to a degree program. The actual number of credits allowed for transfer depends on the program of interest. Applicants should check specific program descriptions for details.

### **Non-Degree Seeking Domestic Students**

Individuals who wish to take graduate courses but do not wish to pursue a graduate degree may be admitted as non-degree seeking students. To obtain non-degree seeking status, an individual must provide the following:

1. A baccalaureate degree from an accredited institution of higher education.
2. Completed non-degree seeking graduate application
3. \$30 nonrefundable application fee (the fee is waived if the applicant has previously applied to Grand Valley State University)

Please note, a non-degree seeking graduate student may typically apply between 6 and 12 credits earned at Grand Valley State University toward a degree program. The actual number of credits allowed for transfer depends on the program of interest. Applicants should check specific program descriptions for details.

### **Degree-Seeking International Students**

Applicants who meet the following university requirements and the additional requirements of their chosen program will be considered for degree-seeking status:

1. Completed international admission application.
2. Submission of all required admission materials, including:
  - a. \$30 nonrefundable application fee (the fee is waived if the applicant has previously applied to Grand Valley State University and paid the application fee).
  - b. Original or certified true copies of all transcripts, certificates, and/or grade reports of degree-granting institutions which have granted a degree to the applicant. If the credentials are not in English, they must be accompanied by an English translation. Materials must be sent from those institutions directly to the GVSU Admissions and Recruitment Office. NOTE: GVSU does not require official transcripts from GVSU.
  - c. For applicants whose primary language or their language of instruction in school is not English, a score from one of the following English language proficiency tests: TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), MET (Michigan English Test), PTE Academic (Pearson Test of English Academic) or Duolingo. The following minimum scores are required: TOEFL is 86/4.5, IELTS is 6.5, MET is 52, PTE Academic is 53, and Duolingo is 105.
3. Verification of financial support.
4. Additional requirements and application materials specific to the graduate program.

You must submit a completed application form and all required documentation to the Admissions and Recruitment Office before your application file receives admissions consideration. Applicants whose files are incomplete will not be considered for full admission. For more information, visit the [Graduate Admission webpage](#).

### **Non-Degree Seeking International Students**

Individuals who wish to take graduate courses but do not wish to pursue a graduate degree may be admitted as non-degree seeking students. To obtain non-degree seeking status, an individual must provide the following:

1. A baccalaureate degree from an accredited institution of higher education.
2. Completed non-degree seeking graduate application

3. \$30 nonrefundable application fee (the fee is waived if the applicant has previously applied to Grand Valley State University)

Please note, a non-degree seeking graduate student may typically apply between 6 and 12 credits earned at Grand Valley State University toward a degree program. The actual number of credits allowed for transfer depends on the program of interest. Applicants should check specific program descriptions for details.

## **Graduate Admissions Status**

Prospective students submitting a complete application to a graduate program at GVSU will be assigned one of the following admission statuses.

### **Full Admission:**

Indicates that the applicant fully meets all the entrance criteria, including degree(s) required, GPA requirement(s), test score requirement(s), letters of recommendation, and official transcript(s) of all previous coursework completed. Only a graduate candidate that has achieved full admission status will be granted their degree, certificate, or badge. This status signifies that all required documents (including final transcripts) are on file with the university.

### **Provisional Admission:**

Applicant who must submit additional application document(s) before achieving full admission status. The deadline for submitting missing documents is the last day of classes of their first semester of enrollment. Examples of missing documents may include:

1. Official transcripts or admission test scores.
2. Certified copies or official verification of professional licenses or certifications.
3. Letters of recommendation.
4. Other documents required by their department.

### **Conditional Admission:**

Applicant who must meet specific conditions set by the degree, certificate, or badge program before attaining full admission status. Individual graduate degree, certificate, or badge programs determine the parameters of conditional admission and set the deadline(s) by which the conditions need to be met. Examples of specific conditions include:

1. **Curriculum Deficiencies:** Applicant who is not admissible or is marginally admissible because they have not completed prerequisites or background courses required for success.
2. **Academic Deficiencies:** Applicant whose credentials may be marginally acceptable. Although the graduate degree, certificate, or badge program may agree to admit such a candidate with reservation, the program may identify grade conditions that need to be met.

3. **Non-standard evidence of the potential for success in graduate work:** Applicant does not meet the standard admission criteria, but other significant evidence exists of the candidate's potential for success. Examples of such evidence include:

- the candidate's maturation subsequent to their previous academic record.
- the candidate's significant professional and other accomplishments related to the program's discipline(s) and subsequent to a marginal academic record.
- that standardized admission test scores are not representative of a particular candidate's aptitude for graduate work.
- that the candidate's prior academic performance was negatively affected by significant non-academic factors or influences that are no longer present.

**Denied Admission:**

Applicant is not granted admission to a degree, certificate, or badge program.

**Degree, Certificate, or Badge Seeking Student:**

Applicant who has been granted admission under full, provisional, or conditional status.

**Non-degree Seeking Student:**

Student who has not been granted admission under full, conditional, or provisional status. Students admitted under this status are limited to a maximum of 6-12 credit hours of coursework that can be applied towards a graduate degree program depending on the program of interest. Please refer to specific program guidelines.

## **Appeal of Graduate Admissions Decisions**

Admissions decisions may be appealed to the Graduate Program Director and then to the academic dean of the college in which the program resides. Students who are non-degree seeking may appeal an admissions decision to the Vice Provost and Dean of The Graduate School.

## **Admission to Graduate Programs**

All current GVSU graduate programs can be found on the [Graduate Degree Programs and Certificates](#) webpage with links to their specific admissions criteria. Students must meet both university-wide admissions requirements, as well as the specific requirements set forth by the degree programs.

## **University Academic Policies and Regulations**

Listed below are policies from the GVSU Undergraduate and Graduate Catalog which pertain to graduate education. These are approved, university-wide policies. To access the full policies, please review the [online catalog](#).

- Semester Hour

- Deferred Grade
- Repeating a Course
- Auditing a Course
- Uniform Course Numbering System
- Grades — End of Term
- Transcripts
- Academic Honesty
- Policy on Research Integrity
- Student Academic Grievance Procedures
- Registration
- Prerequisites
- Michigan Residence Requirements
- Commencement
- U.S. Department of Veterans Affairs: Certification for Benefits
- Student Records: Statement of Policy (FERPA)
- The HIPAA Law (Health Insurance Portability and Accountability Act)
- Academic Waiver
- Student Responsibility

### **Academic Honesty and Conduct**

The [GVSU Student Code of Conduct](#) is available online.

Section 5 of the Student Code of Conduct addresses academic honesty and integrity of scholarship and grades at GVSU, available online at [Academic Integrity of Grades & Scholarship](#).

Section 6 of the Student Code addresses the process for academic grievances, available online at [Academic Grievance Process](#).

## Graduate Academic Policies and Regulations

This section contains policies that directly concern graduate education. These are approved, university-wide policies.

### System of Grading

Grade	Quality Points	Grade	Significance
A	4.0	CR	Credit
A-	3.7	NC	No Credit
B+	3.3	I	Incomplete
B	3.0	W	Withdrawal
B-	2.7	AU	Audit
C+	2.3	X	Deferred
C	2.0	NR	No Report
C-	1.7	P	Pass
D+	1.3	PS	Pass
D	1.0	PD	Pass with Distinction
F	0.0	R	Research

Quality points are the numerical equivalent of letter grades. A grade point average (GPA) is computed by dividing the number of quality points earned by the number of semester credits attempted (only those graded A-F). The GPA is used to determine academic standing, eligibility to participate in certain curricular and co-curricular programs, academic honors, and academic standing, which may include probation, jeopardy of dismissal, or dismissal. A minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students is required for graduation. Some programs require a GPA in excess of the minimum to satisfy major requirements. Please refer to each academic section for specific requirements.

Credit at the graduate student level will be awarded for grades of C (2.0) or better. This includes all graduate coursework and core, background, and foundation courses. ***Grades below C will be calculated in a student's GPA, but the credits will not count toward the degree, certificate, or badge.***

### Credit Hour Definition

Courses at GVSU are categorized into one of several course “activity” types. For each course activity type, the university has identified the number of hours students are expected to devote to the course per semester per credit. The definitions do not include homework, reading, studying, or other student preparatory activities. Furthermore, the definitions do not cover faculty workload expectations. In the definitions, a semester is assumed to be a typical 15-week instructional semester. Courses offered in other time frames can be scaled accordingly. As an

example, the most common course is a 3-credit lecture/discussion. According to the definition, the university expects 45 student contact hours per semester for this course. For additional information, please view the [UCC definition](#).

The University Curriculum Committee makes exceptions to the policy based on accreditation standards and practice in the discipline. Please view the [UCC definition and programmatic exceptions](#) for additional information.

### **Credit/No Credit**

All coursework will be graded (A-F) unless the appropriate faculty body within a college, the dean of the college, and the University Curriculum Committee have approved proposals on an individual course basis that the course be conducted on a credit/no credit basis.

A maximum of 25 percent of a student's hours of Grand Valley courses earned to fulfill graduation requirements may be taken on a credit/no credit basis (credit = B or above for graduate courses). Courses that are graded CR/NC as the standard grading scheme (e.g., internships) do not count in the maximum stated previously. Changes from a grade to credit/no credit and vice versa will not be allowed after the first week of the semester.

### **Credit Load**

Full-time graduate students register for nine or more credit hours per semester. Permission from the dean of the appropriate academic college is required for more than 15 hours per semester.

## **Academic Review**

All graduate students are expected to maintain a minimum of a 3.0 graduate grade point average at all times.

### **Academic Review for Students Enrolled in a Graduate Degree, Certificate, or Badge**

- A. The Graduate Program Director of a program in which a graduate student is enrolled shall formally review the record of a student:
  - a. who earns in the previous semester
    - i. a grade of **D** or **F**, or
    - ii. the second or subsequent grade of **C** or lower in graduate courses in the student's program, or
    - iii. the second or subsequent grade of **NC** in graduate courses in the student's program;
  - b. whose performance is evaluated as unsatisfactory in a required clinical experience, internship, or practicum;
  - c. whose semester or cumulative program grade point average is less than 3.0;
  - d. who has not met the conditions of a previously imposed academic probation with the time limits imposed;

- e. who at the end of the semester has more than two unresolved grades of **I** (Incomplete) that were assigned in a previous semester.
- B. The Graduate Program Director, acting on behalf of and at the direction of graduate program faculty, shall take one of the following actions with respect to a student meeting any of the criteria in A., above, and shall report such action and the reasons therefore to the Vice Provost and Dean of The Graduate School:
  - f. None (no action),
  - g. Academic warning (Student notified in writing, no indication on transcript),
  - h. Academic probation (continuation with conditions, the status appears on transcript),
  - i. Dismissal from the program.
- C. The faculty of each graduate program shall develop and document a process, *including a timeline*, by which *timely* decisions are rendered under B., above. Documentation of this process shall be filed with the Vice Provost and Dean of The Graduate School and the Dean of the appropriate College.
- D. A graduate student **shall** be dismissed from a graduate program who:
  - a. Earns a second or subsequent grade of **F** in any graduate course, including repeated courses;
  - b. Has less than a 3.0 graduate program grade point average **AND** has accumulated nine or more hours for which a grade less than a **B-** was earned.
- E. A graduate student who has been dismissed from a GVSU graduate program may not be admitted to a different graduate program and may not enroll in graduate courses without the permission of the Vice Provost and Dean of The Graduate School.

### **Academic Review for Non-Degree Graduate Students**

- A. The Graduate School shall formally review the academic record of a **non-degree graduate student**:
  - a. who earns in the previous semester:
    - i. a grade of **D** or **F**, or
    - ii. the second or subsequent grade of **C** or lower in graduate courses within the past five academic years, or
    - iii. the second or subsequent grade of **NC** in graduate courses within the past five academic years;
  - b. who has not met the conditions of a previously imposed academic probation within the time limits imposed;
  - c. who at the end of the previous semester has more than two unresolved grades of **I** (Incomplete) that were assigned in a previous semester;
  - d. at the request of a faculty member in whose course(s) the student was enrolled in the previous semester, or at the request of the relevant unit head or Graduate Program Director associated with such course(s).
- B. The Vice Provost and Dean of The Graduate School shall take one of the following actions with respect to a student meeting the criteria in A., above:
  - a. None (No action)

- b. Academic warning (Student notified in writing, no indication on transcript)
- c. Academic probation (continuation with conditions, the status appears on transcript)
- d. Dismissal from non-degree graduate study at the University.

C. A non-degree graduate student **shall** be dismissed from graduate study at the University who:

- a. Earns a second or subsequent grade of **F** in a graduate course
- b. Has less than a 3.0 graduate grade point average **AND** has accumulated nine or more hours for which a grade less than **B-** was earned.

D. A graduate student that has been dismissed from graduate study at the University may not be admitted to a graduate program or re-admitted to non-degree graduate study without the permission of the Vice Provost and Dean of The Graduate School.

### **Appeals of action taken under this policy**

A degree, certificate, or badge-seeking graduate student may appeal an action taken under this policy using the graduate program's published process for appeals of academic decisions. If the program does not have a published appeals process, the written appeal shall be to the Dean of the College in which the graduate program is housed. The student may appeal the decision of the Dean of the College to the Provost or the Provost's designee via a written appeal. The result of each appeal shall be reported to the Vice Provost and Dean of The Graduate School.

A non-degree graduate student may petition the Vice Provost and Dean of The Graduate School for reconsideration of a decision. If such reconsideration is unsuccessful, the student may appeal the decision to the Provost or Provost's designee.

All appeals must be written.

### *Academic Grievances*

Filing of a grievance is required by the end of the following regular semester after notification of grade or receipt of adverse decision. Appeals of decisions must take place **15 working days** after receipt of notification.

1. An appeal to the instructor. Normally, the instructor must respond to an appeal within **15 working days** of receipt of the appeal.
2. If the grievance is not resolved to the student's satisfaction, a further appeal could be made to the unit head who may request that the appeal be put in writing. Both the student and the faculty member will be notified in writing of the unit head's decision, within **15 working days** of receipt of the appeal.
3. If the disposition by the unit head is not acceptable to either party, an appeal in writing may be made by either party to the dean of the college. If the dean feels that there is some merit in the written grievance, he or she may establish a committee to review the grievance and make a recommendation within **15 working days** to the dean. Such a committee

may include a representative of the dean's office, a faculty representative from the college of the course under appeal, and a student representative. If a student representative is to be included in the committee, the student that is a party to the appeal must sign a FERPA release/waiver prior to the committee convening. Within **15 working days** of receiving the committee's recommendation in the latter procedure, the dean shall rule on the grievance. Both the student and the faculty member will be notified in writing of the dean's decision. The dean's review and judgment in the case will be final.

4. An appeal to the unit head **will be resolved within 15 working days.**

5. If at this point the grievance is still not resolved to the student's satisfaction, a further written appeal could be made to the Provost or the Provost's designate. In this case, the Provost or designate may establish a committee to review the grievance and make a recommendation within **15 working days.**

All appeals must be written.

### **Effect of Grade Change**

If a review of the student's record or dismissal from graduate study is based on a grade that is subsequently changed, the student may appeal or re-appeal any adverse action taken.

### **Timing of Decisions**

All parties to the decision to take action under this policy shall act expeditiously to arrive at and communicate a decision to the student as soon as practicable. However, in order to afford due process and full consideration of the graduate student's record and circumstances, a decision to dismiss a student under this policy may occur in the semester after the student's performance or actions warranted dismissal. If the graduate student is enrolled in graduate courses at the time of the dismissal, the decision shall have the effect of a withdrawal from Grand Valley State University.

\*Graduate academic programs may have academic review policies in addition to the university policy. Please check with your Graduate Program Director for the complete graduate program policy.

### **Course Withdrawals**

A graduate student may seek a timely withdrawal or late withdrawal from a course and receive a grade of "W."

For a full semester course, this policy differentiates between withdrawals that are sought or made before and after the end of the ninth week of classes. The University Registrar shall determine the equivalent of the end of the ninth week of classes for a partial-semester (e.g., five-week, six-week) course.

A withdrawal from one or more courses does not remove the student from the graduate program. To completely withdraw from a graduate degree, certificate, or badge program a student must execute a program withdrawal request.

1. Course Withdrawal in the first nine weeks of the semester: A graduate student may withdraw from a course and receive a grade of "W" up to the end of the ninth week of class.
2. Course Withdrawal after the first nine weeks of the semester (Late Withdrawal): After the ninth week of the semester, a degree, certificate, or badge seeking graduate student may only withdraw from one or more courses, and receive a grade of "W," with the approval of the course instructor, the director of the graduate program in which they are enrolled, and the Vice Provost and Dean of The Graduate School. After the ninth week of the semester, a non-degree seeking graduate student may only withdraw from one or more courses and receive a grade of "W," with the approval of the course instructor and the Vice Provost and Dean of The Graduate School.
3. Program Withdrawal: A graduate student may elect to withdraw from a graduate program. Each program shall establish a process for reviewing a program withdrawal request which is reviewed by and filed with the Vice Provost and Dean of The Graduate School. A graduate student who has been granted a program withdrawal shall normally receive a "W" for the current semester courses, be classified by the University as a non-degree seeking student and must reapply for admission to the graduate program if they desire to return. If the student wishes to apply to a different graduate program, the student must meet all admission requirements for the new program.

### **Leave of Absence**

1. A graduate student may request a leave of absence for a maximum of two years from a graduate program for good cause. Examples of causes include, but are not limited to, medical issues, caring for family members, non-optional military commitments, maternity, and work requirements.
2. The graduate student shall explain in writing to the graduate program director the reason for seeking a leave of absence and must specify the period for which the leave of absence is sought. The graduate student may provide materials supporting their request (e.g., military orders) if it is deemed necessary.
3. The graduate program director shall review the graduate student's written explanation and supporting materials, relevant circumstances and documentation, academic performance, and history in the program. After considering the results of this review, the graduate program director shall recommend to the Vice Provost and Dean of The Graduate School whether a leave of absence should be granted and the terms and conditions for the return to the program.
4. The Vice Provost and Dean of The Graduate School shall render a decision after reviewing the graduate student's written request and the recommendation of the graduate program director. The decision by the Vice Provost and Dean of The Graduate School shall be final.

5. If the student is granted an immediate leave of absence, it shall have the effect of a course withdrawal for all courses in which the student is enrolled. Requesting a tuition reimbursement must be completed following University policy.
6. The student shall follow the graduate program and catalog requirements in effect at the time of re-enrollment.
7. At the discretion of the Vice Provost and Dean of The Graduate School, a leave of absence may be extended beyond the original time granted at the written request of the student. A student who does not enroll in classes or requests an extension at the end of the leave of absence may be required to reapply for admission at the discretion of their desired graduate program.
8. A leave of absence does not extend the eight-year time limit for the applicability of a graduate course toward a degree, certificate, or badge. Requesting an extension of the time limit must be completed following University policy.
9. A student in the dissertation, thesis, or project phase of their graduate program is not required to maintain continuous enrollment in any semester for which a leave of absence has been granted.
10. Students who wish to take a semester away from their program and are not part of a cohort or structured program may not need to complete a Leave of Absence request and should contact the Graduate Program Director prior to completing the request.

### **Incomplete Grades**

This is a temporary grade given for work that is lacking in quantity to meet course objectives. It may be assigned when illness, necessary absence, or other reasons generally beyond the control of the graduate student prevent completion of the course requirements by the end of the semester. This incomplete (I) grade may not be given as a substitute for a failing grade or withdrawal. A graduate student is expected to complete course requirements according to the following schedule: fall semester incompletes, no later than the end of the subsequent winter semester; winter and spring/summer incompletes, no later than the end of the subsequent fall semester. Earlier deadlines can be set by the instructor or the graduate program director and must be communicated to the student in writing.

Instructors are required to file a change of grade form or request an extension of the I grade at the end of each semester. A student cannot graduate with an I grade on their record.

### **Independent Study**

Independent study credits (XXX-699 or XXX-799) can be offered to graduate students adhering to the following rules:

1. No independent study will be allowed in areas where courses exist and are taught at least once per academic year.
2. All independent study topics and the amount of credit to be earned must be approved by the unit head and the faculty member who agrees to supervise the independent study and serve as the instructor of record.
3. No more than six credits of xxx-699 or xxx-799 can be counted toward the graduate degree.

4. The credits, subject matter and learning objectives, evaluation, meeting times, and student workload, for the independent study are mutually agreed to by the initiating student and the assenting faculty member and are consistent with standards of quality education for the discipline.
5. Some units or programs may have further restrictions regarding independent study.

### **Award of a Graduate Degree, Certificate, and/or Badge**

1. The university may award a graduate degree, certificate, or badge only when a student meets all program requirements, and their graduate grade point average (GPA) is equal to or greater than a "B" (3.0) average.
2. Credit at the graduate level will only be awarded for grades of C (2.0) or better. Grades below C will be calculated in a student's GPA, but the credits will not count toward the degree, certificate, or badge. Individual programs may have more stringent requirements, please refer to specific program policies for more information.
3. The student must fulfill all requirements for the degree, certificate, or badge within a period of eight consecutive years. The date of entry into the first graduate course counted toward the degree, certificate, or badge is viewed as the starting point of the eight-year period.
4. Master's programs may include some courses that are dual-numbered at the senior undergraduate and graduate level (maximum of 12 credits). Such courses must be approved for dual listing and must follow the dual-listed course policy. Graduate students may not repeat for graduate credit dual-listed courses that were taken in their undergraduate program. If such a course is a master's program requirement, the department will make an appropriate substitution.
5. Candidates for advanced degrees must demonstrate not only their mastery of the subject matter but their ability to integrate and synthesize it. They must also demonstrate their ability to generate new knowledge and/or apply existing knowledge to specific practical situations in a culminating experience. This demonstration must take the form of a project, thesis, dissertation, internship, comprehensive examination, or a culminating experience course.

### **Minimum Graduate Grade Point Average**

1. The University may award a graduate degree, certificate, or badge only when a student meets all program requirements, and their graduate grade point average (GPA) is equal to or greater than a "B" (3.0) average.
2. The graduate grade point average is computed from all required and elective courses taken for the degree(s) currently being pursued. It excludes all courses older than eight years at the time the degree is awarded unless a course is included in the degree program through an approved policy exception.
3. The Vice Provost and Dean of The Graduate School may exclude one or more courses from the calculation of the graduate grade point average where:
  - a. the student makes a formal application for the exclusion, and
  - b. the Graduate Program Director recommends such an exclusion, and

- c. the Vice Provost and Dean of The Graduate School makes a determination that such exclusion is in the best interests of the student, degree program, and University, and
- d. the course(s) being requested for exclusion were not associated with a violation of the University Academic Integrity policy.

### **Minimum Number of Credit Hours Required for the Master's Degree**

- 1. A minimum of thirty-three (33) graduate-level credits must be earned for a Master's degree to be awarded. Graduate-level credits for the master's degree are earned in those courses that are numbered 500 and above that do not meet the definition of a leveling course.
- 2. At least twenty-four (24) credits must be earned at GVSU.
- 3. The following types of credit are NOT considered to be graduate-level credit for the purpose of this policy:
  - a. Credit earned for completion of a leveling course as defined below.
  - b. Credit that was earned more than eight (8) years prior to the award of the degree. Exceptions to this provision may be granted for courses over eight (8) years old:
    - i. based on evidence provided by the student that demonstrates currency in the content of the course, and
    - ii. on the recommendation of the Graduate Program Director for the degree sought, and
    - iii. with the approval of the Vice Provost and Dean of The Graduate School.
- 5. **Definition:** A leveling course is a course that is intended to provide knowledge skills and competencies expected of students entering a specific graduate program, and that is routinely waived or not required for students with sufficient undergraduate coursework in the discipline or program area.

### **Minimum Number of Credit Hours Required for the Specialist Degree**

- 1. A Specialist degree program shall require a minimum of sixty (60) graduate credits beyond the baccalaureate degree.
- 2. Additionally, if a student has earned a Master's degree prior to matriculating in the Specialist program, the student must earn a minimum of thirty (30) graduate credits beyond the Master's degree.
- 3. Credit earned in a leveling course as defined in the Graduate Academic Policy on the Minimum Number of Credits Required for the Master's Degree may not be counted toward the minimum credit required.
- 4. A minimum of twenty-four (24) of the required graduate credits must be earned at the University.

## **Minimum Number of Credit Hours Required for the Doctoral Degree**

1. Except as provided below, a graduate degree program shall require the following minimum number of graduate credits to award a doctoral degree:
  - a. Ninety (90) graduate credits beyond a baccalaureate degree.
  - b. Additionally, if a student has earned a Master's degree prior to matriculation in the doctoral program, at least forty-five (45) graduate credits beyond the Master's degree.
  - c. Forty-five (45) graduate credits earned at the University.
2. A doctoral degree program may require fewer credits than specified above only if consistent with academic and discipline-based norms.
  - a. Consistency with academic and discipline-based norms may be demonstrated by offering:
    - i. authoritative evidence, such as accreditation, professional/academic association standards, and/or,
    - ii. documentation of prevailing practices among similar degree titles and programs, or,
    - iii. a thorough and convincing rationale for a new innovative doctoral degree program where similar programs do not exist.
  - b. A doctoral degree may **NOT** be awarded to a student who has earned fewer than:
    - i. seventy-five (75) graduate credits beyond a baccalaureate degree, or
    - ii. thirty (30) graduate credits beyond the Master's degree, if a student has earned a Master's degree prior to matriculating in the doctoral program, or,
    - iii. thirty (30) graduate credits at the University.
3. Credit earned in a *leveling course* as defined in the *Minimum Number of Credit Hours Required for the Master's Degree* may not be counted toward the minimums specified in this policy.

## **Awarding Two or More Graduate Degrees at the Same Level**

The University may award more than one graduate degree at the same level where:

1. all stated requirements are met for each degree;
2. a minimum of two-thirds of the total graduate credits must be unique to each degree sought;
3. culminating experiences including courses, internships, clinicals, practicums, projects, theses, or dissertations may not apply to both degrees;
4. the award of two or more graduate degrees must be supported by the graduate program directors of the respective programs and approved by the Vice Provost and Dean of The Graduate School.

This policy does not apply to dual-degree programs within the University or offered in conjunction with another graduate institution under formal agreement with GVSU which have been specifically approved through the University curriculum approval process.

## **Approval of Course Waivers, Course Substitutions, and Individual Program Plans**

1. All programs are required to have a process that is communicated to and approved by the Vice Provost and Dean of The Graduate School that ensures that curricular decisions are

made by the Graduate Program Director under the direction of faculty. Examples of curricular decisions include waivers of program requirements, the substitution of a course to meet a program requirement, and the approval of an individual plan of study for a student.

2. All waivers of program requirements, course substitutions, and individual plans of study:
  - a. shall be formally approved, and
  - b. documented in a manner that clearly indicates who approved the program plan or exception to program requirements, and
  - c. will be formally documented and communicated to the student.

### **Course Waivers, Course Substitutions, and Individual Program Plans by Graduate Program**

Outlined below are specific policies for course waivers, course substitutions, and individual program plans for all graduate programs at GVSU. Individual policies are determined by the graduate program and reviewed by The Graduate School.

#### **Accounting**

The Graduate Accounting Committee, appointed by the dean and consisting of five faculty representatives from the School of Accounting, including one representative of the graduate program in taxation, has responsibility for admissions and academic issues pertaining to the graduate accounting and taxation programs. The committee establishes policies, which the Graduate Program Director implements. Significant policies are voted on by the entire School of Accounting faculty. The Seidman Graduate Services & Advising provides each student a program plan consistent with these policies at the time of admission, and also assigns the student an accounting faculty advisor. Students are responsible for meeting requirements indicated on the program plan, and any deviations from those requirements are considered by the student's faculty advisor who has the authority to approve or deny or may defer to the committee if (s)he determines the need. Committee decisions on requests for exceptions to the policies are communicated to the student by email or U.S. mail, a copy of which is kept in the student's file and maintained by the Seidman Graduate Services & Advising.

#### **Applied Computer Science**

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The Graduate Program Director is responsible for all decisions regarding waivers, course substitutions, and individual program plans, however, additional information may be obtained from other graduate faculty prior to a final decision.

#### **Applied Linguistics**

Students who transfer from another accredited institution may apply for transfer of credit if the courses they took at their prior institution are equivalent to the courses offered at Grand Valley and if the courses were taken within the last five years at the time of application. As per university policy, a maximum of 9 credits can be transferred. Please consult the program director about the relevant materials needed to determine course equivalency.

#### **Applied Statistics**

Any course waivers or substitutions that deviate from the Applied Statistics program's

requirements will be reviewed and acted upon by the Graduate Program Director. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. If needed, the Graduate Program Director will consult with the Department of Statistics chairperson and other graduate faculty members prior to making the decision. A student's faculty advisor and the Graduate Program Director will determine an individual's course plan.

### **Athletic Training**

With regard to the approval of course waivers, course substitutions, and individual program plans, the Graduate Program Director is responsible for the process that results in said approvals.

Regarding a course waiver, the Graduate Program Director requires the student to provide a transcript identifying related coursework, the associated syllabi in support of the request, related work experience, and have a conversation with the Graduate Program Director. The decision is conveyed to the student within 30 days by the Graduate Program Director.

Regarding course substitution, the Graduate Program Director requires the student to provide a transcript identifying the related coursework, the associated syllabi in support of the request, and have a conversation with the Graduate Program Director. The decision is conveyed to the student within 30 days by the Graduate Program Director.

### **Audiology**

Students admitted to the Doctor of Audiology degree program follow a prescribed course of study. The program plan is published on the departmental website, with any modifications to the plan being presented in writing during new student orientation. Any student who wishes to modify the plan of study (e.g., course waivers, course substitutions, or deviations from the published program plan) must submit a request, in writing (email notification is insufficient), to the Graduate Program Director. The Graduate Program Director then acts on the student's request, following consultation with departmental faculty when warranted. The decision on the student's request is then provided to the student, in writing, and placed in the student's file.

### **Biology**

A graduate student must complete the electronic Course Waivers and Course Substitution Request Form which includes the substitution requested and a brief rationale. This substitution will be acted upon by the student's advisor and the Graduate Program Director. Amending the student's formal Plan of Study also will require the formal approval of the thesis committee.

A request for course substitution will normally be acted upon within two weeks and the student will be notified of the decision by email by the Graduate Program Director for the Biology Department.

### **Biomedical Sciences**

The Graduate Program Director is responsible for working with each student to develop individual program plans that meet the specific requirements of the graduate program.

Any course waivers or substitutions that deviate from the MHS program plan will be reviewed and acted upon by the Graduate Program Director. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. If needed, the Graduate Program Director will consult with graduate faculty members who have expertise in the relevant content area prior to making the decision.

### **Biostatistics**

Any course waivers or substitutions that deviate from the Biostatistics Professional Science Master's program requirements will be reviewed and acted upon by the Graduate Program Director. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. If needed, the Graduate Program Director will consult with the Department of Statistics chairperson and other graduate faculty members prior to making the decision. A student's faculty advisor and the Graduate Program Director will determine an individual's course plan.

### **Business Administration (MBA)**

The MBA Committee, appointed by the dean and consisting of a faculty representative from each of the academic units within the Seidman College of Business has responsibility for admissions and academic issues pertaining to the MBA program. The committee establishes policies, which the Graduate Program Director implements. Any requests outside the purview of the policies are taken to the MBA committee for consideration and a decision. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. Committee decisions on requests for exceptions to the policies are communicated to the student by email or U.S. mail, a copy of which is kept in the student's file and maintained by the Seidman Graduate Services & Advising.

### **Cell and Molecular Biology**

Although the faculty members of the Department of Cell and Molecular Biology have devoted considerable effort to developing a rigorous graduate curriculum with a combination of required courses and electives, we recognize that in some cases – to personalize the curriculum – substitutions for required courses may be desirable or necessary.

To request a course substitution, a student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The nature of the substitution requested and a brief rationale must be provided. This substitution will be acted upon by the student's advisor and the Graduate Program Director.

In addition, thesis students will need to amend the Plan of Study which will require formal approval by the thesis committee. A request for course substitution will normally be acted upon within two weeks and the student will be notified of the decision by email by the Graduate Program Director for Cell and Molecular Biology.

### **Clinical Dietetics**

A student may submit a request using the Course Waiver and Course Substitution form to the Clinical Dietetics Program Director. Any course waiver, course substitution, or deviations from

the student's program plan are reviewed and acted upon by the Clinical Dietetics Program Director and the Clinical Dietetics Program faculty. This includes a review of transcripts, course descriptions, course syllabi, and/or completed assignments.

**Approval of Course Waivers:** Course waivers are reviewed and approved by the Clinical Dietetics Program faculty and the Clinical Dietetics Program Director.

### **Communications**

Students admitted to the Master of Science in Communications program follow the course of study outlined in the GVSU Catalog. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The School of Communications Graduate Program Director approves all course waivers, course substitutions, and evaluation of transfer credits for the graduate program.

### **Criminal Justice**

Any curriculum decisions, including waivers of course requirements, substitution of courses, or an individual program plan are made by the Graduate Program Director, in conjunction with the Graduate Committee consisting of faculty in the School of Criminology, Criminal Justice, and Legal Studies. Any student wishing to have a required course waived, substituted, or an individual program plan must submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director and the Graduate Committee. The Graduate Committee will review the request and make a decision to support or deny the requested changes. The decision of the Graduate Committee is then provided to the student, in writing, by the Graduate Program Director and placed in the student's file.

### **Cybersecurity**

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The Graduate Program Director is responsible for all decisions regarding waivers, course substitutions, and individual program plans, however, additional information may be obtained from other graduate faculty prior to a final decision.

### **Data Science and Analytics**

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The Graduate Program Director is responsible for all decisions regarding waivers, course substitutions, and individual program plans, however, additional information may be obtained from other graduate faculty prior to a final decision.

### **Education - Educational Leadership**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will

make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - Educational Technology**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - Instruction and Curriculum**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - Literacy Studies**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - School Counseling**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - Special Education**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be

kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Education - Educational Specialist in Leadership**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

### **Engineering**

Any student admitted to the Master of Engineering (MSE) degree program will select a flexible plan of study from one of the program emphases. Each student is assigned to the MSE Graduate Program Director or graduate faculty designee, who advises the student on a course sequence that meets the student's interests and the requirements of the MSE program.

Any student who wishes to modify the selected plan of study, have a required course substituted, or have a course approved as an elective must submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The Graduate Program Director then acts on the student's request, if needed in consultation with the graduate program committee. The decision on the student's request is then provided to the student, in writing, and placed in the student's file.

### **Health Administration**

A student's faculty advisor will, in consultation with the student, prepare a graduate program plan of study. No waivers are allowed for MHA program core course requirements. Occasional course substitutions may be allowed upon approval of both the Faculty Advisor and MHA Program Director. Requests for internship waivers must include the MHA Internship Waiver Request Form, documentation of relevant work experience, and a current resume. Internship waivers require approval by the School Graduate Internship Coordinator or MHA Program Director.

### **Health Informatics and Bioinformatics**

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. The Graduate Program Director is responsible for all decisions regarding waivers, course substitutions, and individual program plans, however, additional information may be obtained from other graduate faculty prior to a final decision.

## **Higher Education and Student Affairs Administration**

Course waivers and course substitutions are approved by the student's advisor. For endorsement-only students, course waivers, substitutions, and transfer credits are listed on the student's individual planned program, and then sent by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu) to be kept on file in the Registrar's Office. For degree-seeking students, course waivers and GVSU course substitutions are sent via email by the advisor to [audit@gvsu.edu](mailto:audit@gvsu.edu), and the Auditors will make the appropriate substitution(s) in MyPath. Courses that are transferred from another institution and will be applied to a GVSU degree require a Petition to Transfer form.

## **Medical Dosimetry**

**Approval of Course Waivers:** Course waivers are not acceptable in the Medical Dosimetry Program because nationally all programs are autonomous and meet the Accreditation Standards set forth by JRCERT in unique ways. Because of each program's individuality and uniqueness, individual courses are not equal across institutions, so medical dosimetry courses cannot be waived.

**Approval of Course Substitutions:** Course substitutions must demonstrate exact content and academic level in order to be considered appropriate for the Dosimetry program. Substitution is reserved for only those courses that come from broader, more general disciplines (such as statistics, public health, research, etc.) for which reasonable substitutions exist. The Program Director must approve all course substitutions. There are no substitutions for medical dosimetry courses for the reasons indicated in the section under Approval of Course Waivers.

**Individual Program Plans:** The Medical Dosimetry Program is delivered in a cohort fashion, with each group of students admitted into the program as a group. The courses are offered in a specific sequence and pattern that students must follow, therefore the program plan of study is the same for all students, and is fully illustrated in the Medical Dosimetry Student Handbook. If a student must step out or decelerate, an individual program plan will be developed for that student, collaboratively between the student and the student's primary advisor. The Program Director must approve all individual program plans.

## **Nursing (MSN) and Nursing Practice (DNP)**

Students admitted to the Kirkhof College of Nursing (KCON) graduate programs (MSN and DNP) follow a prescribed course of study. Upon admission, each student meets with a KCON academic advisor and receives an individualized program plan based on their entry status (e.g., post-BSN, post-MSN) and program of study. Any course waivers, course substitutions, or deviations from the student's program plan are reviewed and acted upon by the KCON Associate Dean for Graduate Programs. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. This includes a review of transcripts, course descriptions, course syllabi, and/or completed assignments. Additional information regarding course substitutions or waivers may be obtained from graduate faculty experts in the respective content area prior to formal action by the KCON Associate Dean for Graduate Programs.

### **Occupational Therapy (DrOT)**

Approval of Course Waivers: Course waivers **ARE** accepted in the DrOT program. Students may waive up to 6 credits/2 classes in the DrOT program with approval from the Program Director and submission of a portfolio that meets the requirements of the courses waived.

Request to Convert Professional Learning into Graduate Degree Credit: DrOT students may request to convert Professional Learning into Graduate Degree Credit for a total of 3 credits/1 course. Students must submit a signed copy of the request to the Program Director including a description of the Individual Assessment.

Individual Program Plans: All DrOT students will develop an individualized Plan of Study with approval from the Program Director. The individualized Plan of Study document will be completed by the student during the first semester of coursework, reviewed at semester advising, and updated by the student as needed.

### **Occupational Therapy (MS)**

Approval of Course Waivers: Course waivers are **NOT** accepted in the MS occupational therapy program because nationally all programs are autonomous and meet the Accreditation Standards for an Occupational Therapy Education Program in unique ways. Because of each program's individuality and uniqueness, individual courses are not equal across institutions, so occupational therapy courses cannot be waived.

Approval of Course Substitutions: Course substitutions must demonstrate exact content and academic level in order to be considered appropriate for the OT programs. Substitution is reserved for only those courses that come from broader, more general disciplines (such as statistics, psychology, education, etc.) for which reasonable substitutions exist. The Department Chairperson must approve all course substitutions. There are no substitutions for occupational therapy courses for the reasons indicated in the section under Approval of Course Waivers.

Individual Program Plans: The MSOT programs are delivered in a cohort fashion, with each group of students admitted into either the traditional or hybrid program as a group. The courses are offered in a specific sequence and pattern that students must follow; therefore, the program plan of study is the same for all students, and is fully illustrated in the MSOT Student Handbook. If a student must step out or decelerate, an individual program plan will be developed for that student, collaboratively between the student and the student's primary advisor. The Department Chairperson must approve all individual program plans.

### **Philanthropy and Nonprofit Leadership**

A student's faculty advisor will work with the student to help determine an appropriate graduate program plan of study. Course waivers are allowed when a student has demonstrated prior educational, professional, or work experience that is equivalent to or greater than the

course content. Course substitutions are allowed when a student has demonstrated prior knowledge of course content and substituting a course will expand the student's knowledge or when substituting a course will provide equivalent or greater knowledge. All course waivers or substitutions must be approved by the faculty advisor and graduate program director.

### **Physical Therapy**

With regard to the approval of course waivers, course substitutions, and individual program plans, the Department Chairperson is responsible for the process that results in said approvals.

Regarding a course waiver, the Chairperson requires the student to provide a transcript identifying related coursework, the associated syllabi in support of the request, related work experience, and have a conversation with the Chairperson. The decision is conveyed to the student within 30 days by the Chairperson.

Regarding course substitution, the Chairperson requires the student to provide a transcript identifying the related coursework, the associated syllabi in support of the request, and have a conversation with the Chairperson. The decision is conveyed to the student within 30 days by the Chairperson.

The Physical Therapy Program does not offer individual program plans. There is one curriculum plan that all graduate students follow. The curricular plan was approved by faculty governance. On an annual basis, the curricular plan is provided to the registrar along with all graduation audit documentation.

### **Physician Assistant Studies**

A student may submit an Admissions Request Form (ARF) to the Admissions Committee of the Physician Assistant Studies program if they believe there are extenuating circumstances that impact their ability to meet application criteria. The Admissions Committee will review the ARF and decide if application criteria can be substituted or waived.

**Advanced Placement:** Advanced placement is not granted in the PAS program. All students must complete the full program. However, if students who apply to GVSU PAS program believe they have completed coursework at Grand Valley State University that satisfies program requirements, they may submit a letter to the program after acceptance. This letter would include the official transcript of the course with the final grade and the syllabus of record for the course. Approval is up to the individual GVSU course instructors with final approval from the PAS program. This information will only be addressed after acceptance into the GVSU PAS program. This information does not pertain to high school "advanced placement" coursework.

### **Public Administration**

A student's faculty advisor will determine an individual's graduate program plan of study. Only in exceptional circumstances would core requirements be considered for substitution. A student may submit a request through their advisor to the Graduate Program Director. Any

course waivers or substitutions that deviate from the MPA program plan will be reviewed and acted upon by the Faculty Advisor and the Graduate Program Director.

### **Public Health**

Students admitted to the Master of Public Health graduate program (MPH) will follow a prescribed course of study. Upon admission, each student receives an individualized program plan based on his or her area of emphasis in public health (Health Promotion or Epidemiology).

A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate Program Director. Any course waivers, course substitutions, or deviations from the student's program plan are reviewed and acted upon by the Graduate Program Director of the Public Health program. This includes a review of transcripts, course descriptions, course syllabi, and/or completed assignments.

### **Recreational Therapy**

**Course Waivers and Substitutions:** No course waivers or substitutions are permitted in the MSRT program. In the MSRT, 24 credits are specific courses that cannot be altered or substituted. Students are able to select 9 credits/3 courses as electives to reach the 33 credits for the MSRT. These electives are selected by the student and approved by the MSRT advisor based on the student's practice interests.

**Individual Program Plans:** The MSRT Program follows a cohort model, with students admitted into the hybrid program as a group. The courses are offered in a specific sequence and pattern that students must follow. For this reason, the study program plan is the same for all students, with the exception of 9 credits of electives that students take outside of the MSRT curriculum. In the event a student needs to adapt their plan due to extenuating circumstances, an individual plan may be an option and should be discussed with the MSRT Graduate Program Director who will consult with the recreational therapy faculty.

### **School Psychology and Psychological Specialist**

Students admitted to the School Psychology program follow a prescribed program plan. The program plan is available on the program's website and in the student handbook. Students who wish to obtain a course waiver or course substitution must submit: (1) a written request that describes the specific request, (2) a transcript identifying the related coursework, and (3) the associated syllabi to the graduate program director. The graduate program director will review the request, and make a decision within 30 days. It is recommended that students discuss the request with the graduate program director or faculty advisor prior to submitting the request.

### **Social Innovation**

A student's faculty advisor will determine an individual's graduate program plan of study. No course waivers or substitutions are allowed for PMASI program core requirements. A student may submit a request using the Course Waivers and Course Substitutions Form to the Graduate

Program Director. Any course waivers or substitutions that deviate from the PMASI program plan will be reviewed and acted upon by the Faculty Advisor and the Graduate Program Director.

### **Social Work**

The GVSU School of Social Work follows university protocol regarding the approval of course waivers, course substitutions, and individual program plans.

- All students follow the approved course of study and curriculum approved by the full faculty and noted in the GVSU catalog online and in printed materials in the School of Social Work.
- Course waivers, course substitutions, and changes in an individual program plan must meet GVSU requirements for graduation and accreditation requirements set forth by the Council of Social Work Education (CSWE).
- The Graduate Program Director (MSW Director) has the responsibility to formally approve, in writing, any deviation from the approved course of study. The BSW Director has the same responsibility for the undergraduate program.
- Generally, students requesting a course waiver, course substitution, or change in an individual program plan begin the process by meeting with their advisor. If the advisor approves the change, this should be put in writing with a copy to the appropriate program director (BSW or MSW), a copy to the student, and a copy for the student's file.
- For routine requests, the appropriate program director may make a decision and communicate the decision in writing to the student and the student advisor, with a copy placed in the student's file.
- The program director may request a meeting with the student and/or the student advisor as necessary for clarification or to discuss alternatives before making a written decision and communicating this to all parties noted above and placing documentation in the student's file.
- If any potential decision may affect, influence, impinge, or create a question regarding: GVSU policies or procedures, School of Social Work policies and procedures, or policies in place through CSWE accreditation; guidance should be sought by the program director from the Vice Provost and Dean of The Graduate School, SSW Director, or CSWE accrediting staff, depending upon the issue.
- In all cases, the student and any parties involved will receive written communications apprising them of the process and/or determination.

### **Speech-Language Pathology**

No course waivers or substitutions are permitted for the MS in SLP. Normally, there are no individual program plans. Students are admitted to the program as a cohort, and complete the coursework in the prescribed order. If a student needs to decelerate due to a leave of absence or other extenuating circumstances, an individual program plan will be designed by the Graduate Program Director in consultation with other speech-language pathology faculty.

## **Water Resource Policy**

When requesting a course waiver or course substitution, a graduate student must complete the Course Waiver form or Course Substitution Request Form. The Course Substitution form includes the substitution requested and a brief rationale. This substitution will be acted upon by the Graduate Program Director. Amending the student's formal Plan of Study also will require the approval of the Graduate Program Director.

A request for a course waiver, course substitution, or a change in a plan of study will normally be acted upon within two weeks and the student will be notified of the decision by email from the Graduate Program Director.

## **Dual-Listed Courses**

1. Graduate students may receive credit from a dual-listed course only when the course is considered sufficiently rigorous and of an advanced nature as determined by both the Program Faculty and Graduate Council.
2. A student may receive credit for a dual-listed course at either the undergraduate or graduate level.
3. A single course syllabus and syllabus of record shall be created for dual-listed courses that clearly differentiate the expectations for earning graduate versus undergraduate credit.
4. The expectations of graduate students enrolled in a dual-listed course shall be consistent with those found in the Higher Learning Commission *Criteria for Accreditation Handbook*: Graduate-level learning activities are more focused on content and purpose and more intellectually demanding than undergraduate education; faculty and students engage in scholarship involving research and practice as appropriate to the discipline or field; and learning activities involve frequent interactions among faculty and graduate students.
5. Faculty teaching dual-listed courses are expected to be in compliance with the University *Policy for Qualifications of Tenured and Tenure-track Faculty Engaged in Graduate Education* or the University *Policy for Non-tenure track Faculty Engaged in Graduate Education*.
6. A special topics course offered as a dual-listed course (480, 580) must be consistent with the provisions of this policy. A copy of the course syllabus for a special topics course offered as a dual-listed course must be filed with the Vice Provost and Dean of The Graduate School by the end of the first week of the semester in which the course is initially offered or of a subsequent semester for which the syllabus was revised.
7. Regularly scheduled dual-listed courses shall be assigned course numbers in which the last two digits are congruent (e.g., 412/512).
8. Dual-listed courses may only be offered at the 400/500 level.
9. No more than twelve (12) credits earned from dual-listed graduate courses may be applied toward the degree.

## **Dual-Level Enrollment Policy**

1. Undergraduate students at Grand Valley State University may register for graduate credit (500 and 600 level) prior to completing a baccalaureate degree. To be eligible for dual-level enrollment students must have:
  - a. earned a minimum of 85 semester hours
  - b. earned a minimum 3.0 grade point average
  - c. received approval from their undergraduate advisor, the course instructor, and the graduate program director of the graduate program offering the course.
2. Students wishing to apply for dual-level enrollment must choose one of the following options:
  - a. designation of a graduate course to count toward the undergraduate degree, certificate, or badge
  - b. designation of a graduate course to count toward a future graduate degree, certificate, or badge
3. A student may count a maximum of 12 credits toward a future graduate degree and/or credential).
4. The completed application form must be submitted to the Registrar's Office by the close of business on the fifth day of the semester in which the student wishes to enroll in the course.

## **Responsible Conduct of Research for Graduate Students Policy**

1. Each graduate student must complete Responsible Conduct of Research (RCR) training prior to completion of 50% of the graduate program or prior to engaging in any research activity (e.g., voluntary, independent, or supervised research, projects, theses, and dissertations).
2. Individual graduate programs must identify what type of minimal RCR training is required and when it will be required, with approval by the Vice Provost and Dean of The Graduate School. The following options are available:
  - a. Online training from a GVSU-approved provider
  - b. An approved research methodology course
  - c. An approved workshop or series of workshops
  - d. An approved RCR course
3. Additional RCR training may be required by individual graduate programs.

\*Graduate Program Dissemination Policies may be found in Appendix A of this Manual.

## **Culminating Experience Projects (CEP)**

1. All masters (XXX-693<sup>1</sup>) or doctoral (XXX-793) culminating experience projects (CEP) must be overseen and approved by at least one graduate faculty member.
2. The CEP supervisor (or committee) must be reviewed and approved by the GPD and unit head of the academic department of the graduate program.
3. There must be a final oral presentation (e.g., classroom, video conference, posted video, podcast, demonstration) of the completed project.

4. There must be a final written product of the completed project.
5. Each program must have a CEP acceptance form which will be approved by the supervisor, GPD, and the unit head after successful completion.
6. The completed CEP must adhere to the GVSU Guidelines for Culminating Experience Projects as regularly reviewed and approved by Graduate Council.
7. Programs must develop and document a process for evaluating individual CEP quality.
8. An electronic version of the final written product of the CEP must be submitted for inclusion in the GVSU institutional repository managed by the University Libraries.
9. Exceptions to any component of this policy require the approval of the Vice Provost and Dean of The Graduate School.

<sup>1</sup> xxx refers to the standard discipline-based course prefix (e.g., *CMB* for Cell and Molecular Biology)

### **Preparation of Theses or Dissertations**

1. Master's theses must be overseen and approved by a committee consisting of at least three (3) members. Doctoral dissertations must be overseen and approved by a committee consisting of at least four (4) members.
2. For the Master's thesis, at least one (1) committee member must be from outside the candidate's specific research topic of study. For the doctoral dissertation, at least one (1) committee member must be from outside the candidate's graduate program of study.
3. All committee members must hold graduate faculty status (full, associate, or non-tenure track). The chair of the committee must hold full graduate faculty status.
4. The Vice Provost and Dean of The Graduate School must approve individuals external to GVSU as members for thesis or dissertation committees. Qualified individuals will be given non-tenure track graduate faculty status for three (3) years from the time of approval to serve on thesis or dissertation committees.
5. Committee membership must be reviewed and approved by the graduate program director and unit head of the graduate program in which the student is enrolled.
6. The Graduate School will review the committee membership for adherence to policy.
7. Upon registering for the initial credit of 695 or 795, the student must complete a Graduate School-sponsored thesis or dissertation workshop during the concurrent semester.
8. There must be an announced, public defense of the completed thesis or dissertation.
9. All graduate students who are working on their thesis or dissertation and have completed all other credit requirements for their degree program must remain continuously enrolled in at least one thesis or dissertation credit for each subsequent semester until the completion of the thesis or dissertation.
10. The completed thesis or dissertation must adhere to the GVSU Guidelines for the Preparation of Theses and Dissertations as regularly reviewed and approved by Graduate Council.
11. After obtaining final approval from the committee and the appropriate academic dean, the completed thesis or dissertation is reviewed by The Graduate School for adherence to the GVSU Guidelines for the Preparation of Theses and Dissertations. Approval of The

Graduate School is required before the thesis or dissertation is accepted by Grand Valley State University.

12. An electronic version of the final thesis or dissertation must be submitted for inclusion in the GVSU institutional repository managed by the University Library.
13. Exceptions to this policy require the approval of the Vice Provost and Dean of The Graduate School.

\*The College of Education and Community Innovation further requires that any student earning a Master's in Education and electing the thesis option have a thesis committee consisting of at least two College of Education and Community Innovation faculty, including the Committee Chairperson. The Committee Chairperson will assist the student in coordinating an appropriate committee structure.

### **Definitions**

Thesis: an individual body of work that significantly contributes to knowledge within an academic discipline or field. The document consists of a research, scholarly, or creative activity that is appropriate in size and scope for the relevant academic discipline or field. It is a single-authored document that allows the student completing the work to demonstrate a mastery of /their field or discipline that reflects the ability to function effectively and independently in the creative or problem-solving process. The thesis is submitted in partial fulfillment of a master's degree.

Dissertation: an individual body of work that significantly contributes to knowledge within an academic discipline or field. The document consists of an in-depth research, scholarly, or creative activity that is appropriate in size and scope for the relevant academic discipline or field. It is a single-authored document that allows the student completing the work to demonstrate a mastery of their field or discipline that reflects the ability to function effectively and independently in the research, creative or problem-solving process. The dissertation is submitted in partial fulfillment of a doctoral degree.

### **Project, Thesis, and Dissertation Credits and Workload**

1. Programs must count a minimum of three (3) research project credits, six (6) thesis credits, and nine (9) dissertation credits for a degree.
2. Programs may count a maximum of six (6) research project credits, nine (9) thesis credits, and twelve (12) dissertation credits for a degree.
3. Students should enroll in the number of research project, master's thesis, or doctoral dissertation credit hours per semester that is consistent with the following workload guideline: 1 credit hour is expected to average between three and six (3-6) clock hours per week of work, or forty-five to ninety (45 – 90) hours per semester
4. All programs must offer variable levels of research project, master's thesis, or doctoral dissertation credit enrollment in a given semester (e.g., 1-6 credit hours for xxx<sup>1</sup>-693 xxx<sup>1</sup>-695, xxx<sup>1</sup>-793, and xxx<sup>1</sup>-795).

<sup>1</sup> xxx refers to the standard discipline-based course prefix (e.g., *CMB* for Cell and Molecular Biology)

## **Artificial Intelligence use in a Research Project, Thesis, or Dissertation Policy**

The use of artificial intelligence (AI) in generating a research project, thesis, or dissertation must adhere to the following to ensure academic integrity and uphold quality standards for students engaging with AI technologies in academic research and scholarship:

1. AI-Generated Content includes any content produced or significantly assisted by AI-powered systems.
2. AI-generated content may be used as a tool to assist research and scholarship but not as a replacement for original thought, analysis, and critical thinking.
3. Students using AI for research project, thesis, or dissertation work must have prior approval from their faculty research project advisor or thesis or dissertation committee chairperson.
4. If AI tools are used, it must be disclosed in the reference section of the research project, thesis, or dissertation and students must clearly identify which part of their work is generated or significantly influenced by AI, making sure to provide proper citation and attribution where appropriate.
5. The final responsibility for the quality, accuracy, and academic integrity of the research project, thesis, or dissertation produced with the assistance of AI lies with the student.
6. Failure to adhere to this policy may be considered a violation of the student code and/or research integrity policies.

## **Continuous Enrollment Requirement for the Project, Thesis, or Dissertation Phase of Degree Programs**

### **Master's programs**

**To complete the requirements for the degree, students in master's programs may select either a project or a thesis.<sup>1</sup>**

1. **Master's Project.** Students begin the **master's project** phase of their program by enrolling in xxx<sup>2</sup>-693 (Project). Thereafter, they must continue to enroll in either xxx-693 or xxx-696 (Continuous Enrollment) for at least one credit every semester until they have completed all requirements for the project.
2. **Master's Thesis.** Students begin the **master's thesis** phase of their program by enrolling in xxx-695 (Thesis). Thereafter, they must continue to enroll in either xxx-695 or xxx-696 (Continuous Enrollment) for at least one credit every semester until they have completed all requirements for the thesis.

### **Doctoral Programs**

**To complete the requirements for the degree, students in a Doctoral program may select either a project or a dissertation.<sup>1</sup>**

1. **Doctoral project.** Students begin the doctoral project phase of their program by enrolling in xxx-793 (Project). Thereafter, they must continue to enroll in either xxx-

793 or xxx-796 (Continuous Enrollment) for at least one credit every semester until they have completed all requirements for the project.

2. **Doctoral dissertation.** Students begin the doctoral dissertation phase of their program by enrolling in xxx-795 (Dissertation). Thereafter, they must continue to enroll in either xxx-795 or xxx-796 (Continuous Enrollment) for at least one credit every semester until they have completed all requirements for the dissertation.

<sup>1</sup>Where it is an available option, students may formally select a non-project, non-thesis, or non-dissertation option for completing their degree program.

<sup>2</sup> xxx refers to the standard discipline-based course prefix (e.g., CMB for Cell and Molecular Biology)

### **Grades That May Be Assigned to a Graduate Project, Thesis, or Dissertation Course**

1. Definitions: For purposes of this policy, the term *final grade* refers to the grade assigned by the instructor of record as appropriate, for the project (xxx<sup>1</sup>-693), thesis (xxx<sup>1</sup>-695), or dissertation (xxx-795) course, at the completion, abandonment, or other termination of the thesis or dissertation.
2. The grades *Pass*, *Pass with Distinction*, *W* (Withdrawal), and *NC* (No Credit) are the only grades that may be assigned as the *final grade* for a graduate project, thesis, or dissertation. The *W* grade is available only for students that wish to voluntarily and permanently terminate their degree program. The *Pass with Distinction* grade may only be awarded for a graduate project, thesis, or dissertation that is
  - a. exceptional in its significance **and** presentation, and,
  - b. if applicable, unanimously approved by the project, thesis, or dissertation committee, and,
  - c. if applicable, unanimously recommended by the project, thesis, or dissertation committee for the *Pass with Distinction* grade.
3. All graduate programs are required to have a set of criteria that clearly define the expectations for the *Pass with Distinction* and *Pass* grades. These criteria must be approved by the program faculty and communicated to the students within the program. These criteria must be submitted to and reviewed by the Vice Provost and Dean of The Graduate School.
4. The grade of *X* (Deferred) is the only grade that may be assigned to a graduate project, thesis, or dissertation course (xxx-693, xxx-695, xxx-793, xxx-795) that has not been completed and for which the instructor of record does not intend to award a *final grade* during the semester of enrollment. The grade of *X* is not a permanent grade and must be resolved prior to graduation.
5. The grade of *R* (Research) is the only grade that may be assigned each semester to a continuous enrollment course for a graduate project, thesis, or dissertation (xxx-696, xxx-796). The *R* grade is permanent and not affected by the *final grade* assigned to the project, thesis, or dissertation.
6. All grades assigned for a project, thesis, dissertation, or a related continuous enrollment course bear no quality points and do not affect the calculation of any grade point average.

<sup>1</sup> xxx refers to the standard discipline-based course prefix (e.g., *CMB* for Cell and Molecular Biology)

### **Transfer of Credit to a Graduate Program Degree, Certificate, or Badge**

1. Graduate credit from accredited institutions or the equivalent will be considered for transfer to a degree, certificate, or badge where the credit:
  - a. is relevant to the student's degree program as determined by the graduate program director of the program, certificate, or badge to which the credit would be applied; and
  - b. for which a grade of B (3.0) or above was earned; and
  - c. is applicable to any graduate degree at the institution from which the credit was awarded; and
  - d. is not a culminating experience; and
  - e. is not an independent learning, project, or similar experience.
  - f. Practicums, internships, clinical experiences, or fieldwork that are required of the program may be transferred upon approval of the graduate program director.
2. The acceptance of credit in transfer is at the discretion of the graduate program director of the degree program, certificate, or badge to which the credit will be applied.
3. The maximum amount of transfer credit that may be applied is 33% of the total number of credits required for the degree, certificate, or badge. Exceptions to this policy must be recommended by the graduate program director and approved by the Vice Provost and Dean of The Graduate School.
4. Definitions:
  - a. A culminating experience is a thesis, dissertation, project, synthesis course, or other similar activity.
  - b. The equivalent of graduate academic credit from an accredited institution is credit:
    - i. earned from an institution in which the University has a formal agreement to accept the credit in transfer; or
    - ii. earned from an institution outside of the United States that has been evaluated on a course-by-course basis as equivalent to graduate credit earned from an accredited institution. The evaluation must have been performed by a foreign transcript evaluation service approved by the Dean of the Graduate School; or
    - iii. earned from an institution outside of the United States where the institution is recognized by the Vice Provost and Dean of The Graduate School as equivalent to a United States-accredited institution. Transcripts of foreign institutions issued in languages other than English must be accompanied by a certified translation of the transcript in English.
6. The Vice Provost and Dean of The Graduate School shall develop, publish and maintain:
  - a. a list of foreign transcript evaluation services that are approved by the Vice Provost and Dean of The Graduate School.

- b. a list of foreign institutions recognized by the Vice Provost and Dean of The Graduate School as equivalent to United States accredited institutions. The recognition of an institution as equivalent to a United States accredited institution is:
    - i. at the discretion of the Vice Provost and Dean of The Graduate School; and,
      - a. based on evidence that the institution is recognized by its country's agency or ministry that regulates higher education, and,
      - b. the graduate-level course offerings of the institution are equivalent to those of United States accredited institutions.

### **Award of Academic Credit for Study Abroad Experiences**

1. Graduate academic credit may be awarded to a student enrolled in a graduate degree, certificate, or badge for a study abroad experience for which the student received the prior approval of the Graduate Program Director.
  - a. The Graduate Program Director, in consultation with the Padnos International Center, shall consider whether the study abroad experience
    - i. is consistent with the amount of credit to be awarded.
    - ii. is consistent in level and rigor with typical academic experiences for which graduate credit is awarded by a United States accredited institution.
  - b. The acceptance of study abroad credit to meet a requirement or as an elective in a graduate degree program is at the discretion of the Graduate Program Director.

**Exception:** This provision (Item 1) does not apply to a GVSU-sponsored study abroad experience for which credit is specifically awarded for a University course that is listed as a requirement or elective in the graduate degree program.

2. The Graduate Program Director, in consultation with the Padnos International Center, shall consider whether the student's academic performance in a completed study abroad experience is equivalent to a grade of *B* or higher at a United States accredited institution.
3. Graduate academic credit awarded by the University for a study abroad experience for which the student has obtained the prior approval of the Graduate Program Director is deemed to be graduate credit earned in residence at the University regardless of whether another (e.g., host) institution has awarded credit for the same experience.
4. This policy does **NOT** apply to a completed study abroad experience for which the student has not obtained the prior approval of the Graduate Program Director. The applicable policy in such cases is the *Graduate Academic Policy for the Transfer of Credit to a Graduate Program*.
5. Except for courses meeting the exception in 1. *B.* above, the Graduate Program Director shall report each award of graduate credit for a study abroad experience to the Vice Provost and Dean of The Graduate School for final approval.

## **Converting a Certificate or Badge into Graduate Degree Credit**

1. A graduate student may convert graduate credit earned at GVSU as part of a certificate or badge into credits required for a graduate degree with the approval of the Graduate Program Director.
2. Students must be graduate degree candidates in good academic standing to have the credits from the certificate or badge counted towards a graduate degree.
3. Any credits from certificate or badge counted towards a graduate degree must abide by the eight-year time limit for degree completion.
4. Students must complete all degree requirements (e.g., culminating experience, internship, clinical practicum) in order to receive a graduate degree.

## **Converting Professional Learning into Graduate Credit**

1. A student may earn a maximum of 20% of the total graduate credits required for the graduate degree for professional learning acquired through non-credit courses, structured, non-credit professional development programs, and professional work experiences to fulfill required or elective courses. A student must be a graduate degree candidate to have the approved credits recorded on the GVSU transcript. Credits for professional learning will count toward graduation but will not be used in computing the grade point average. To be accepted as credits for professional learning (xxx 697 Professional Learning), the dates for the non-credit coursework, professional development programs, and professional work experiences must abide by the eight-year time limit for degree completion.
2. Professional learning credits may not be used for a culminating experience.
3. Students are required to demonstrate competency in professional learning via one or both of the following mechanisms:
  - a. Challenge Exam – A graduate program may offer oral, practical, and/or written challenge exams approved by their department curriculum committees to assess students' mastery and application of graduate-level knowledge and skills.
  - b. Individualized Assessment – A graduate program may appoint a committee to conduct an individualized assessment. Such an assessment is to be based upon department and college criteria for demonstration of mastery and application of graduate-level knowledge and skills. This type of assessment may include portfolio review, performance-based assessment, and demonstration.
4. The decision by the unit head and the graduate program director on the outcome of the graduate program's Challenge Exam or Individualized Assessment is final.
5. With the approval of the Vice Provost and Dean of The Graduate School, graduate programs may elect not to accept professional learning credits or have additional restrictions.

<sup>1</sup>xxx refers to the standard discipline-based course prefix (e.g., CMB for Cell and Molecular Biology)

## **Catalog Limitations and Guarantees**

Graduate students follow the degree, certificate, or badge requirements in the Grand Valley

catalog at the time they were originally admitted into the degree, certificate, or badge program. Students who have not enrolled in Grand Valley for 24 consecutive months must follow the requirements in the Grand Valley catalog in effect at the time of their re-entry. All students have the option of using the program requirements in effect at the time of graduation. Any exceptions must be approved in writing by the faculty advisor and Graduate Program Director and filed in the appropriate program office.

### **Academic Renewal**

A graduate student may request a “fresh start” when changing to a new graduate program leading to a graduate degree at Grand Valley State University. A “fresh start” is defined as beginning a new graduate program and having the prior graduate academic record exempt from the new graduate program grade point average (GPA) and academic review process. All graduate courses previously taken at Grand Valley State University, however, will remain on the student’s academic record.

To be considered for a fresh start, the student must submit a petition to the Vice Provost and Dean of The Graduate School seeking readmission and must meet the following criteria:

1. the student has been recommended for admission into the new graduate program by the appropriate graduate program director;
2. a period of no less than *one semester* has passed since the student withdrew or was dismissed from a Grand Valley State University graduate program;
3. the student’s previous graduate GPA is below the minimum required to earn a graduate degree (3.0 on a 4.0 scale).

The student will be subject to the following rules:

1. no courses completed in a previous Grand Valley State University graduate program will transfer or be applied to the requirements of the new program;
2. only one fresh start will be granted to anyone graduate student at Grand Valley State University;
3. final approval for a fresh start resides with the Vice Provost and Dean of The Graduate School.

### **Graduate Program Special Requirements**

Some graduate programs exhibit modified requirements for entrance and retention than the general graduate education admissions requirements. Additionally, there may be alterations to the credit loads and other related policies. [Each graduate program has a webpage detailing specific requirements for admissions and degree completion](#). For further information, please contact the respective [Graduate Program Director](#). A full listing of all GVSU graduate programs is available on [The Graduate School’s website](#).

## Uniform Course Numbering System

Category	Description
000-099	Credit in these courses does not apply to the minimum 120 credits required for the baccalaureate degree.
100-199	Introductory courses, generally without prerequisites, primarily for first-year undergraduate students.
200-299	Courses primarily for second-year undergraduate students.
300-399	Courses primarily for third- and fourth-year undergraduate students.
400-499	Advanced courses primarily for fourth-year undergraduate students.
500-599	Courses primarily for first-year graduate students or prerequisites for 600- and 700-level courses.
600-699	Courses primarily for students admissible to graduate programs.
700-799	Courses primarily for advanced graduates in postgraduate and postdoctoral programs.

## Reserved Course Numbers

1. The following graduate-level course numbers are reserved for the purposes indicated:
  - a. The numbers 680 and 780 are to be used for graduate special topics courses.
  - b. The numbers 690 and 790 are to be used for graduate research preparation courses.
  - c. The numbers 693 and 793 are to be used for graduate project courses.
  - d. The numbers 695 and 795 are to be used for graduate thesis/dissertation courses.
  - e. The numbers 696 and 796 are to be used for graduate thesis/dissertation continuous enrollment courses.
  - f. The numbers 699 and 799 are to be used for graduate independent study courses.
  - g. The numbers 588, 688, and 788 are to be used for graduate study abroad courses.
2. The following graduate-level course numbers are temporarily unavailable for assignment to new courses:
  - a. 691 and 791
  - b. 692 and 792
  - c. 694 and 794
  - d. 697 and 797
  - e. 698 and 798

\*A petition for use of any of these course numbers may be submitted to The Graduate School and the Office of the Registrar.

## Bachelor/Graduate Combined Degree Programs

1. Definition: *A Bachelor's/Graduate Combined Degree Program (hereafter referred to as*

*“combined degree program”*) is an integrated and coordinated program of study that leads to the award of two degrees at different levels (e.g., undergraduate and master’s/specialist/doctorate). A combined degree program will ordinarily require fewer total credits than required for the two separate degree programs.

2. General guidelines for combined degree programs:
  - a. A combined degree program shall be considered independent of other degree programs at the University whether or not the program is derived from existing degree offerings.
  - b. A combined degree program need not be based on an existing degree program or programs.
  - c. A combined degree program may lead to degrees in the same or different disciplines.
  - d. Individual degree disciplines may be associated with different colleges or academic units.
  - e. A combined degree program shall be specifically approved as such through the University curriculum approval process.
  - f. Each combined degree program shall have a designated Graduate Program Director who is responsible for all aspects of the combined degree program.
3. Guidelines for combined degree program curricula:
  - a. A combined degree program utilizes specified graduate courses<sup>1</sup> to satisfy specific degree requirements<sup>2</sup> for both undergraduate and graduate degrees (dual counted).
  - b. The coursework for each degree shall meet all University and college requirements (e.g., general education, degree cognates, research, culminating experiences).
  - c. Where a combined degree program is substantially identical to one or more existing degree programs, all stated objectives of the existing programs shall be met by the proposed curriculum of the combined degree program, or a justification should be made for departing from the existing degree objectives.
  - d. The program of study for a combined degree program shall designate the coursework, including dual-counted courses, which must be completed prior to the award of each of the two degrees.
  - e. The maximum number of graduate credits that may be counted toward both the undergraduate and graduate degrees is 12 credits.
4. Guidelines for admission to a combined degree program:
  - a. Admission to a combined degree program shall be based on evidence that the student will be successful in the entire course of study for both degrees. The required evidence should be outlined in specific admission criteria. Ordinarily, evidence of an undergraduate student’s potential for success in a combined degree program should be based on the student’s academic record and program-defined factors. Consideration for admission to a combined degree program will normally occur after the student has attained junior status.
  - b. The Office of Financial Aid will administer financial aid per university, state, and federal guidelines.

- c. A student shall be considered a graduate student for purposes of rights (e.g., library privileges) and responsibilities (e.g., RCR training) at the time of admittance in a combined degree program.
- d. A student shall be considered a graduate student for all purposes upon fulfillment of one of the following events: the award of a baccalaureate degree, the completion of 12 graduate credit hours, or at the request of the graduate program director with the approval of the academic dean.
- e. No more than 6 graduate credits of coursework taken prior to admission to a combined degree program may be counted toward the combined degree.
- f. An undergraduate student must meet the criteria for and be fully admitted to the University, and where required<sup>3</sup>, the undergraduate component of the combined degree program.
- g. Upon acceptance, an undergraduate student shall be fully admitted to the combined degree program.

5. Guidelines for continuation in the combined degree program:

- a. Students must maintain an undergraduate cumulative grade point average of at least 3.00;
- b. Students must earn a grade of C or higher, or CR, X, or I in each undergraduate course attempted;
- c. A combined degree program may have specific academic performance requirements that exceed or are in addition to the above.

6. Dismissal from a combined degree program:

- a. A student may be dismissed from a combined degree program or may elect not to complete it.
- b. The Graduate Program Director of a combined degree program shall assist the undergraduate advisor/program to develop a path for the student to complete an undergraduate degree. This may include completing the undergraduate portion of the combined degree or transitioning to an alternate undergraduate degree program.

7. Student information:

- a. The Graduate Program Director of a combined degree program must clearly and specifically inform students which individuals and departments will provide academic advising, academic waivers, substitution of courses, approval of transfer credits, etc.

8. Exceptions:

- a. Exceptions to this policy may only be granted with the approval of the Vice Provost and Dean of The Graduate School.

<sup>1</sup>Undergraduate courses may not be counted toward the minimum number of credits for a graduate degree.

<sup>2</sup>This provision is specific to course and credit requirements. Competencies, skills, and abilities required by a degree program may be obtained at either level.

<sup>3</sup>Some majors and degree programs have restricted admission (e.g., music, dance) or secondary admission (e.g., Business, engineering).

## **Graduate/Graduate Combined Degree Programs**

1. Definition: *A Graduate/Graduate Combined Degree Program (hereafter referred to as*

*“combined degree program”*) is an integrated and coordinated program of study that leads to the award of two graduate degrees at different levels (e.g., master’s, specialist, or doctorate). The combined degree program will ordinarily require fewer total credits than required for the two separate degree programs.

2. General guidelines for combined degree programs:

- a. A combined degree program shall be considered independent of other degree programs at the University whether or not the program is derived from existing degree offerings.
- b. A combined degree program need not be based on an existing degree program or programs.
- c. A combined degree program may lead to degrees in the same or different disciplines.
- d. The individual degree disciplines may be associated with different colleges or academic units.
- e. A combined degree program shall be specifically approved as such through the University curriculum approval process.
- f. Each combined degree program shall have a designated Graduate Program Director who is responsible for all aspects of the combined degree program.

3. Guidelines for combined degree program curricula:

- a. A combined degree program utilizes specified graduate courses to satisfy specific degree requirements for both graduate degrees (dual counted).
- b. The coursework for each degree shall meet all University and college requirements (e.g., required courses, project, research, culminating experience).
- c. Where a combined degree program is substantially identical to one or more existing degree programs, all stated objectives of the existing programs shall be met by the proposed curriculum of the combined degree program, or a justification should be made for departing from the existing degree objectives.
- d. The program of study for a combined degree program shall designate the coursework, including dual-counted courses, which must be completed prior to the award of each of the two graduate degrees.
- e. The total number of credits required for the combined degree program shall be not less than 75% of the credits required for the two graduate degrees.

4. Guidelines for admission to a combined degree program:

- a. Admission to a combined degree program shall be based on evidence that the student will be successful in the entire course of study for both degrees. The required evidence should be outlined in specific admission criteria. Ordinarily, evidence of an applicant’s potential for success in a combined degree program should be based on the student’s academic record and program-defined factors.
- b. Admission into a combined degree program requires a bachelor’s degree.
- c. Applicants seeking admission to a combined degree program may be required to meet the criteria for admission to both degree programs.
- d. The Office of Financial Aid will administer financial aid per university, state, and federal guidelines.
- e. Tuition rates for combined degree programs will be determined by University administration.

5. Dismissal from the combined degree program:
  - a. A student may be dismissed from a combined degree program or may elect not to complete it.
  - b. The Graduate Program Director of a combined degree program shall assist the student's academic advisor to develop a path for the student to complete a degree. This may include completing a portion of the combined degree or transitioning to an alternate degree program.
6. Student information:
  - a. The Graduate Program Director of a combined degree program must clearly and specifically inform students which individuals and departments will provide academic advising, academic waivers, substitution of courses, approval of transfer credit, etc.
7. Exceptions:
  - a. Exceptions to this policy may only be granted with the approval of the Vice Provost and Dean of The Graduate School.

## **Student Initiated Combined Degree Programs**

### **Degree Requirements**

The Student Initiated Combined Degree Program (SICD) must fulfill all the requirements for both the undergraduate and graduate degrees subject to the Bachelor/Graduate Combined Degree Policy.

### **Program Admission Process**

1. Complete a plan of study, typically after a minimum of 45 credits have been completed toward the Bachelor's degree. The plan must include the following:
  - a. A plan to complete the undergraduate and the graduate degree programs including the courses that will be dual counted at both the undergraduate and graduate level.
  - b. A plan for the student to complete their undergraduate degree if the student does not complete the graduate degree component of the SICD program.
2. Seek approval from the undergraduate faculty advisor, unit head for the undergraduate program, the graduate program director, and the Vice Provost and Dean of The Graduate School. Approval is dependent upon the student's demonstrated potential to meet all graduate entrance requirements.
3. File approved plan of study with the Vice Provost and Dean of The Graduate School, who will forward the approved plan with signatures to Records, copying all faculty advisors and department unit heads.

## **Certificate Policy and Procedures**

1. Definitions:

- a. **A graduate certificate** is a credential awarded by the University for the completion of a defined and focused collection of courses that meet a clear and appropriate educational objective at the graduate level. A graduate certificate is not a degree offering of the University.
  - b. A **Graduate Certificate Director** is the individual designated to administer the graduate certificate program. The role, responsibilities, and authority of a Graduate Certificate Director are like those of a Graduate Program Director with respect to a graduate degree program.
2. A graduate certificate program:
  - a. shall consist of at least nine (9) graduate-level credits; credits earned in required undergraduate courses do not apply to this minimum.
  - b. shall be approved through the specified University curriculum process.
  - c. may require the completion of undergraduate prerequisite or cognate courses.
  - d. shall be consistent with the expectations for graduate-level education as stated in the Higher Learning Commission *Criteria for Accreditation Handbook*:  
Graduate-level learning activities are more focused on content and purpose and more intellectually demanding than undergraduate education; faculty and students engage in scholarship involving research and practice as appropriate to the discipline or field; and learning activities involve frequent interactions among faculty and graduate students.
3. Admission:
  - a. Normally, admission to a graduate certificate program is a baccalaureate or higher degree earned at a US regionally-accredited institution or its international equivalent.
  - b. The Vice Provost and Dean of The Graduate School may waive this requirement in highly exceptional circumstances at the recommendation of the Graduate Certificate Director.
  - c. University undergraduate students taking graduate courses through the dual-credit process may be admitted to a graduate certificate program. However, an undergraduate student may NOT be awarded a graduate certificate until they have been awarded a baccalaureate degree.
  - d. A graduate certificate program may specify additional admissions requirements.
4. Application for admission:
  - a. A student who is not enrolled in a graduate degree program must apply for admission to a graduate certificate program prior to completing fifty (50) percent of the required credits for the graduate certificate. This requirement applies to an undergraduate student pursuing a graduate certificate through the dual-credit process.
  - b. Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to simultaneously pursue a graduate certificate must inform the Graduate Certificate Director and the Vice Provost and Dean of The Graduate School of their intent to seek the graduate certificate.
5. A graduate certificate may be awarded to a student:

- a. who has been admitted to either the specific graduate certificate program or a graduate degree program at the University, and
  - b. who has earned a minimum of a 3.0 (B) grade point average in University courses required for the certificate, and
  - c. who has successfully completed the required courses, including any required undergraduate prerequisite or cognate courses for the certificate and no required award, and
  - d. who is in good standing with the University.
6. Applying certificate course work to additional graduate certificates and graduate degrees:
  - a. A graduate course used to meet the requirements of a graduate certificate may be utilized to meet the requirements of a second or subsequent graduate certificate only with the approval of the Vice Provost and Dean of The Graduate School.
  - b. The use of a graduate-level course to meet the requirements of a graduate certificate degree program does not preclude its use toward the requirements of a graduate degree.
7. Course substitutions:
  - a. In general, the Graduate Academic Policy on the *Approval of Course Waivers, Course Substitutions, and Individual Program Plans* is applicable to graduate certificate programs.
  - b. At the discretion of the Graduate Certificate Director, a relevant graduate course may be substituted for a required dual-listed course that a student has completed for undergraduate credit with a grade of "B" or higher.
  - c. Generally, no more than one dual-listed course taken for undergraduate credit may apply toward the requirements of the certificate. However, upon the recommendation of the Graduate Certificate Director, the Vice Provost and Dean of The Graduate School may approve the application of a second required dual-listed course taken for undergraduate credit toward the requirements of the certificate.
8. Transfer credit:
  - a. The transfer of credit to a graduate certificate program is limited to no more than one-third of the required credits for the certificate and subject to the applicable provisions of the *Graduate Academic Policy on the Transfer of Credit to a Graduate Program*.
9. Administration:
  - a. Each graduate certificate program shall have a designated Graduate Certificate Director as defined in "1.b." above.

## **Dissemination Policy for Scholarly Work with Graduate Students**

1. Each graduate program is required to have a published dissemination policy\* for scholarly work with graduate students that is approved by the Vice Provost and Dean of The Graduate School.

2. The policy should adhere to the principles of the University Policy, **4.1.10.2 Rights in Published Material, Inventions and Secret Processes**, and disciplinary norms for dissemination.

\*Graduate Program Dissemination Policies may be found in Appendix A of this Manual.

## **Graduate Remediation Policy**

1. Remediation is the process of permitting a student to demonstrate competency in an outcome measure which the student did not successfully exhibit in a prior course assessment.
2. All graduate programs are required to have a Program Remediation Policy, which is communicated to and approved by the Vice Provost and Dean of The Graduate School.
3. Remediation is not allowed for a course grade of F or no credit, a culminating experience requirement, a project, a thesis or a dissertation.
4. All Program Remediation Policies shall:
  - a. be formally approved by the program faculty, and
  - b. include specific information on how remediation is offered, which courses may be remediated, how many times a course may be remediated, and how many times a student may be offered remediation, and
  - c. require that individual student remediation plans be developed by the instructor of record for the course in which the student failed to demonstrate the required competency or outcome and the graduate program director, and
  - d. will be formally documented and communicated to students via the course syllabus.
5. With the approval of the Vice Provost and Dean of The Graduate School, graduate programs may elect to not allow remediation.

## **Qualifications for Tenured and Tenure-track Faculty Engaged in Graduate Education**

Graduate study involves specialized knowledge and concentrated study in a particular area that is aimed at acquiring discipline-specific skills to practice a profession or to engage in advanced research. To ensure that graduate programs maintain these expectations requires that the faculty acknowledges them conceptually and through action, and that the University, Colleges, and departments utilize faculty qualified to participate in graduate education. Faculty members involved in developing the current knowledge, methods, and techniques of their disciplines provide educational opportunities commensurate with those expectations and with best practices for graduate education. Faculty may be recognized as qualified graduate faculty at one of two levels (full and associate) and may be involved with graduate education in several different ways (e.g., teaching, mentoring, advising) depending on their interests and/or other commitments or assignments. Tenured or tenure-track faculty who are recognized as Full Graduate Faculty are eligible to serve as chair of a thesis or dissertation committee in addition

to teaching, mentoring, and advising graduate students. Associate Graduate Faculty may participate in graduate education as noted above, but may not serve as chair of a graduate student thesis or dissertation committee. Being qualified to engage in graduate education does not imply that a faculty member will be limited to working at the graduate level. Indeed, faculty engaged in graduate education may be equally engaged in undergraduate education. Individual faculty assignments for any given semester are the responsibility of the academic unit.

#### **Full Graduate Faculty:**

- Must be tenured or on tenure track at GVSU, at the rank of Assistant Professor or higher.
- Must possess an earned doctorate or another discipline-appropriate terminal degree from an accredited institution. Alternatively, and in highly limited circumstances, a faculty member may be qualified based on demonstrated exceptional scholarly, creative, or professional achievement.
- Must have had active involvement in graduate education (teaching, advising, or mentoring graduate students). If faculty members have not been active in graduate education previously they must provide a statement that identifies their potential for effective mentoring and teaching, including examples that support their request (see addendum parts 1 & 3 for examples).
- Must demonstrate continuing and productive scholarship, professional achievement, performance, or creative activity during the period prior to application for, or renewal of, this level of standing (see addendum part 2 for examples).
- Must demonstrate active professional service in the discipline (see addendum parts 1 & 3 for examples).

#### **Associate Graduate Faculty:**

Tenured or tenure-track faculty who meet some, but not all of the requirements for Full Graduate Faculty may qualify as Associate Graduate Faculty if their professional or academic training provides relevant experience.

Minimum criteria to be recognized as an Associate Graduate Faculty Member:

- Must be tenure-track at GVSU, at the rank of Assistant Professor or higher.
- Must possess an earned, discipline-appropriate, graduate degree from an accredited institution. Alternatively, and in highly limited circumstances, a faculty member may be qualified based on demonstrated exceptional scholarly, creative, or professional achievement.
- Must have had active involvement in graduate education (teaching or mentoring graduate students). If faculty members have not been active in graduate education previously, they must provide a statement that identifies their potential for effective teaching and mentoring, including examples that support their request (see addendum parts 1 & 3 for examples).

**1. Procedure to Establish Qualifications:**

Faculty members seeking graduate faculty membership must provide evidence that they qualify for either Full or Associate recognition; qualifications will be determined based on the strength of the evidence presented. An online application with supporting materials attached should be completed. An electronic notification will be sent to the unit head who will review and approve the application. The application will then be forwarded electronically to the appropriate Academic Dean for review and approval. The electronic system will then notify the Vice Provost and Dean of The Graduate School of the application. Although the Vice Provost and Dean of The Graduate School is not charged with determining faculty qualifications, the Vice Provost and Dean of The Graduate School will review the applications for adherence to the policy and summarize the qualifications of faculty approved by units and colleges and submit a report to the Provost.

**2. Period of Qualification:**

Faculty meeting the qualifications to be recognized as Full Graduate Faculty, with approval from the appropriate unit and Academic Dean, may be engaged in graduate education for a period of five (5) years. Faculty who meet the qualifications to be recognized as an Associate Graduate Faculty may be engaged in graduate education for a period of three (3) years. Both Full and Associate Graduate Faculty may renew their standing.

**3. Revocation of Qualification:**

The appropriate Academic Dean or the Provost may revoke authorization to engage in graduate education at any time for reasonable cause.

**Procedures for Applying for Graduate Faculty Membership:**

Procedure for Requesting Full Membership:

1. Qualified faculty should request consideration for full graduate faculty membership at the following time periods:
  - a. upon initial hiring
  - b. at each formal review (e.g., tenure, promotion)
  - c. every five years if a or b do not apply
2. The application form with supporting materials should be submitted to the academic unit head, who will then review and forward the application and materials to the appropriate Academic Dean for review and consideration. This process is electronic. For access, please visit the [application portal](#).
  - a. Materials to seek Full Graduate Faculty Membership should include:
    - i. a completed application approval form.
    - ii. a current curriculum vitae.
    - iii. any additional information that provides evidence of scholarly, creative, or professional achievement.
    - iv. faculty new to graduate education at GVSU must submit a short narrative of their previous graduate education activities or potential to engage in graduate education activities with their application materials.

3. Each Academic Dean will forward the application for review to the Vice Provost and Dean of The Graduate School.
4. Upon appointment, the faculty member will hold graduate faculty membership until the next review for contract renewal, tenure, or promotion, or five years, whichever occurs first.

**Procedure for Requesting Associate Membership:**

1. Qualified faculty should request consideration for associate graduate faculty membership at the following time periods:
  - a. upon initial hiring.
  - b. at each formal review (e.g., reappointment, tenure, promotion).
  - c. every three years if a or b does not apply.
2. The application form with supporting materials should be submitted to the academic unit head who will forward the application and materials to the appropriate Academic Dean for review and consideration. This process is electronic; please visit the [application portal](#).
  - a. Materials to seek Graduate Faculty Membership should include:
    - i. a completed application approval form
    - ii. a current curriculum vitae
    - iii. any additional information that provides evidence of scholarly, creative, or professional achievement
    - iv. faculty members new to graduate education at GVSU must submit a short narrative of their previous graduate education activities or potential to engage in graduate education activities with their application materials.
3. Each Academic Dean will forward the application for review to the Vice Provost and Dean of The Graduate School.
4. Upon appointment, the faculty member will hold associate graduate faculty membership until the next review for contract renewal, tenure, or promotion, or three years, whichever occurs first.

*Examples of Activities to Document Faculty Qualifications are provided on the following page.*

### Examples of Activities to Document Faculty Qualifications:

#### Examples of General Experience in Graduate Education and Research:

<b>Most Significant Credentials (these should dominate)</b>	<b>Less Significant Credentials (these should not replace most significant credentials)</b>
Member of committees or task forces focused on	Referee or panelist for state or private agency grant programs
Member of departmental/program graduate Committee	Representing a program at a graduate Fair
Member of departmental or university-wide graduate and research awards committee	Presentation on how to apply to graduate school
Develop new graduate programs or certificates	
Graduate Program Director or coordinator	
Graduate advisor of record	
Departmental graduate admission committee	
Leadership in statewide, regional, or national organization focused on graduate education	
Member of statewide, regional, or national committees for graduate awards	
Leadership in a regional or national professional organization germane to the discipline	
Referee or panelist for federal grant programs	

#### Examples of Staying Current in the Discipline:

<b>Most Significant Credentials (these should dominate)</b>	<b>Less Significant Credentials (these should not replace most significant credentials)</b>
Peer-reviewed scholarly articles and reports	Book reviews in professional journals
Books and monographs	Attending discipline-specific workshops
Book chapters	Internally produced publications not reviewed outside GVSU
PI or co-PI of funded external grants and Contracts	Participant but not PI or co-PI on funded external grants and contracts
Juried creative activities or performances	Internal research funding
Published playscripts or compositions	Self-published or self-produced creative Work
Invited recitals or performances	Assist student performance productions
Peer-reviewed papers presented at learned or professional meetings, symposia, conferences	Highly ranked but unfunded grant Proposals
Invited keynote address	Regular newspaper or journal column with state-wide or regional circulation

Published abstracts and conference proceedings (not duplicative of papers presented)	Serve as an expert witness
Recognized through department, college, or university awards for outstanding research	Invited talks to community groups
Intellectual property disclosures	Articles currently under review
External awards (professional organizations, scholarly societies) for research	Conference presentations under review
Scholarly editions	
Editions of essay collections	
Reviewer for grant proposals in the discipline	
Member of editorial boards for disciplinary Publications	
Conference session organized and chaired	
Conference program chair	
Conference organizer	

#### **Examples of Effective Teaching and Mentoring at the Graduate Level:**

<b>Most Significant Credentials (these should dominate)</b>	<b>Less Significant Credentials (these should not replace most significant credentials)</b>
Teaching graduate courses (including evaluations)	Guest lectures(s) in graduate course(s)
Developing new graduate courses	Faculty evaluation of graduate teaching Assistants
Chairing master's theses and/or doctoral dissertation committees	Supervision of research assistants
Presentations at workshops for graduate students	Presentation at graduate student Orientation
Directing graduate research projects	Contribution to PACES program for graduate student success
Evidence of effective graduate research mentoring (student publications and/or presentations, student research awards)	
Co-author with graduate student on published research or major conference presentation	
Member of graduate advisory, examining, and reading committees	
Effective mentoring of graduate students in Teaching	
Departmental, college, or university awards for graduate teaching and mentoring	
Service as graduate teaching assistants Coordinator	

Service on master's thesis or doctoral dissertation committees at other institutions	
Member of GVSU thesis or dissertation Committees	

## Qualifications for Non-tenure Track Faculty Engaged in Graduate Education

In accordance with the university's mission, vision, and core values, the faculty and administration are committed to high academic standards. Furthermore, the GVSU community affirms: 1) that achieving and maintaining academic rigor and quality is as important to post-baccalaureate programs as it is to baccalaureate programs, and 2) that policies and procedures that ensure appropriate rigor and quality are essential. Central to the quality of any educational program are qualified faculty committed to the educational ideals of the institution and higher education in general. Two factors conspire to achieve a quality educational program. First, it is incumbent on the University, Colleges, and departments to hire qualified faculty, and second, faculty should pursue common goals and standards regarding post-baccalaureate education. Thus, the policies outlining Non-tenure Track Faculty Engaged in Graduate Education who are the Instructor of record have been instituted to ensure the quality of graduate education at Grand Valley State University. The term Non-tenure Track Faculty (including Affiliate Faculty, Visiting Faculty, and Part-Time Faculty) is defined in Chapter 4 Section 3 of the Administrative Manual.

**A. Rationale and Philosophy:** There are widely recognized differences between baccalaureate and post-baccalaureate education deeply embedded within academic culture. These differences include the basic tenet that graduate/professional students are expected to work at a higher intellectual, more demanding, and rigorous educational level. Ensuring that post-baccalaureate programs maintain these fundamental distinctions requires that the faculty acknowledge such distinctions conceptually and through action, and that the University hires faculty qualified to participate in post-baccalaureate education.

Grand Valley State University non-tenure track faculty engaged in graduate education must be current with the knowledge of their disciplines, and are expected to be active in advancing their field through ongoing scholarly activity and appropriate service. In general, non-tenure track faculty should be able to demonstrate excellent classroom instruction and active and sustained scholarly and professional service.

**B. Expectations for Non-tenure Track Faculty:**

1. Responsibilities. Non-tenure track faculty meeting the criteria set forth below may teach graduate level courses within a precise area related to their expertise as defined by and related to the topic and field of their appropriate degree. Minimal coursework related to a particular topic or subject does not constitute expertise. In addition, non-tenure track faculty may also serve on graduate

student committees, supervise graduate students in clinical settings, and may supervise a clinical case report but may not supervise a graduate student project, thesis, or dissertation.

2. Minimum Criteria for Non-tenure Track Faculty

a. Education:

- i. an earned doctorate or another terminal degree, OR,
- ii. a master's degree with at least three years of qualifying experience post-master's degree conferral and prior approval of the appropriate unit head OR,
- iii. in limited cases, holding a bachelor's degree in the discipline or content area being taught with appropriate tested experience as defined by the graduate program, and distinguished professional accomplishments.

b. Non-tenure track faculty members must present evidence of scholarly activity, creative activity, or equivalent professional accomplishments within the last three years. Although ongoing graduate level course work and other professional development may be relevant, alone, they do not qualify an individual to be a non-tenure track faculty member engaged in graduate education. Scholarly activity may include but is not limited to giving presentations at professional conferences and publications in professional journals. Other professional accomplishments beyond professional development may also be considered. In some cases, a professional with unique skills and qualifications engaged in the ongoing application of current knowledge (e.g., attorneys practicing business law and clinicians) may be qualified to teach graduate courses within the area of their expertise.

**Approval for Standing of Non-tenure Track Faculty Engaged in Graduate Education:**

1. Procedure for Non-tenure Track Faculty. Applicants must provide evidence that they meet the expectations for non-tenure track faculty assigned to teach graduate/professional courses or supervise graduate students in clinical settings. Qualifications will be determined upon the strength of the evidence presented in the application. The application shall be reviewed by the academic unit head who will make a recommendation to the Academic Dean and the Vice Provost and Dean of The Graduate School for review and approval.

a. Materials Required (available on [The Graduate School website](#)):

- i. a completed application form; those who are employed directly by GVSU may use their G number to log in to the online application system, available at the [application portal](#).
- ii. a short narrative indicating the reason a faculty member is requesting standing to participate in graduate education;
- iii. a short narrative that summarizes one's record of scholarship or performance, instruction, and professional service;
- iv. a current curriculum vitae;
- v. any additional information that provides evidence of scholarship or performance, teaching, and professional service.

# Graduate Assistantship (GA) Appointment Policy and Procedures

## 1. Purpose:

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the *Faculty Handbook* that currently govern Undergraduate Assistantships (section 1.09 A-J).

A graduate assistantship is a mutually beneficial educational and professional arrangement between the student and the university. Graduate Assistantships serve several functions. First, they provide graduate students with a part-time, paid work experience. Generally, this experience will be directly related to their field of study and will allow them to expand and/or apply their discipline knowledge and skills under supervision.

Second, they provide GVSU faculty and/or university staff assistance in carrying out special projects or other assignments that require the advanced discipline skills of graduate students. Consequently, Graduate Assistantships facilitate direct interaction between faculty and graduate students through a unique educational experience while providing faculty with more opportunities to fulfill their teaching, service, and scholarship responsibilities.

Third, Graduate Assistants may serve in an instructional role where appropriate. Service in an “instructional role” requires that the graduate student works under the direct supervision of a tenure track faculty member who has final grading responsibility for the course. This corresponds to policies that allow undergraduates opportunities for assisting in laboratory and studio sessions (*Faculty Handbook*, Section 1.08).

In all cases, the activities assigned are to have educational value for the graduate student and are not to be used in lieu of hiring student employees for clerical and office support. The opportunities provided to graduate students assigned a Graduate Assistantship clearly enhance the graduate student’s experience, enrich their education, and broaden their range of professional skills.

## 2. General Policies:

Grand Valley is committed to an open, well-advertised process of announcing positions and hiring graduate assistants. Each department with approved Graduate Assistantships will publicize them and ensure that qualified applicants for these positions are offered an opportunity to apply. Available Graduate Assistantships must be posted through Workday. Students must be fully admitted to a GVSU graduate degree program and in good academic standing (i.e., must have, and maintain throughout length of GA contract, a 3.0 or higher GPA).

Special positions funded through grants or from other sources that arise during the

academic year should be fully advertised as noted above.

**3. Qualifications:**

To qualify for a Graduate Assistantship at GVSU, the student must be fully admitted as a degree-seeking student in a Grand Valley graduate program at the time of appointment and must be in good academic standing (i.e., must have, and maintain throughout the length of GA contract, a 3.0 or higher GPA). Subsequently, a full-time Graduate Assistant must successfully maintain a minimum course load of 9 graduate credit hours per semester (up to 24 credits per year) or 4.5 graduate credit hours per semester for a half-time Graduate Assistantship and be in good academic standing (i.e., must have, and maintain throughout length of GA contract, a 3.0 or higher GPA). The unit offering the Graduate Assistantship must have a written position description, approved by the Vice Provost and Dean of The Graduate School. Please note that the graduate assistantship job description must significantly focus on instructional or research responsibilities to be compliant with the Internal Revenue Service definition of the tuition reduction exemption for Graduate Assistants (GA). If the Graduate Assistantship responsibilities are non-instructional or non-research then the tuition remission received by the student may be subject to Federal, State, and Local withholding tax.

A typical full-time Graduate Assistantship includes a 20-hour per week work assignment for 15 weeks per semester and support from GVSU, which includes a minimum stipend as specified on the Graduate Assistantship contract and tuition credit for up to 24 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. A typical half-time Graduate Assistantship includes a 10-hour per week work assignment for 15 weeks per semester and a minimum stipend as specified on the Graduate Assistantship contract with tuition credit for up to 12 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. Students that fail to maintain eligibility or carry out the assigned work in a satisfactory manner in a multi-semester Graduate Assistantship may forfeit continuation of a Graduate Assistantship position for future semesters, thereby forfeiting both stipend and tuition waiver. Students who leave a Graduate Assistantship position prior to the end of the semester may be responsible for a pro-rated tuition charge.

The Vice Provost and Dean of The Graduate School is responsible for administering Graduate Assistantships. Any deviation from these terms (such as 10-month or 12-month appointments) requires prior approval by the Vice Provost and Dean of The Graduate School.

**4. Assistantship Procedures:**

The hiring department submits the online documentation through Workday. The student accepts and signs the completed offer letter. The graduate assistantship contract is submitted to The Graduate School. The Vice Provost and Dean of The Graduate School will review each Graduate Assistantship contract to ensure that all appointments meet current policy and procedure. If an assistantship appointment meets those guidelines, the Vice Provost and Dean of The Graduate School will confirm the appointment and notify the appropriate offices.

**5. International GA Appointments:**

Offers of Graduate Assistantships to international students must be coordinated with the Director of International Student and Scholar Services, in the Padnos International Center. The Padnos International Center will advise international students with Graduate Assistantship appointments on employment issues related to visa status.

**6. Appeals and Exceptions to the General Appointment Policy**

The appointing officer shall submit in writing any appeals or requests for exceptions to any terms of the Graduate Assistantship Policy to the Vice Provost and Dean of The Graduate School.

**7. Grant-Funded or Other Non-Base Funded Graduate Assistantships:**

Grant-funded and other non-base funded Graduate Assistantships must follow the prevailing procedures, as detailed on The Graduate School website, and must provide support for both stipend and tuition. When a Graduate Assistantship position is to be funded by a grant, the grant writer/Principal Investigator (PI) should make every effort to obtain funding for the tuition grant from the funding source as well as the stipend for the position. If the grant source does not or will not provide tuition support, the PI must request approval at the time of grant submission for the tuition to be paid by GVSU and count that tuition support as a cash match in the grant budget. Requests will be made to the Vice Provost and Dean of The Graduate School for tuition match on each separate grant and Graduate Assistantship position, as applicable.

**8. Graduate Assistantships Assigned to Assist Faculty in Instructional Duties:**

Graduate Assistants assigned to assist faculty in an instructional role are those graduate students who are involved in supervised instruction in a variety of educational settings. Supervised instruction means that the graduate student works under the direct supervision of a tenure-track faculty member. Qualified Graduate Assistants perform instructional duties in an area of their expertise, most often within their home department.

In rare cases, a graduate student may possess qualifications that make them uniquely qualified for a particular instructional role. For example, an attorney holding a JD degree may decide to work toward an MBA. Because they hold a JD, the graduate student may be highly qualified to teach a business law course. In these unique circumstances, a department may petition the Vice Provost and Dean of The Graduate School to permit a Graduate Assistant to formally teach a course.

GVSU, The Graduate School, and departments appointing Graduate Assistants are responsible for ensuring that those students are capable and prepared to complete their assigned duties. Departments will have primary responsibility for evaluating an appointee, and may choose to evaluate the ability of a potential appointee in any way the department deems appropriate. However, language skills of all potential appointees (not just ESL applicants) must be considered as part of the evaluation

process. Additionally, academic departments are responsible for reviewing the instructional performance of each Graduate Assistant, similar to the review of faculty teaching performance. Graduate Assistants will be provided access to the current online course management system (currently Blackboard) to ensure communication with students assigned to their sections. In addition, this will allow students in those sections the opportunity to submit meaningful course evaluations. In this regard, departments are required to submit a clearly articulated plan outlining faculty oversight and evaluation of Graduate Assistants assigned instructional duties to The Graduate School prior to any Graduate Assistantship appointments.

GVSU faculty members oversee all Graduate Assistants with instructional duties. Duties may include:

- a. faculty supervised instruction in a laboratory course setting.
- b. conducting discussion or studio sections.
- c. conducting help sessions and holding office hours to advise students on course assignments.
- d. assisting with laboratory setup.
- e. assisting with grading papers, objective exams, laboratory reports, and homework or tutoring.
- f. other duties pertaining to the instructional mission of GVSU excluding being listed as the instructor of record with the exception noted above.

To be eligible to serve as a Graduate Assistant with instructional responsibilities, the student must attend a departmental orientation and training session. The orientation and training will focus on helping the Graduate Assistants develop the skills that are relevant to their instructional duties. The orientation and training program is to be filed with the Vice Provost and Dean of The Graduate School for review.

**9. Graduate Assistantship Tuition Waivers:**

Tuition waivers are to be used for graduate coursework at GVSU. With approval from the Vice Provost and Dean of The Graduate School, tuition waivers may be used for any undergraduate coursework required for the graduate degree program at GVSU.

**10. Graduate Assistant Orientation:**

All graduate students assigned a Graduate Assistantship must complete an orientation that explains Graduate Assistant rights and responsibilities. The orientation is offered by The Graduate School. Training specific to a particular unit will be the responsibility of the unit.

**11. Graduate Assistant Complaints:**

At times, it may be necessary for a Graduate Assistant to file an appeal related to their position. Assistantship-related disputes or concerns should be directed first to the appointing Dean who will intervene or refer the issue to the appropriate University office. Complaints may include but are not limited to issues such as termination of their Graduate Assistantship, arbitrary or capricious behavior of the supervisor, or expectations not outlined in the position description. Unresolved complaints may be

appealed to the Vice Provost and Dean of The Graduate School and ultimately to the Provost.

## **Graduate Assistant Rules 2025-26**

1. Tuition waiver credit hours received for all GVSU funded graduate assistantships will be as follows:
  - a. 9-month GA – 18 credit hours (F – 9, W – 9)
  - b. 10-month GA – 21 credit hours (F – 9, W – 9, S/S – 3)
  - c. 12-month GA – 24 credit hours (F – 9, W – 9, S/S – 6)
2. Tuition waivers are to be used for graduate coursework at GVSU.
3. Students will be limited to receiving a maximum of 9 credit hours of tuition waiver during the Fall and Winter semesters and a maximum of 6 credit hours of tuition waiver during the Spring/Summer semester.
4. Tuition waivers may not be used for 696/796 coursework without prior approval of the Vice Provost and Dean of The Graduate School.
5. Unused tuition waiver credits may not be rolled over into subsequent semesters without the approval of the Vice Provost and Dean of The Graduate School.
6. Full-time, graduate assistantships may only be split into two half-time positions with the prior approval of the Vice Provost and Dean of The Graduate School. Half-time, 9-month graduate assistantship positions will receive 4.5 credit hours of tuition waiver for both the Fall and Winter semesters (9 credit hours total). Half-time, 10-month graduate assistantship positions will receive 4.5 credit hours of tuition waiver for both the Fall and Winter semesters and 1.5 credit hours of tuition waiver for the Spring/Summer semester (10.5 credit hours total). Half-time, 12-month graduate assistantship positions will receive 4.5 credit hours of tuition waiver for both the Fall and Winter semesters and 3 credit hours of tuition waiver for the Spring/Summer semester (12 credit hours total).
7. All graduate assistantships must have a current position description that is on file with The Graduate School. To be in compliance with the Internal Revenue Service definition of the tuition reduction exemption for Graduate Assistants (GA) all job responsibilities for GAs must include a significant instructional or research component. If the GA responsibilities are non-instructional or non-research then the tuition remission and stipend received by the student is subject to Federal, State, and Local withholding tax under I.R.C. § 117(d). Please clearly identify the significant instructional or research component when submitting the GA Job Descriptions.

## **Procedures for Performance Improvement/Termination of a Graduate Assistant (GA)**

When a supervisor determines that a GA has failed to perform the duties of the position, including but not limited to the responsibilities stated in the GA job description, attendance, confidentiality, lack of appropriate professional behavior, failure to adhere to university policies and procedures or lack of progress toward completion of the degree, the following procedures should be followed:

- The supervisor will meet with GA. The supervisor will review the duties and responsibilities expected of the GA, and the supervisor will identify those areas in which the performance of those duties and responsibilities is judged to be substandard. The supervisor should then advise the GA that if the GA's performance does not improve to a satisfactory level within a time period agreed upon by both parties, the graduate assistantship will be terminated. The time period for the GA to demonstrate an improved level of performance will be reasonable and based upon the severity of the issue as well as the length of time before the end of the semester.
- The supervisor will provide the GA with a written summary of the meeting outcome and deadline for improvement. A copy of the written summary must also be sent to the Appointing Officer (if different than the supervisor) and the Vice Provost and Dean of The Graduate School.
- The supervisor will have a follow-up meeting with the GA. If the GA fails to meet acceptable standards of performance as prescribed in the first supervisory meeting, the supervisor may choose to reset the deadline, particularly if the GA is making progress toward performance improvement. If at the follow-up meeting, the supervisor concludes that the GA has not sufficiently improved their performance, the graduate assistantship may be terminated immediately or within a time frame specified by the supervisor or Appointing Officer (e.g., at the start of an upcoming semester break or the end of the current semester).
- The supervisor will provide a written summary of the follow-up meeting and the resulting action undertaken and provide it to the GA, the Appointing Officer (if different than the supervisor), and the Vice Provost and Dean of The Graduate School.

#### **Immediate Termination of a Graduate Assistantship:**

A GA may be terminated immediately if the misconduct poses an immediate threat to the safety or well-being of the GA or others including but not limited to theft, fraud, physical altercation, sexual harassment, verbal harassment, discrimination, drug, or alcohol intoxication.

Please refer to the [Student Code](#) for additional information on student conduct expectations and prohibited activity/conduct.

#### **Appeal Process for termination of a graduate assistantship:**

- A GA that has received a termination notice may appeal the decision. The appeal must be made by meeting with the Appointing Officer (or designee) within 5 business days of receiving the termination notice. The 5-day appeal period includes days the university is normally open for business. The Appointing Officer will gather all relevant information, interview the GA and the supervisor, and render a decision.
- A GA may appeal the decision of the Appointing Officer by meeting with the Vice Provost and Dean of The Graduate School (or designee). The appeal to the Vice Provost and Dean of The Graduate School (or designee) must be made within 5 business days of receiving the decision of the Appointing Officer. The five-day appeal period includes days the university is normally open for business. The Vice Provost and Dean of The

Graduate School will gather all relevant information, interview the GA and the supervisor, and render a decision. The decision of the Vice Provost and Dean of The Graduate School is final.

## **Special Project Graduate Assistantships Procedure**

### **Important Considerations for Special Projects Graduate Assistantships**

- Priority will be given to funding graduate assistantships that have a clearly unique special project that supports the mission of the university.
- Priority will be given to funding assistantships for full-time graduate students, enrolled in 9 credit hours per semester.
- Funding is primarily for academic year assistantships (Fall/Winter semesters combined). Winter/Spring-Summer positions will be considered but at a lesser priority.
- There will be no continuation funding of the special project graduate assistantship positions nor will any be converted to base-budget funded positions.

### **Renewal Limitations for Special Projects Graduate Assistantships**

If your request is approved, please keep in mind that the position is covered by the following rules:

- All one-year awards will be subject to a new application next year.
- All two-year awards will be subject to available funding support for the second year.
- Preference for one-year awards is given to positions that involve assignments that are clearly non-recurring special projects.
- Preference for two-year awards is given to positions that involve assignments that clearly involve work designed for a two-year period.

### **Special Projects Graduate Assistantships Position Descriptions**

If your request is approved you will be required to provide a complete job description within 30 days of the award which includes the following:

- Responsibilities that will be assigned to this position.
- A list of the types of skills and prior academic and work experiences desired. If advanced skills are required, please describe them.
- Indicate which graduate students will be eligible (e.g., will it be made available only to your own program students or to students from a number of programs?).
- Will your GA have a dedicated workstation? Where will the workstation be located?
- Who will supervise the GA? What is their position and title?
- How frequently will the GA be given guidance, including performance reviews?

For more information on writing GA position descriptions, please refer to the [Guidelines for Writing Graduate Assistant Job Descriptions](#).

**Proposal information:** To request a Special Project graduate assistantship, please see the information provided at the [Special Projects Graduate Assistantships page](#). Proposals must contain the following headers with the appropriate information:

**1. Project duration**

- Please indicate this request is for a one-year period.
- Please indicate whether you are requesting a full-time (20 hours/week) or half-time assistantship (10 hours/week).

**2. Special project description**

- Please describe the special project the graduate assistant will be working on under your direction.
- Please indicate the specific responsibilities to be performed by the graduate assistant making sure to indicate how these project responsibilities support the mission of the university and enhance/expand the student's academic experience and/or build on advanced skills.

**3. Funding information**

- Indicate the number of graduate assistantships already available to your unit and the source of funding, making sure to indicate whether the positions are base budget or grant-funded.
- If you are requesting a renewal for a position awarded in a previous year, please provide evidence that supports your request for an extension of this position.

**4. Progress report**

- If you received funding for a special project graduate assistantship position in the previous year from The Graduate School, please provide a Progress Report describing the contributions made to date by the graduate assistant toward the goals outlined in your original position description by answering the following questions:
  - How is the graduate assistant contributing to your successful achievement of the stated goals of the position?
  - How is this graduate assistantship furthering the educational purposes of the assistantship and/or building on or advancing the skills of the student?

**5. Selection Process**

- Indicate how you will select a graduate student to fill the GA position by answering the following questions:
  - Where will you advertise your GA position?
  - What information will you request from applicants?
  - What is your screening/interviewing process?
  - From what graduate programs are students eligible to apply?

## **Presidential Research Grants**

***Presidential Research Grants are intended as a one-time award during a graduate student's GVSU academic career.***

Grant awards of up to \$1,500 are available to support the research projects of graduate

students. Applicants must be degree seeking and in good academic standing. The research must be tied to the completion of some aspect of the applicant's graduate degree. Typically, these grants are intended to support research undertaken for purposes of a thesis, dissertation, or final scholarly project. Graduate students may receive one Presidential Research Grant during the completion of a degree program. Awardees are not eligible to reapply.

## **Application Process**

Please complete and submit the [Presidential Research Grant](#) Cover Page. The cover page must include the signatures of your research advisor and department/school Chair (electronic signatures are accepted). Submit the cover page (with all signatures) to [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu) or to The Graduate School, 318C DeVos Center, 401 West Fulton, Grand Rapids, MI 49504. The following items must be submitted electronically to [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu):

- Abstract limited to 250 words
- Research Description (~5 pages) including the following sections highlighted in the text:
  - Introduction/Background material
  - Specific Research Question/Hypothesis
  - Methodology/Design/Data Collection/Data Analysis
  - Justification of sample size
  - Plans for Dissemination of Information
  - Project Timeline
- Budget (~1-2 pages)
  - A detailed budget, with justification for each expenditure that is tied directly to the research methodology/design/data collection.
  - Include a description of each item and the approximate purchase price.
  - For travel requests, provide a complete description of dates of travel and mileage. Support for travel will be limited to 50% of the total funds requested.
  - Funding support is not allowed for travel to professional conferences, salary, equipment repair/maintenance, or common equipment that is typically available in the unit. If a specialized version of common equipment is requested, please provide a justification.
- Letter of support (1 page) from your research advisor.
  - Letters of support must be sent directly from the advisor's GVSU e-mail account to [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu). You may not submit such letters on behalf of your advisor.

## **Application Review**

Applications are reviewed by a committee comprised of the Vice Provost and Dean of The Graduate School, along with graduate faculty members from several disciplines. Award decisions are made based on a number of factors, including the originality of the research, the quality of the research proposal (including the matching of the research methods to the funds requested), the merits of the research outcomes, the impact the research will make on the discipline, and the research advisor's letter of support.

## **Awards**

Students selected for awards will be notified via letter from the Vice Provost and Dean of The Graduate School. Please note that grant awards are not guaranteed, nor are all grants awarded at the amount requested.

Presidential Research Grants are for a specified semester, as stated in the award letter. Expenditures must be made during the semester for which the grant is intended.

To receive reimbursement, PDF copies of all receipts must be submitted to The Graduate School within thirty (30) days from the final date of the grant (as stated in the award letter). Further details on how to purchase supplies and materials for your research will be provided upon award notification. A final report on your project must be submitted to The Graduate School by the deadline identified in the award letter.

## **Deadline Dates for Application**

October 1, for Winter Semester research

March 1, for Spring/Summer Semester research

June 1, for Fall Semester research

If you have questions, please contact Sheri DeVries in The Graduate School at 331-7123 or [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu).

## **Michigan Intercollegiate Graduate Studies (MIGS) Program**

Graduate students who are in good standing in a degree program are eligible to take graduate courses at several graduate schools in Michigan with prior approval of their **Home** and potential **Host Institutions** (The **Home Institution** is where the student is currently enrolled in a graduate degree program; the **Host Institution** is where the student wishes to be a guest). This program enables graduate students to take advantage of unique educational opportunities throughout the state.

### **Procedure:**

First, the student and their academic advisor identify the course(s) at a participating university that is needed for the student's program of study and is unavailable at their Home Institution. Next, the student obtains a MIGS application from the MIGS liaison officer at the Home Institution. When signatures of the student's academic advisor and MIGS liaison officer have been obtained, signifying that the student is qualified and eligible to take course(s) for transfer back to the program of study, the Home Institution MIGS liaison forwards the application to the Host Institution MIGS liaison for review and approval. The Host Institution MIGS liaison will ensure that the course(s) will be offered in the anticipated semester or term and that there is sufficient space available to allow for enrollment by a guest student. Once admission has been approved by the Host Institution, the MIGS liaison or Admission Office at the Host Institution issues admissions documents and provides registration instructions to the student.

After completing the course(s), the student is responsible for arranging to have an official transcript sent from the Host Institution to the Home Institution. The student should also contact the MIGS liaison at the Home Institution to indicate that a transcript is being sent for posting on the academic record per the guidelines of the Home Institution.

### **Additional Information:**

**Fees:** Students on MIGS enrollment pay tuition and other fees normally charged by the Host Institution for the services rendered.

**Residency Status:** Is the same as the Home Institution.

**Credit:** All credit earned under a MIGS enrollment will be accepted by a student's Home Institution as if offered by that institution.

**Grades:** Grades earned in MIGS courses may be applied toward the Home Institution grade point average or used for credit toward a graduate degree as allowed by the Home Institution's policy.

**Part-Time:** A student may combine a part-time enrollment at the Home Institution with a part-time enrollment at the Host Institution with prior approval of the student's academic advisor (and SEVIS officer for international F-1 students).

**Fellowships:** MIGS participation does not necessarily impact fellowship commitments made by the Home Institution for a given period. Financial aid issues should be negotiated by the student and appropriate officials prior to participating in MIGS.

**Enrollments:** Are limited to the minimum full-time level.

**Transcripts:** The student is responsible for arranging to have one transcript certifying completion of coursework, sent from the Host Institution to the Home Institution.

### **Exception to Policy Requests**

The Vice Provost and Dean of The Graduate School is responsible for the review and final approval or denial of Petitions for Exception to graduate student policies. The student's academic advisor, Graduate Program Director, or dean of the college where the program resides, must support all exceptions in order for the Vice Provost and Dean of The Graduate School to approve them. The student must complete the appropriate Petition for Exception form as provided on The Graduate School website. All materials must be submitted to The Graduate School via email.

1. **Petition for Exception to Twelve-credit Hour Limit:** Twelve-credit hour limit on courses completed prior to admission to a program: Grand Valley policy allows graduate students to take a maximum of 12 graduate credit hours without being admitted to a specific graduate program. Once the student gains admission to a graduate program any credit hours beyond the limit must be granted an exception to the policy in order to be counted toward the degree. The student seeking this exception should contact their academic advisor to initiate the Petition for Exception.
2. **Petition for Exception to Eight-year Time Limit to Degree Completion:** All courses to be counted for a master's degree at Grand Valley must be completed within eight years. This time limit is a way of ensuring the student's validity and currency of knowledge at

the time of graduation. The student will be required to either repeat the course or take an approved substitute, if unable to demonstrate currency. The start date for the eight-year time limit begins with the first course taken toward the degree planned program.

3. **Petition for Exception to Graduate Student Policies:** Students seeking to appeal other graduate academic policies must complete the appropriate Petition for Exception form as provided on The Graduate School website. The student's academic advisor, Graduate Program Director, or dean of the college where the program resides, must support all exceptions for the Vice Provost and Dean of The Graduate School to approve them.
4. **Petition to Return:** Following a voluntary absence of two or more consecutive semesters or sessions, a graduate student must complete a Petition to Return form. This form serves to update the student's demographic record. Graduate students are reminded that following a voluntary absence of 24 consecutive months they must follow the Grand Valley State University Undergraduate and Graduate Catalog requirements in effect at the time of their return to Grand Valley. Such students should meet with their program advisor to revise their study plan.

Graduate students who wish to return to Grand Valley following an academic dismissal must submit a written appeal to the dean of the appropriate academic division. Graduate students who wish to change to a different program within Grand Valley must complete the application process for that program and be accepted into that program. No additional application fee is required, and the applicant need not supply duplicate copies of official transcripts already on file.

## Appendices

### Appendix A: Dissemination Policies by Graduate Program

#### Accounting

- **Authorship:** The Seidman College of Business Graduate Programs follow the [ACM Policy on Authorship](#) to determine if someone should be listed as an author or not.
- **Order of Authors:** Normally, the order of authors is based on the proportion of substantial/meaningful contribution, with students often listed first. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any research project.
- **Intellectual Property:** University policy on [Intellectual Property](#) states that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

#### Applied Computer Science

- **Authorship:** The MS-CIS program follows the [ACM Policy on Authorship](#) to determine if someone should be listed as an author or not.
- **Order of Authors:** Normally, the order of authors is based on the proportion of substantial/meaningful contribution, with students often listed first. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any research project.
- **Intellectual Property:** University policy on [Intellectual Property](#) states that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy..

#### Applied Linguistics

- 1) Intellectual Property and public dissemination (presentations and publications) regarding thesis research and data collected while a graduate student at Grand Valley State University and after graduation.
  - A) A student who conducts empirical or non-empirical research under the supervision of a faculty advisor for the purpose of completing a master's thesis or project is considered as the principal investigator and first author when the research work is presented at a professional conference and/or published in a professional venue (e.g., trade journals and books) while a student at Grand Valley State University. The faculty advisor shall not be the first author regardless of the amount and quality of feedback and assistance provided. The faculty advisor may serve as the second author if so invited by the student. The student retains the copyright of the presented and published research. The institutional affiliation shall be Grand Valley State University.

- B) A student who conducts empirical or non-empirical research under the supervision of or in collaboration with a faculty advisor for purposes other than a master's thesis or project while a student at Grand Valley State University should arrange an agreement with the faculty advisor prior to the start of the research to determine who will be the principal investigator and first author for conference presentation and publication as well as who retains copyright of the research work, depending on the amount and quality of work each contributes. The institutional affiliation shall be Grand Valley State University.
- C) A student who continues to pursue empirical or non-empirical research after graduation from Grand Valley State University without involvement and participation of a GVSU faculty advisor shall retain all proprietary rights even if, in the case of empirical research, the data were collected while a student at Grand Valley State University through the use of its resources and assistance. The student may acknowledge the role of Grand Valley State University, but need not list it as their institutional affiliation.

### **Applied Statistics**

- **Authorship:** To determine whether someone should be listed as an author, the GVSU program in Applied Statistics follows the standards outlined within the [Ethical Practice Guidelines of the American Statistical Association](#), including the section on professional integrity and accountability. Changes to this policy will be approved by the Department of Statistics.
- **Order of Authors:** Normally, the order of authors will be based on the proportion of substantial/meaningful contribution with student(s) listed first if he/she/they did the majority of the work. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any appropriate project that may lead to publication. Disagreements regarding the order of authorship will be submitted in writing to the GVSU Applied Statistics Director and Chair of the Department of Statistics prior to paper submission.
- **Intellectual Property:** University policy on [Intellectual Property](#) states that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

### **Athletic Training**

Proper guidelines of authorship, authorship order, and non-author contributions should be an integral part of any collaborative scholarly product. Appropriately assigning recognition for contributions to any scholarly product is an essential step, so the following guidelines should be considered carefully to provide a consistent method of identifying contributions and giving proper acknowledgment.

Note: If further information is required by a specific journal, the student should follow-up with their faculty advisor for authorship guideline clarification.

## **I. Process of Assigning Authorship**

Bringing a scholarly product to culmination is a fluid process; therefore, establishing early and regular communication and transparency in authorship decisions can help mitigate problems related to designation or order of authors.

According to the International Committee of Medical Journal Editors (ICMJE), there are four criteria that should be met in order to establish authorship of a paper:

1. Significant involvement in study conception/design, data collection, or data analysis/interpretation.
2. Involvement in drafting or revising the manuscript.
3. Approval of the final version of the manuscript for publication.
4. Responsibility for the accuracy and integrity of all aspects of research.

## **II. Guidelines for Assigning Order of Authorship**

These guidelines vary from field to field. Some fields have the list in alphabetical order or have them numbered by magnitude of contribution. The Committee on Publication Ethics recommends that researchers discuss authorship order from project initiation to manuscript submission, revising as necessary.

MAT guidelines for order of authorship are as follows:

- a. The list should reflect descending order of contribution to the product.
- b. The person who took the lead in writing the manuscript and/or developing the product should be considered the first author.

## **III. Non-author Contribution Acknowledgement**

If there are contributors that do not fit the authorship criteria stated in section I, they should be considered non-author contributors and be acknowledged as such. Examples of non-author investigators include:

- General supervision of a research group or general administrative support
- Writing assistance
- Technical editing, language editing, and proofreading.

Non-author contributor acknowledgment is generally done in a subheading (e.g. "Clinical investigators" or "Participating Investigators") in the paper either individually or as a group, and their contributions should be specified as such ("collected data," "scientific advisors," "reviewed proposal").

In addition to the above policy, GVSU MAT students must complete a dissemination plan (see template below) for their assigned research project. It is the intent for every student project/research to have scholarly outcomes (i.e. poster presentation, Student Scholarship Day, 3 Minute Thesis Competition, presentation at a professional conference, publication in a professional journal, etc.).

## Dissemination Plan Template

<b>Objectives</b>	What are the aims of the plan?	
<b>Audiences</b>	Who: primary/secondary Information sources	
<b>Timeline</b>	When in the project? Interim findings?	
<b>Resources</b>	People to deliver: in team/extras Additional assistance Budget	
<b>Strategy</b>	Partners/Influencers to engage Messaging Channels Coverage/frequency Risks/sensitivities	

## References

- American Journal Experts. (2019). [The ethics of manuscript authorship: best practices for attribution](#). Retrieved from American Journal Experts.
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- Grand Valley State University's Research and Development Committee. (2011). GVSU authorship guidelines for collaborative scholarly products. Allendale, Michigan, United States of America. [Retrieved from GVSU](#).
- International Committee of Medical Journal Editors. (2019). [Defining the Role of Authors and Contributors](#). Retrieved from ICMJE.
- National Institute for Health Research. (n.d.). [How to disseminate your research: getting your message heard – and used](#). Retrieved from National Institute for Health Research.

## Audiology

- Research projects, including theses, may be submitted for publication and/or a professional presentation by a student, with the major research advisor as co-author, within one year of final submission to the advisor (i.e., within one year of the final due date for an undergraduate honors thesis or within one year of the final defense of a master's or doctoral thesis).
- Committee members may be co-authors as negotiated at the final defense of a thesis.

- One year after the final submission (for independent studies or undergraduate honors theses) or final defense (for master's or doctoral theses), the ownership of the project transfers to the Department of Communication Sciences and Disorders (CSD). The research advisor may submit the project for publication or presentation with their name as first author, and the student's name(s) as co-authors.
- Research projects generated by a faculty member will have the faculty member's name as first author on publications and presentations. Student research assistants' names may be included on publications and presentations if they meet the GVSU authorship guidelines.

## Biology

We strongly encourage graduate students to submit for publication their research projects, internships, and theses as the primary author, and with appropriate secondary authorship including, but not limited to, the student's major advisor. If, after one year post graduation or after one year of no active progress toward graduation a manuscript has not been submitted, the major advisor may submit the results for publication using an alternate first author, and with appropriate recognition of the student's contribution(s). The intellectual property that consists of the student's project, internship, or thesis data shall be shared jointly between the student and the major advisor. Prior to graduation, and/or upon request, the graduate student must provide a digital copy of all data collected to the major advisor. [GVSU Authorship Guidelines](#) can be found online.

## Biomedical Sciences

Research data is property of the major research advisor /research group and is typically submitted for publication and/or professional presentation by the student, with the major research advisor as senior/co-author. If the work has not been submitted for publication within two years following graduation or the cessation of work then the research group may publish the project or parts thereof using an alternate first author, and appropriate recognition of the student's contribution(s).

Intellectual property generated by faculty, staff, students, or a combination thereof is subject to the same obligations and rights for published material and inventions as outlined in [GVSU Policy 4.1.10.2 on Intellectual Property](#).

## Biostatistics

- **Authorship:** To determine whether someone should be listed as an author, the GVSU PSM program in Biostatistics follows the standards outlined in the [Ethical Practice Guidelines of the American Statistical Association](#), particularly the section on professional integrity and accountability. Changes to this policy will be approved by the Department of Statistics.
- **Order of Authors:** Normally, the order of authors will be based on the proportion of substantial/meaningful contribution with student(s) listed first if he/she/they did the majority of the work. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any appropriate project that may

lead to publication. Disagreements regarding the order of authorship will be submitted in writing to the GVSU Biostatistics Director and Chair of the Department of Statistics prior to paper submission.

- **Intellectual Property:** [University policy](#) says that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

## **Business Administration**

- **Authorship:** The Seidman College of Business Graduate Programs follow the ACM [Criteria for Authorship](#) to determine if someone should be listed as an author or not.
- **Order of Authors:** Normally, the order of authors is based on the proportion of substantial/meaningful contribution, with students often listed first. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any research project.
- **Intellectual Property:** [University policy](#) says that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

## **Cell and Molecular Biology**

### **Research data ownership and intellectual property policy**

1. This policy pertains to all mentees who work or worked with faculty affiliated with the CMB Department and who generate, access, process, and store research data in writing, print, or electronic forms.
2. Mentees carry out experiments and produce research data under the direction and supervision of a faculty mentor (also known as the Principal Investigator, or PI). The mentee is a member of the PI's research laboratory and trains to become progressively independent in conducting scientific research. However, the mentee must recognize that the mentor/PI plays a formative role in developing mentee's research skills, analytical/reasoning skills, communication proficiency, and progression towards self-directed learning through formal and informal interactions.
3. The mentees are contributors to the larger-scale, long-term, research efforts that have been conceived, planned, and coordinated by the PI. These efforts consist of and progress through multiple contributions from different mentees who work collaboratively or independently on their contributions assigned by the PI.

In light of 2) and 3):

1. The PI and the student working in the PI's research laboratory are co-Creators (referring to the GVSU Policy 4.1.10.2 Rights in published material, inventions, and secret processes), with the PI coordinating, supervising, and training students in all aspects of their research work in the lab.
2. The PI controls the dissemination of all data, raw and processed, that the mentees in their laboratory produced in written, printed, or electronic forms. The data include all

recorded materials/techniques, printed instrument outputs, calculations, images, laboratory notes and notebooks, etc. Students may not share, publish, or disseminate in any way the data from their research projects without formal/documenting permission from the PI, unless the work has already been published and the student is a co-author on this peer-reviewed publication. Although the students are co-Creators/co-owners of the research data (intellectual property), they must acknowledge that any form of their unapproved dissemination of research data may render it unpublishable in a peer-reviewed scientific journal.

3. When research data are to be published, the PI is designated as the Primary Author (as defined in GVSU Authorship guidelines for collaborative scholarly products) and assures that all authors meet standards for authorship. The PI evaluates the mentee's contribution to the project and discusses the authorship order and contribution acknowledgement on publications/presentations with all students/collaborators.
4. The PI's approval is required for all elements of dissemination, including but not limited to poster/oral presentations that the student wishes to give: title, abstract, credits to co-authors, and the data/data analysis, unless the work has already been published and the student is a co-author on this publication. The student must include acknowledgments and attributions to other lab members as appropriate and formally approved by the PI.
5. It is the mentee's responsibility to familiarize themselves with the tenets of integrity and accountability in research, as well as the [Responsible Conduct of Research](#). Similarly, it is the mentee's obligation to understand what constitutes plagiarism in the field of scientific research, as explained on the [Academic Integrity page for International Students](#). Information on intellectual property, patents, and copyright is available through the [Technology Commercialization Office](#).

### **Clinical Dietetics**

#### **Dissemination Policy for Scholarly Work with Graduate Students**

At Grand Valley State University, scholarship is deeply rooted in the University's mission. It is integral to decisions regarding faculty contract renewals, salary, tenure, and promotions, and to recognition for students' specialized accomplishments and preparation for advanced study.

Within the academic environment, faculty and students are expected to conduct their scholarly projects with the highest degree of integrity, since that work reflects both the scholar and the institution.

### **Product Preparation**

Appropriate recognition of faculty and student contributors to a scholarly product is fundamental. Scholarly activity may be an independent or collaborative effort amongst faculty and students. When the effort is collaborative, assignment and order of authorship should be based upon careful considerations regarding everyone's contributions to the final

product. The following guidelines are offered to provide a fair and consistent method of judging scholarly contributions by faculty and/or students.

### **Process of Assigning Authorship**

*Note: For this context, “Product” can refer to any disseminated work (in any format including electronic), such as a manuscript, book, poster presentation, invited oral presentation, creative work, or performance. “Author” refers to any person, (faculty, student, or collaborator) who is a significant contributor to the completion of the product.*

Bringing a scholarly product to culmination is a fluid process; therefore, establishing early and regular communication and transparency in authorship decisions can help mitigate problems related to designation or order of authors.

- Faculty, colleagues, and students should discuss how authorship decisions are made. At a minimum, this discussion should include the nature of contributions to professional publications, the meaning of authorship credit and order, and the importance of parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. There should be at least one of these formal discussions at both the initiation and completion of a collaborative project such as in CD 693 and CD 695.
- One author should be designated as the Primary Author. That person should take primary responsibility for the work as a whole, even if he or she does not have an in-depth understanding of every part of the work.
- The Primary Author assures that all authors meet basic standards for authorship. The Primary Author should also prepare a concise, written Memo of Understanding (MOU) describing the contributions made by the authors to the work. The MOU must be approved by all authors prior to any submission and should include an indication of how authorship order was decided. The MOU should remain with the sponsoring department, and if necessary, modified to reflect any later revisions.
- When a collaborator, such as a statistician or technical writer, contributes specialized information or skills to a product and has responsibility limited to certain aspects of the work, the Primary Author, in consultation with the other authors, should ascertain whether the contributions are significant enough to warrant inclusion of the collaborator as an author. The primary consideration should be fairness to all parties.
- A particular journal or publisher may have stipulations regarding authorship. If a journal or publisher has stipulations that are at variance with the program or university practices, the variances should be noted in the MOU by the Primary Author and, when appropriate, negotiated with the journal.

### **Guidelines for Assigning Order of Authorship**

While the significance of a particular order of authorship may be understood in a given setting, the order of authorship has no universally agreed upon meaning. Different disciplines, media, and countries have notably different traditions on matters of authorship. Authorship traditions include alphabetical or random order, descending order of contribution, placing the

person who took the lead in writing the manuscript or doing the research first, and, especially in the lab sciences, placing the most experienced contributor last.

The following principles may provide guidance for decisions related to the appropriate recognition of student and faculty scholars.

1. Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work. For example, in the case of a research report, each person listed as an author should have contributed to the conception, design, analysis, and/or interpretation of the data. Assigning authorship credit to honorary or guest authors is not an acceptable practice at GVSU. For example, while persons who acquire funding or provide technical services may be essential to a scholarly endeavor, those contributions alone are not sufficient justification for authorship.
2. All authors listed on a scholarly product should have participated in creating this product. For example, for a research report, all authors should have participated in writing the manuscript by reviewing drafts and approving the final version.
3. Every person who has made substantial intellectual contributions to the completion of the product and satisfies criteria #1 and #2 (above) should be an author.
4. Persons who have made contributions to the product, but have not met the preceding requirements, should receive an acknowledgement only.
5. Finally, the authors should collectively decide, and periodically review for appropriateness, the order of authorship. In the absence of journal requirements for the order of authorship, the order at GVSU in which authors generally are listed is as follows:
  - a. The list should reflect descending order of contribution to the product.
  - b. The person who took the lead in writing the manuscript and/or developing the product should be considered the first author.

### **Orphaning of Intellectual Work**

There may be times when a student has no interest in moving the project or research forward after completion of the course requirements. A formal discussion should be held at the end of the semester to ascertain interest in further collaboration on the project with the intent to publish.

1. Document intentions of interest/noninterest of student in pursuing the development of additional research or manuscript submission.
2. If interest in further collaboration is indicated, the student and faculty member develop a timeline for future work that would begin no later than six months after graduation.
3. If the student has no further interest in the project they will be asked to formally agree to allow their advisor to continue with the project with acknowledgement of their previous work, and authorship if conditions noted above are met.

### **Communications**

The School of Communications (MSCom) program encourages its graduate students to publish the work they produce. The program also encourages students and faculty to collaborate on

scholarly and professional projects, such as journal articles, conference papers, book projects, and so forth.

A writing project, or a project in any other form, completed by an MSCom graduate student, is understood to be the property of the student whether or not the project received critical input from a faculty member.

If students and faculty wish to collaborate on a project as co-authors, the program requires that the MSCom Graduate Program Director be notified in writing/email by all parties concerned as to (1) the title of the project and (2) the mutually-agreed-upon order of co-authorship. If a change occurs to the project requiring a reordering of the co-authors, the relevant parties are required to notify the Graduate Program Director in writing/email and register their mutual consent as to the revised order of authorship. If the faculty member is the Graduate Program Director, notifications as outlined in #1 and #2 above, should be sent to the Director of the School of Communications for their review.

### **Criminal Justice**

The School of Criminal Justice (SCJ) Graduate Committee has chosen to adopt the American Society of Criminology's language concerning publication matters as the MCJ Program's dissemination policy (see below).

[SCJ graduate faculty] must acknowledge people who contribute to their research and publications. The ordering of authorship and acknowledgments accurately reflects the contributions of participants in the research and writing (except in those cases where such ordering or acknowledgment is determined by an official protocol). [SCJ graduate faculty] must not list as authors individuals who did not contribute substantially to the research and writing process.

[SCJ graduate faculty] involved in a joint project with others (students, assistants, and other employees) will develop and modify as appropriate mutually accepted, explicit (protected in writing) agreements with respect to the division of work, compensation, access to data, rights of authorship, and other rights and responsibilities. Authorship of a completed research product should reflect the relative contribution of authors. Students are normally the principal authors of work that substantially derives from their theses or dissertation (American Society of Criminology, 2016).

#### Reference:

American Society of Criminology. (2016). [\*American Society of Criminology Code of Ethics\*](#). Retrieved on December 5, 2018.

## Cybersecurity

- **Authorship:** The MS Cybersecurity program follows the [ACM Policy on Authorship](#) to determine if someone should be listed as an author or not.
- **Order of Authors:** Normally, the order of authors is based on the proportion of substantial/meaningful contribution, with students often listed first. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any research project.
- **Intellectual Property:** [University policy](#) says that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

## Data Science and Analytics

- **Authorship:** The MS-DSA programs follows the [ACM Policy on Authorship](#) to determine if someone should be listed as an author or not.
- **Order of Authors:** Normally, the order of authors is based on the proportion of substantial/meaningful contribution, with students often listed first. Faculty are encouraged to discuss author ordering with their students and other collaborators near the beginning of any research project.
- **Intellectual Property:** [University policy](#) says that IP belongs to the creators. This normally means students and faculty jointly own the IP unless the work meets certain criteria described by the policy.

## Engineering

Scholarship in engineering usually involves some kind of collaboration. Frequently this collaboration is with a graduate student and a faculty member, but it may also involve other faculty members, undergraduate students, and/or individuals external to the university. Ideally, successful scholarly endeavors result in disseminated products of some kind, typically in the form of conference presentations and/or journal manuscripts. Appropriately and fairly assigning authorship to these products is a core principle of responsible conduct of research. The university has prepared a document with helpful guidelines for assigning authorship ([GVSU Authorship Guidelines for Collaborative Scholarly Products](#)). The Graduate Program of the School of Engineering provides the following as a supplemental policy:

- Everyone performing collaborative scholarship should read and understand the university guidelines for authorship.
- At the beginning of any collaborative relationship, a conversation should be held regarding issues of authorship and data ownership. At minimum, the following points should be clarified:
  - Who has the responsibility as the primary author(s).
  - Who is expected to provide sufficient contributions for being listed as an author and what those contributions are.
  - Who is expected to provide contributions worthy of acknowledgment but not sufficient for authorship.

- Who owns the data that will be collected. Who decides whether and how to use the data after the formal collaborative relationship has completed.
- It is expected that the key points discussed in the aforementioned conversation be recorded in writing and distributed to the collaborators.
- As needed during the collaboration, follow-up conversations should be held to clarify, modify, or reaffirm what was discussed and agreed upon in the initial meeting. At a minimum, this should occur as the process of preparing a product for dissemination begins.
- Prior to submitting a product for dissemination, the primary author should confirm that attribution of credit in the form of authorship and acknowledgments is consistent with university guidelines.

### **Health Administration**

Dissemination Policy for Scholarly Work with Graduate Students: When a faculty member and student collaborate to publish an article in a professional journal or edited book, the primary contributor to the research and writing (more than 50% of the work), whether faculty member or student, will be listed as the first author. If the contributions are determined to be equal then the order of authorship will be alphabetical (and noted in the publication). Any subsequent co-authorships should be discussed prior to submission.

### **Medical Dosimetry**

#### **Intellectual Property:**

The Medical Dosimetry Program follows the University Policy 4.1.10.2 in regards to Intellectual Property.

#### **Authorship Guidelines for Disseminated Work:**

##### **I. Process of Assigning Authorship**

Note: For this context, “Product” can refer to any disseminated work (in any format including electronic), such as a manuscript, book, poster presentation, invited oral presentation, creative work, or performance. “Author” refers to any person, (faculty, student, or collaborator) who is a significant contributor to the completion of the product. Bringing a scholarly product to culmination is a fluid process; therefore, establishing early and regular communication and transparency in authorship decisions can help mitigate problems related to designation or order of authors.

- One author should be designated as the Primary Author. That person should take primary responsibility for the work as a whole, even if he or she does not have an in-depth understanding of every part of the work.
- When a collaborator, such as a statistician or technical writer, contributes specialized information or skills to a product and has responsibility limited to certain aspects of the work, the Primary Author, in consultation with the other authors, should ascertain whether the contributions are significant enough to warrant inclusion of the collaborator as an author. The primary consideration should be fairness to all parties.

##### **II. Guidelines for Assigning Order of Authorship**

The authors should collectively decide, and periodically review for appropriateness, the order of authorship.

The order in which authors are listed is as follows:

- A. The list should reflect descending order of contribution to the product.
- B. The person who took the lead in writing the manuscript and/or developing the product should be considered the first author.
- C. After the student(s), the advisor/mentor is generally listed as second author.
- D. In the event an author is no longer affiliated with GVSU, the author maintains the right to contribute to the product and be listed as an author. The author who has left the institution may not publish independently of the working group without permission from the other authors.

## **Nursing (Master's) and Nursing Practice (Doctorate)**

### **I. Process of Assigning Authorship**

*Note:* For this context, “**Product**” can refer to any disseminated work (in any format including electronic), such as a manuscript, book, poster presentation, invited oral presentation, creative work, or performance. “**Author**” refers to any person, (faculty, student, or collaborator) who is a significant contributor to the completion of the product.

Bringing a scholarly product to culmination is a fluid process; therefore, establishing early and regular communication and transparency in authorship decisions can help mitigate problems related to designation or order of authors.

- Faculty, colleagues, and students should discuss how authorship decisions are made. At a minimum, this discussion should include the nature of contributions to professional publications, the meaning of authorship credit and order, and the importance of parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. There should be at least one of these formal discussions at both the initiation and completion of the collaborative project.
- One author should be designated as the Primary Author. That person should take primary responsibility for the work as a whole, even if he or she does not have an in-depth understanding of every part of the work.
- The writing team assures that all authors meet basic standards for authorship. The Primary Author should also prepare a concise, written agreement (see sample) describing the contributions made by the authors to the work. This agreement should be approved by all authors prior to any submission and should include an indication of how authorship order was decided. The written agreement should remain with the sponsoring department, and if necessary, modified to reflect any later revisions.
- When a collaborator, such as a statistician or technical writer, contributes specialized information or skills to a product and has responsibility limited to certain aspects of the work, the Primary Author, in consultation with the other authors, should ascertain whether the contributions are significant enough to warrant inclusion of the

collaborator as an author, or noted in “acknowledgements.” The primary consideration should be fairness to all parties.

- A particular journal or publisher may have stipulations regarding authorship. For example, it may be GVSU unit policy to list all student authors, but a journal may limit the number of authors. If a journal or publisher has stipulations that are at variance with unit of university practices, the variances should be noted in the agreement by the Primary Author and, when appropriate, negotiated with the journal.

## **II. Guidelines for Assigning Order of Authorship**

While the significance of a particular order of authorship may be understood in a given setting, the order of authorship has no universally agreed upon meaning. Different disciplines, media, and countries have notably different traditions on matters of authorship. Authorship in traditions include alphabetical or random order, descending order of contribution, placing the person who took the lead in writing the manuscript or doing the most work in research first, and, especially in the lab sciences, placing the most experienced contributor, or PI, last. At KCON descending order of contribution, placing the person who took the lead in writing the manuscript or doing the most work in research first, relying on all to act with integrity. The preceding principles provide guidance for decisions related to the appropriate recognition of student and faculty scholars and assume ethical integrity and equity.

### **Guidelines for Reporting Funding**

In all scientific and scholarly manuscripts submitted for publication, authors should acknowledge the sources of support for all activities leading to and facilitating preparation of the publication or manuscript, including, but not limited to: grant, contract, and gift support; salary support if other than institutional funds. Note that salary support that is provided to the University by an external entity does not constitute institutional funds by virtue of being distributed by the University, and technical or other support if substantive and meaningful to the completion of the project.

### **Exemplar of agreement regarding authorship arrangements:**

#### **UNDERSTANDING REGARDING AUTHORSHIP**

##### **Title of paper/project/study:**

**Co-authors and roles/contributions:** *(Corresponding author, then names in sequence as currently envisaged for publication)*

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**Researchers to be acknowledged:** *(Include reason for acknowledgement)*

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Signed by all current co-authors (note any withdrawn co-authors) as agreed upon with percentage of contribution:

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Current date: \_\_\_\_\_ Proposed next Authorship Review date: \_\_\_\_\_

Final authors with percentage of contribution (if changed from original proposal):

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### **Occupational Therapy (Doctorate)**

The following policy pertains to ownership of intellectual property stemming from any academic work that involves the work of both OST faculty and OST students. Authorship for faculty scholarship follows University policy BOT 4.1.10.2. Ownership of intellectual property will be maintained by the student members of each research group until the members individually waive ownership of said intellectual property.

#### **Authorship for professional presentations:**

- OST students who collaborate with an OST faculty member on a research project or academic work and whose conference proposal is accepted will be listed first.
  - Each student group will determine the order of authorship. This may be alphabetical, based on planned conference attendance, or the division of labor.
  - Students submitting to the Academic Conference Fund to support travel will be listed first in order to qualify for those funds.
- The research mentor (faculty member) will be listed as the final name on any conference presentation or poster unless the submission process requires a licensed practitioner or a person with an earned doctorate to be the primary author.
- Members of the research project committee will be listed in the acknowledgment section of the research poster or presentation.
  - To be listed as an author, the committee member(s) must have contributed to the project in a meaningful way, either through data collection/analysis editing, or drafting of sections.
- Research projects involving the OST Department and a community partner will include a name and/or an image of the community partner as a part of the presentation to provide recognition of the partnership.

#### **Authorship for manuscripts:**

- OST students who collaborate with an OST faculty member on a research project or academic work and whose manuscript submission is accepted for publication will be listed first.

- Each student group will determine the order of authorship. This may be alphabetical, based on planned conference attendance, or the division of labor.
- The research mentor (faculty member) will be listed as the final name on any manuscript submission unless the submission process requires a licensed practitioner or a person with an earned doctorate to be the primary author.
  - Research group should openly discuss authorship following the final defense of the research project as well as at Capstone.
  - Members of the research group (including the research mentor) are to discuss roles and division of labor leading up to a manuscript submission. Student(s) and/or new practitioners who complete the majority of the editing work leading up to submission will be listed as the primary author.
    - In the event the research mentor completes the editing process with a single member of a research group, the student/practitioner will retain primary authorship and the research mentor will become the second author. The remaining members of the research group will continue to be listed as authors.
  - Members of student research groups have the ability to waive the ownership of intellectual property if they so choose. In this case, each member of the student research group must sign a form letter relinquishing primary ownership to the research mentor.
    - Waiving ownership does not preclude students from being listed as contributing authors on any resulting publication.
    - If the research mentor determines the project is publication worthy, the mentor will complete all remaining edits to the manuscript and submit as the primary author. Each student will be listed as contributing authors on the manuscript, with the order to be determined by the research mentor.
- Members of the research project committee will be listed in the acknowledgment section of the manuscript.

To be listed as a contributing author, the committee member(s) must have contributed to the project in a meaningful way, either through data collection/analysis editing, or drafting of sections.

### **Occupational Therapy (Master's)**

The following policy pertains to ownership of intellectual property stemming from any academic work that involves the work of both OST faculty and OST students. Authorship for faculty scholarship follows University policy BOT 4.1.10.2. Ownership of intellectual property will be maintained by the student members of each research group until the members individually waive ownership of said intellectual property.

#### **Authorship for professional presentations:**

- OST students who collaborate with an OST faculty member on a research project or academic work and whose conference proposal is accepted will be listed first.
  - Each student group will determine the order of authorship. This may be alphabetical, based on planned conference attendance, or the division of labor.

- Students submitting to the Academic Conference Fund to support travel will be listed first in order to qualify for those funds.
- The research mentor (faculty member) will be listed as the final name on any conference presentation or poster unless the submission process requires a licensed practitioner or a person with an earned doctorate to be the primary author.
- Members of the research project committee will be listed in the acknowledgment section of the research poster or presentation.
  - To be listed as an author, the committee member(s) must have contributed to the project in a meaningful way, either through data collection/analysis editing, or drafting of sections.
- Research projects involving the OST Department and a community partner will include a name and/or an image of the community partner as a part of the presentation to provide recognition of the partnership.

**Authorship for manuscripts:**

- OST students who collaborate with an OST faculty member on a research project or academic work and whose manuscript submission is accepted for publication will be listed first.
  - Each student group will determine the order of authorship. This may be alphabetical, based on planned conference attendance, or the division of labor.
- The research mentor (faculty member) will be listed as the final name on any manuscript submission unless the submission process requires a licensed practitioner or a person with an earned doctorate to be the primary author.
  - Research group should openly discuss authorship following the final defense of the research project as well as at Capstone.
  - Members of the research group (including the research mentor) are to discuss roles and division of labor leading up to a manuscript submission. Student(s) and/or new practitioners who complete the majority of the editing work leading up to submission will be listed as the primary author.
    - In the event the research mentor completes the editing process with a single member of a research group, the student/practitioner will retain primary authorship and the research mentor will become the second author. The remaining members of the research group will continue to be listed as authors.
  - Members of student research groups have the ability to waive the ownership of intellectual property if they so choose. In this case, each member of the student research group must sign a form letter relinquishing primary ownership to the research mentor.
    - Waiving ownership does not preclude students from being listed as contributing authors on any resulting publication.
    - If the research mentor determines the project is publication worthy, the mentor will complete all remaining edits to the manuscript and submit as the primary author. Each student will be listed as contributing authors on the manuscript, with the order to be determined by the research mentor.

- Members of the research project committee will be listed in the acknowledgment section of the manuscript.
  - To be listed as a contributing author, the committee member(s) must have contributed to the project in a meaningful way, either through data collection/analysis editing, or drafting of sections.

### **Philanthropy and Nonprofit Leadership**

Dissemination Policy for Scholarly Work with Graduate Students: When a faculty member and student collaborate to publish an article in a professional journal or edited book, the primary contributor to the research and writing (more than 50% of the work), whether faculty member or student, will be listed as the first author. If the contributions are determined to be equal, then the order of authorship will be alphabetical (and noted in the publication). Any subsequent co-authorships should be discussed prior to submission.

### **Physical Therapy**

Research activity and other scholarly work is expected of faculty in the College of Health Professions at Grand Valley State University. Faculty members are expected to responsibly conduct their activities with the highest degree of integrity. Professional competence and expertise, as well as decisions regarding contract renewal, salary, tenure, and promotion, are partially based on scholarly/research productivity and subsequent publication of scholarly work. Scholarly activity may be pursued independently or in collaboration with peers and/or students. In collaborative research endeavors, authorship credit and order are important matters.

## **I. Data Ownership**

Since individual DPT faculty members generate the original research question and guide the research process, ownership and storage of research data will be the responsibility of the DPT faculty member who is Chair of the research project since, by definition, that project is their intellectual property. This is especially true in instances where IRB approval was obtained with the faculty mentor as the principal investigator. Exceptions to this policy may especially occur when the final product is a systematic review or case report, where the students may have generated the specific idea for the research inquiry. In all instances, exceptions to the general guideline can be requested and approved on an individual basis and in consultation with the IRB when appropriate.

## **II. Authorship**

In making authorship decisions, faculty, colleagues, and students should consider the following steps:

1. Early in the collaborative effort, colleagues discuss how authorship decisions are made, the nature of professional contributions to professional publications, the meaning of authorship credit and order, and the importance of parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit.

2. Collaborators should assess the abilities of all parties, the tasks required to complete the scholarly publication, the extent of supervision required (if appropriate), and appropriate expectations for what each collaborator can reasonably contribute to the project.
3. On the basis of #2, parties should discuss and agree on what tasks, contributions, and efforts are required of all parties to warrant authorship and to determine the order of authorship. An arbitrator may be sought if parties are unable to agree.
4. Agreements regarding authorship credit and order may need to be renegotiated prior to final manuscript submission. As faculty mentor and/or primary investigator, faculty are responsible for initiating this dialogue among collaborators and exercising their judgment regarding whether graduate student collaborators meet the expectations of significant contributions to the project to warrant authorship.
5. The order of authors' names on a publication or presentation should reflect the relative strength of their contributions to the project. If there were equal contributions names should be listed alphabetically (the rationale for this should be stated so in a footnote; for student research projects the footnote will be placed on the acknowledgment page of the final manuscript).

The policy of the College of Health Professions with regard to authorship will follow what was published by the International Committee of Medical Journal Editors (JAMA, 1997;277:927-934), and used by the Editorial Office of *Physical Therapy*:

All people listed as authors should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based on substantial contributions to

(1) conception and design, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and on (3) final approval of the version to be published. Conditions (1), (2), and (3) must all be met.

***In the event of differences in opinion regarding authorship or dissemination, the graduate students can appeal to the Physical Therapy Research Committee for further review on this decision***

With regard to collaborative efforts that do not meet the above criteria, acknowledgment may be appropriate when the following activities occur:

1. Providing an initial research idea without any of the subsequent development of the project.
2. Provision of technical support for the project such as typing, data collection, data entry, construction of devices designed by someone else, etc.
3. Provision of resources such as space, money, equipment, or supplies.
4. Having supervisory responsibility over an investigator who is an employee or student.

### **III. Dissemination**

The faculty mentor of scholarly project, where graduate students are engaged as collaborators, has the primary responsibility to initiate dialogue and facilitate consensus with the collaborators

regarding dissemination decisions of scholarly work. (e.g., target conference or journal). The faculty should explicitly discuss time frame for scholarly work dissemination. If students chose not to stay engaged in the scholarly writing for manuscript publication or dissemination for more than a year after completion of the DPT program requirements, then the faculty research mentor has the full ownership to publish as primary author and can determine appropriateness of whether students or graduates meet requirements for authorship as secondary authors.

The Physical Therapy program adheres to [University Policy 4.1.10.2](#) regarding Rights in Published Material, Invention, and Secret Processes. This policy is posted on the GVSU Center for Scholarly and Creative Excellence website

### **Physician Assistant Studies**

#### **Rights to Published Materials, Inventions, and Secret Processes**

The Physician Assistant Studies (PAS) department adheres to the policy set forth by Grand Valley State University (GVSU) regarding the above-mentioned rights, Policy 4.1.10.2.

#### **Authorship Assignment**

Bringing a scholarly product to culmination is a fluid process. Following guidelines of the International Committee of Medical Journal Editors, only individuals who make substantive intellectual contributions to the project should be listed as authors. Early and regular communication and transparency in authorship decisions can help mitigate problems related to designation or order of authors.

Faculty, colleagues, and students should discuss how authorship decisions are made. This discussion should include the nature of contributions to professional publications, the meaning of authorship credit and order, and the importance of parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. There should be at least one formal discussion at both the initiation and completion of a collaborative project.

The Primary Author assures that all authors meet basic standards for authorship. The Primary Author should also prepare a concise, written Memo of Understanding (MOU) describing the contributions made by the authors to the work. The MOU must be approved by all authors prior to any submission and should include an indication of how the authorship order was decided. The MOU should remain with the sponsoring department, and if necessary, modified to reflect any later revisions.

When a collaborator, such as a statistician or technical writer, contributes specialized information or skills to a product and has responsibility limited to certain aspects of the work, the Primary Author, in consultation with the other authors, should ascertain whether the contributions are significant enough to warrant inclusion of the collaborator as an author. The primary consideration should be fairness to all parties.

If a journal or publisher has stipulations that are at variance with the program or university practices, the variances should be noted in the MOU by the Primary Author and, when

appropriate, negotiated with the journal.

### **Authorship order**

The order of authorship should be based on the degree of importance of each author's contribution to the project. Substantive contributions include, but are not limited to, aiding in the conceptualization of the hypotheses, designing the methodology of the investigation and significant contributions to the writing the manuscript. Faculty, colleagues, and students should discuss how order of authorship decisions are made. The order of authorship should be included in the MOU as outlined above.

### **Public Administration**

Dissemination Policy for Scholarly Work with Graduate Students: When a faculty member and student collaborate to publish an article in a professional journal or edited book, the primary contributor to the research and writing (more than 50% of the work), whether faculty member or student, will be listed as the first author. If the contributions are determined to be equal, then the order of authorship will be alphabetical (and noted in the publication). Any subsequent co-authorships should be discussed prior to submission.

### **Public Health**

#### **GVSU Authorship Guidelines**

Author refers to any person, (faculty, student, or collaborator) who is a significant contributor to the completion of the product.

To be an author individuals must: 1) have made a substantial, direct, intellectual contribution to the work (conception, design, analysis, and/or interpretation of the data); 2) have participated in creating this product/presentation/manuscript. Persons who have made contributions to the product, but have not met the preceding requirements, should receive an acknowledgement only.

Faculty, colleagues, and students should discuss how authorship decisions are made. At a minimum, this discussion should include the nature of contributions to professional publications, the meaning of authorship credit and order, and the importance of parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. There should be at least one of these formal discussions at both the initiation and completion of the collaborative project.

#### **Directions:**

Students are required to discuss authorship with their faculty mentor and preceptor during PH 693 (1-credit). Use this form to discuss and plan the authorship of project/research outputs with contributors. Plans may change over time, and this form should be revised, as necessary. If you do NOT plan to disseminate following Research Day, that should be discussed and agreed upon.

Authorship contributions for the manuscript entitled, “[Insert Title Here]” are as follows:  
*(Put an “X” in corresponding box.)*

Task		Student	Faculty Mentor	Preceptor	Other: _____	N/A
Conception and design/methods		<input type="checkbox"/>				
Acquisition of the data, including recruitment		<input type="checkbox"/>				
Analysis and interpretation of the data		<input type="checkbox"/>				
Drafting of the manuscript		<input type="checkbox"/>				
Critical revision of the manuscript		<input type="checkbox"/>				
Final approval of the manuscript		<input type="checkbox"/>				
Administrative, technical, or logistic support		<input type="checkbox"/>				

	<b>Select one of the options below and justify:</b>
	<input type="checkbox"/> I do NOT plan to present or publish this project after Research Day. State your reason:
	<input type="checkbox"/> I intend to present/publish our findings beyond GVSU Research Day. Possible places of external publication/presentation: <i>(For example, journals and/or conferences.)</i>

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**Therefore, the order of authorship is: (Print Name)**

[First Author] \_\_\_\_\_ (Student)

[Second Author] \_\_\_\_\_

[Third Author] \_\_\_\_\_

[Fourth Author] \_\_\_\_\_

**This document has been discussed and agreed upon. We understand that this is a working document that may need to be revised and should that occur, all authors will be asked to review the revisions.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Recreational Therapy**

This policy relates to the ownership of intellectual property resulting from academic work that involves the work of both Recreational Therapy (RTX) faculty and RTX students. Authorship for faculty scholarship follows the University policy BOT 4.1.10.2. Ownership of intellectual property is maintained by student members until they waive ownership of their intellectual property.

### **Authorship for Professional Presentations:**

- Graduate RTX students who collaborate with an RTX faculty member on research or academic project will be listed first on an accepted conference proposal.
  - Students submitting to the Academic Conference Fund to support travel will be listed first in order to qualify for funding.

- The RTX faculty will be listed as the final name on any conference presentation or poster unless the submission process requires a person with an earned doctorate as primary author.
- For research involving community organizations/partners, the name and/or logo of the community organization will be included as part of the presentation to acknowledge and recognize the collaboration.

#### **Authorship for Manuscripts:**

- Graduate RTX students who collaborate with an RTX member on research or academic project will be listed first on a submitted manuscript.
- The RTX faculty will be listed as the final name on any submitted manuscript unless the submission process requires a person with an earned doctorate as primary author.
- Graduate RTX students are responsible for the majority of work leading up to manuscript submission, with guidance from the RTX faculty mentor.
- In the event of collaboration in which faculty and student share responsibility for the work, the primary contributor to the research and writing (completing more than 50% of the work) will be recognized as the primary author.
- Students have the ability to waive ownership of intellectual property if they choose. When this occurs, students must sign a form letter relinquishing primary ownership to the faculty mentor.
  - Waiving ownership does not preclude the student from being listed as a contributing author on any resulting publication.
  - If the faculty mentor decides the project is publication worthy, the faculty member will complete the remaining edits/revisions to the manuscript and submit as the primary author. The student will be listed as a contributing author on the manuscript.

#### **School Psychology**

Student projects/assignments may be submitted for publication and/or a professional presentation by a student, with a course instructor or faculty advisor as co-author. In general, the student will be the first author on the publication.

In the event that the student does not wish to take a primary role in the development of the manuscript, the course instructor or faculty advisor may develop the manuscript as the lead author with the student's consent. The student will be a co-author.

#### **Collaborative Projects**

Students are encouraged to participate in collaborative research projects with faculty and contribute to disseminating scholarly work. The School Psychology program follows the [GVSU authorship guidelines for collaborative scholarly products.](#)

## **Social Innovation**

### **Dissemination Policy for Professional Master of Arts in Social Innovation**

Students are encouraged to participate in collaborative research projects with faculty and contribute to disseminating scholarly work. The PMA in Social Innovation Program follows the GVSU authorship guidelines for collaborative scholarly products. Within the academic environment, faculty and students are expected to conduct their scholarly projects with the highest degree of integrity, since that work reflects on both the scholar and the institution.

Appropriate recognition of faculty and student contributors to a scholarly product is fundamental. Scholarly activity may be an independent or collaborative effort amongst faculty and students. When the effort is collaborative, assignment and order of authorship should be based upon careful considerations regarding everyone's contributions to the final product (adapted from Jellema/Vaughn 2011 and Campbell 2018).

Hence, we require the completion and submission of the Author Statement Form at the beginning of any collaborative research or scholarly project between faculty and graduate students in the PMA in Social Innovation Program. This form will be kept in the student's file in the department and may be amended or revised at any time with consent from student and faculty authors.

Master's Projects may be submitted for publication and/or a professional presentation by a student, with the faculty research advisor as co-author. In general, the student will be the first author on the publication. In the event that the student does not wish to take a primary role in the development of the manuscript, the faculty research advisor may develop the manuscript as the lead author with the submission of a signed Author Statement Form (adapted from Campbell 2018).

#### **AUTHORSHIP STATEMENT**

Manuscript title:

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All persons who meet authorship criteria are listed as authors, and all authors certify that they have participated sufficiently in the work to take public responsibility for the content, including participation in the concept, design, analysis, writing, or revision of the manuscript.

The name of each author must appear at least once in each of the three categories below.

Category 1

Conception and design of study: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;

acquisition of data: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;

analysis and/or interpretation of data: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Category 2 Drafting the manuscript: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_; revising the manuscript critically for important intellectual content: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Category 3 Approval of the version of the manuscript to be published (the names of all authors must be listed): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Acknowledgements** All persons who have made substantial contributions to the work reported in the manuscript (e.g., technical help, writing and editing assistance, general support), but who do not meet the criteria for authorship, are named in the Acknowledgements and have given us their written permission to be named. If we have not included an Acknowledgements, then that indicates that we have not received substantial contributions from non-authors. This statement is signed by all the authors: Author's name (typed) Author's signature Date

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### **Social Work**

In accordance with the [GVSU Authorship Guidelines for Collaborative Scholarly Products](#), the School of Social Work expects:

- a. Everyone performing collaborative scholarship should read and understand the university guidelines for authorship.
- b. At the beginning of any collaborative relationship, a conversation should be held regarding issues of authorship and data ownership.
- c. It is expected that the key points discussed in the aforementioned conversation be recorded in writing and distributed to the collaborators.

**We currently have three groups of students that may be engaged in research activities:**

- 1) Graduate Assistantships involve mentorships between an assigned faculty member that enhance the student's academic and educational experience. Graduate assistants (GA) may participate in and produce research data under the direction and supervision of a faculty mentor (also known as the Principal Investigator, or PI). The mentees are contributors to the larger-scale, long-term, research efforts that have been conceived, planned, and coordinated by the PI. However, the mentee must recognize that the mentor/PI plays a formative role in developing mentee's research skills, analytical/reasoning skills, communication proficiency, and progression towards self-

directed learning through formal and informal interactions. The PI controls the dissemination of all data, raw and processed, that the student produced in written, printed, or electronic forms and is designated as the Primary Author (as defined in GVSU Authorship guidelines for collaborative scholarly products) and assures that all authors meet standards for authorship.

- 2) Student-led independent research studies approved by the IRB (Human Research Institutional Review Board) for completion of Honors Projects, independent studies, McNair Scholars, S3, or a thesis. These endeavors are collaborations between student-mentees and faculty members affiliated with the School of Social Work and who generate, access, process, and store research data in writing, print, or electronic forms. As successful scholarly endeavors result in disseminated products of some kind, typically in the form of conference presentations and/or journal manuscripts, appropriately and fairly assigning authorship to these products is a core principle of responsible conduct of research. The university has prepared a document with helpful guidelines for assigning authorship, titled the [GVSU Authorship Guidelines for Collaborative Scholarly Products](#). The School of Social Work provides the following as a supplemental policy.:
  - At the beginning of any collaborative relationship, the following points should be clarified:
    - Who has the responsibility as the primary author(s).
    - Who is expected to provide sufficient contributions for being listed as an author and what those contributions are.
    - Who is expected to provide contributions worthy of acknowledgment but not sufficient for authorship.
    - Who owns the data that will be collected. Who decides whether and how to use the data after the formal collaborative relationship has completed.
  - As needed during the collaboration, follow-up conversations should be held to clarify, modify, or reaffirm what was discussed and agreed upon in the initial meeting. At a minimum, this should occur as the process of preparing a product for dissemination begins.
  - Prior to submitting a product for dissemination, the primary author should confirm that attribution of credit in the form of authorship and acknowledgments is consistent with university guidelines.
- 3) Students who collect data from or about other persons by using professional research methods as part of academic course activities, even though the student's work is not expected to contribute to generalizable knowledge. Students' efforts related to class activities are collected for classroom purposes only and cannot be disseminated beyond the class. The exception is if the study received prior HRRC approval.

**In addition:**

It is the responsibility of all students engaged in these activities to familiarize themselves with the tenets of integrity and accountability in research, as well as the [Responsible Conduct of](#)

Research. Similarly, it is the mentee's obligation to understand what constitutes plagiarism in the field of scientific research, as explained on the [Academic Integrity page for International Students](#). Information on intellectual property, patents, and copyright is available through the [Technology Commercialization Office](#).

### **Speech-Language Pathology**

- Research projects, including theses, may be submitted for publication and/or a professional presentation by a student, with the major research advisor as co-author, within one year of final submission to the advisor (i.e., within one year of the final due date for an undergraduate honors thesis or within one year of the final defense of a master's or doctoral thesis).
- Committee members may be co-authors as negotiated at the final defense of a thesis.
- One year after the final submission (for independent studies or undergraduate honors theses) or final defense (for master's or doctoral theses), the ownership of the project transfers to the Department of Communication Sciences and Disorders (CSD). The research advisor may submit the project for publication or presentation with their name as first author, and the student's name(s) as co-authors.
- Research projects generated by a faculty member will have the faculty member's name as first author on publications and presentations. Student research assistants' names may be included on publications and presentations if they meet the GVSU authorship guidelines.

### **Water Resources Policy**

The final product of the WRP Internship will take on many forms but will generally result in a written analysis of water policy. Students will be encouraged to disseminate their work through presentations at appropriate venues. Presentations based on the internship product shall list the student as the primary author. Additional authors may include faculty or internship sponsors when they have made a reasonable contribution to the work. Students are also encouraged to prepare a manuscript for publication when the product of their internship is appropriate for submission to a relevant journal. If the student has submitted a manuscript within a year of completing the degree, the student shall be first author. Additional authors may include faculty that assisted the student with research or writing and individuals associated with the organization that sponsored the internship and contributed to the work. If the student has not submitted a manuscript within a year, then individuals that assisted with the work (e.g., faculty or internship sponsor) may use the internship product as a template for publication.

[GVSU Authorship Guidelines](#) are available for reference.

## Appendix B: RCR Requirements by Graduate Program

Program	Course(s)	CITI Module(s)
Accounting		CITI Conflicts of Interest; Data Management; Mentoring
Applied Computer Science		CITI Introduction to RCR; Authorship; Collaborative Research; Data Management; Plagiarism
Applied Statistics	PSM 650	
Athletic Training		CITI: Conflicts of Interest; Human Subjects Research: Biomedical; Information Privacy and Security; and Responsible Conduct of Research
Audiology		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Plagiarism; Researching Involving Human Subjects; Research Misconduct;
Biology		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results; Preventing and Responding to Harassment and Bullying in Academia; Safer Research Environments
Biomedical Sciences		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Using Animal Subjects in Research; Research, Ethics, and Society; Reproducibility of Research Results
Biostatistics	PSM 650	
Business Administration		CITI Conflicts of Interest; Data Management; Plagiarism

Cell and Molecular Biology	PSM 650 or CMB 509	
Clinical Dietetics	CD 690	CITI Human Subjects Research: Biomedical and Social/Behavioral; Conflicts of Interest; Authorship; Data Management; Research Misconduct; Mentoring; Plagiarism
Communications	COM 620	
Computer Information Systems		CITI Introduction to RCR; Authorship; Collaborative Research; Data Management; Plagiarism
Criminal Justice		CITI Research Involving Human Subjects
Cybersecurity		CITI Introduction to RCR; Authorship; Collaborative Research; Data Management; Plagiarism
Data Science and Analytics	PSM 650	
Educational Leadership		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results
Educational Leadership Specialist		CITI Conflicts of Interest; Plagiarism; Mentoring
Educational Technology		CITI Introduction to RCR; Conflicts of Interest; Data Management; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct
Engineering		
Health Administration	PHN 611	

Health Informatics and Bioinformatics	PSM 650	
Higher Education		CITI Introduction to RCR; Conflicts of Interest; Data Management; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results; Cultural Competence in Research
Instruction & Curriculum		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results
Literacy Studies		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results
Medical Dosimetry		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Using Animal Subjects in Research, Research, Ethics, and Society, Reproducibility of Research Results
Nursing-DNP		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; HIPPA Basics of Health Privacy; HIPAA Health Privacy Issues for Researchers

Nursing-MSN		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; HIPPA Basics of Health Privacy; HIPAA Health Privacy Issues for Researchers
Occupational Therapy MS	OST 557	CITI Human Subjects Research: Biomedical and Social/Behavioral AND Responsible Conduct of Research
Occupational Therapy Dr. O.T.	OST 730	CITI Human Subjects Research: Biomedical and Social/Behavioral
Philanthropy Nonprofit	PHN 611	
Physical Therapy	PT 610	CITI: Conflicts of Interest; Human Subjects Research: Biomedical; Information Privacy and Security; and Responsible Conduct of Research
Physician Assistant Studies		CITI: RCR Basic; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Researching Involving Human Subjects; Research Misconduct
Public Administration	PHN 611	
Public Health		CITI Introduction to RCR; Authorship; Conflicts of Interest; Plagiarism; Research Involving Human Subjects; Research, Ethics, and Society
Recreational Therapy		CITI RCR Concise AND Human Subjects Research – Social-Behavioral-Educational Researchers
School Counseling		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results

School Psychology		CITI Introduction to RCR; Conflicts of Interest; Data Management; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct
Social Innovation	SI 610	CITI Human Subjects Research: Biomedical and Social/Behavioral; AND Responsible Conduct of Research
Social Work		CITI Human Subjects Research: Biomedical and Social/Behavioral AND Responsible Conduct of Research
Special Education		CITI Introduction to RCR; Authorship; Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; Plagiarism; Research Involving Human Subjects; Research Misconduct; Research, Ethics, and Society; Reproducibility of Research Results
Speech Language Pathology		CITI Introduction to RCR; Conflicts of Interest; Data Management; Research Involving Human Subjects; Research Misconduct
Water Resource Policy	PHN 611	CITI Conflict of Interest; Data Management; Mentoring